



7th May 2019

You are hereby summoned to the Annual Meeting of the Sevenoaks Town Council to be held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 13th May 2019 at 7.00 pm. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

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

TOWN CLERK

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

PUBLIC QUESTION TIME

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

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

- (a) Presentation to the outgoing Mayor's Cadet
- (b) Mayors Award
- (c) Cheques to be awarded to the Mayor's Charities supported during his term of office
- (d) KALC Community Award 2019

AGENDA

1 ELECTION OF MAYOR

To elect the Mayor for the ensuing Civic year.

2 DECLARATION OF ACCEPTANCE OF OFFICE

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

3 ELECTION OF DEPUTY MAYOR

To elect the Deputy Mayor for the ensuing Civic year.

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Sevenoaks Kent TN13 3QG

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Town Clerk

4 DECLARATION OF ACCEPTANCE OF OFFICE

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

5 DECLARATIONS OF ACCEPTANCE OF OFFICE BY COUNCILLORS

To receive and confirm all declarations of acceptance have been signed.

6 APOLOGIES FOR ABSENCE

To receive and note apologies.

7 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).

To note that Town Councillors who are also District Councillors are required to submit appropriate Dispensation request.

8 DECLARATIONS OF INTEREST

To receive any declarations of interest from members in respect of items of business included in the agenda for this meeting.

9 COUNCIL MINUTES

To receive, adopt and sign the minutes of the meeting of the Town Council held on 1st April 2019 (copy previously distributed and to follow 8th May 2019).

10 PLANNING COMMITTEE

To receive and adopt the minutes of the Planning Committee meetings held on: 8th and 23 April 2019 (copies previously distributed and to follow 8th May 2019).

11 COMMUNITY INFRASTRUCTURE COMMITTEE

To receive and adopt the minutes of the meeting of the Community Infrastructure Committee held on 14th April 2019 (copy previously distributed and to follow 8th May 2019).

12 FINANCE AND GENERAL PURPOSES COMMITTEE

To receive and adopt the minutes of the Finance and General Purposes Committees held on 29th April 2019 (copy previously distributed and to follow 8th May 2019).

13 APPOINTMENT OF STANDING COMMITTEES/SUB COMMITTEES

To appoint Standing Committees and Sub Committees for the ensuing Civic year (copy to follow 8th May 2019).

14 APPOINTMENT OF CHAIRMEN, VICE CHAIRMEN AND MEMBERS OF STANDING COMMITTEES/SUB COMMITTEES

To appoint Chairmen, Vice Chairmen and Members of Standing Committees/Sub Committees for the ensuing Civic year (copy to follow 8th May 2019).

15 REPRESENTATION ON OUTSIDE BODIES

To elect members to serve on various statutory bodies and other outside organisations for the ensuing Civic year (copy to follow 8th May 2019).

16 APPROVAL OF TERMS OF REFERENCE - STANDING COMMITTEES/SUB COMMITTEES

To receive and adopt the Terms of Reference of Standing Committees and Sub Committees for the ensuing Civic year (copy to follow 8th May 2019).

17 SCHEDULE OF MEETINGS

To receive and adopt the Schedule of meetings for 2019/2020 (copy to follow 8th May 2019).

18 STANDING ORDERS

To receive and adopt the Standing Orders for 2019/2020 (copy to follow 8th May 2019).

19 ANNUAL SUBSCRIPTIONS

To authorise payment of subscriptions falling to be renewed annually (copy to follow 8th May 2019).

20 GENERAL POWER OF COMPETENCE

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

21 SEVENOAKS TOWN COUNCIL ANNUAL REPORT 2018 – 2019 (previously distributed)

To receive and consider Sevenoaks Town Council Annual Report 2018 – 2019

22 GENERAL DATA PROTECTION REGULATION POLICIES [GDPR]

To note that the Town Council continues to adopt GDPR practices as required by statute throughout all of its day to day business

23 MAYORS CADET

To appoint the Mayor's Cadet for the ensuing Civic year.

24 CIVIC EVENTS AND INFORMATION MAYOR'S ENGAGEMENTS 2018/2019

To receive and note

(a) the functions attended by the Mayor, Deputy Mayor or representative during 2018/2019

(b) the Civic Events planned during the 2019/2020 Civic Year.

(copies to follow 8th May 2019)

25 PRESS RELEASE

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

**Minutes of the Sevenoaks Town Council Meeting
Held on 1st April 2019
in the Town Council Chamber**

Meeting Started: 7:04p.m.

Meeting Concluded: 7:32 p.m.

Cllr R M C Hogarth, Mayor	Present	Cllr N J L Busvine OBE, Deputy Mayor	Present
Cllr S L Arnold	Apologies	Cllr E Parson	Present <i>[arrived 7:19pm]</i>
Cllr R J Parry	Present	Cllr R L Piper	Present
Cllr J M Canet	Present	Cllr S G Raikes	Present
Cllr M A Chakowa	Present	Cllr O Schneider	Present
Cllr A S Clayton	Present	Cllr P E Towell	Present
Cllr A Eyre	Present	Cllr E T Waite	Present <i>[arrived 7:24pm]</i>
Cllr Mrs R E Parry	Present	Cllr Mrs P C Walshe	Apologies

(14)

Public Question Time There were no members of the public present.

1. APOLOGIES FOR ABSENCE

RESOLVED: to receive and note apologies received from Cllr Arnold and Cllr Mrs Walshe.

2. REQUESTS FOR DISPENSATIONS

There were no requests for dispensations.

3. DECLARATION OF INTERESTS

There were no Declaration of Interests

4. MINUTES OF THE TOWN COUNCIL MEETING HELD ON 21ST JANUARY 2019

RESOLVED: To accept and sign the Minutes as a true record of the meeting, noting the correct spelling of Cllr P E Towell.

5. FINANCE AND GENERAL PURPOSES COMMITTEE

RESOLVED:

- a) to receive and adopt the minutes of the meeting of the Finance and General Purposes Committee meeting held on 4th March 2019.

- b) The committee discussed the Capital Projects Cashflow and borrowing requirements in accordance with Minute No 474, reiterated here below:

CAPITAL PROJECTS CASHFLOW AND BORROWING REQUIREMENTS

The Committee receive and considered the documents providing information relating to capital project funding and borrowing requirements.

UNANIMOUSLY RECOMMENDED to Town Council the recommendations of the Responsible Financial Office and Town Clerk that after the review of capital receipt, reserves and cashflow for planned projects, it was prudent for Councillors to approve the borrowing of a fixed repayment annuity loan in the region of £1.5m over a 25-year period.

RESOLVED an informal meeting be held 6:30pm prior to the Town Council on 1st April 2019 to discuss the borrowing papers prior to the Town Council meeting.

Cllr S Raikes requested a recorded vote, seconded by Cllr R J Parry and proposed the following:

Responsible Finance Officer's and Chief Executive's recommendation is that in reviewing the capital receipt reserve and cashflow for planned capital projects, it is prudent for Councillors to approve borrowing of a fixed repayment annuity load loan of £1.4m over a 25-year period.

- i. Amendment proposed by Cllr A S Clayton and seconded by Cllr J M Canet to borrow a fixed repayment annuity loan of £1.4m over a 20-year period

Name	Recorded Vote @ 7:24pm		
	For	Against	Abstain
Cllr N J L Busvine OBE		✓	
Cllr J M Canet	✓		
Cllr M A Chakowa		✓	
Cllr A S Clayton	✓		
Cllr A Eyre		✓	
Cllr R Hogarth		✓	
Cllr Mrs R E Parry		✓	
Cllr R J Parry		✓	
Cllr E Parson		✓	
Cllr R L Piper		✓	
Cllr S G Raikes		✓	
Cllr O Schneider		✓	
Cllr P E Towell			✓
Cllr E T Waite	Not Present		

The motion was lost.

- ii. The original proposal to borrow an amended fixed repayment annuity loan of £1.4m [instead of £1.5m Minute No 474 refers] over a 25-year period was put to the vote:

Cllr E T Waite arrived 7:24 pm.

Name	Recorded Vote @ 7:28pm		
	For	Against	Abstain
Cllr N J L Busvine OBE	✓		
Cllr J M Canet	✓		
Cllr M A Chakowa	✓		
Cllr A S Clayton	✓		
Cllr A Eyre	✓		
Cllr R Hogarth	✓		
Cllr Mrs R E Parry	✓		
Cllr R J Parry	✓		
Cllr E Parson	✓		
Cllr R L Piper	✓		
Cllr S G Raikes	✓		
Cllr O Schneider	✓		
Cllr P E Towell			✓
Cllr E T Waite			✓

RESOLVED: that the Responsible Finance Officer and Chief Executive proceed with the arrangements to borrow a fixed repayment annuity loan of £1.4m over a 25-year period from the Public Works Loan Board.

It was noted that Cllr Waite did not vote as he had not been present for the debate.

Cllr Mrs R E Parry left at 7:29pm.

6. PLANNING COMMITTEE

Councillors received and considered the Minutes of the Planning Committee held on

- a) 28th January 2019
- b) 11th and 25th February 2019
- c) 11th March 2019
- d) 25th March 2019.

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

7. PERSONNEL COMMITTEE

Councillors received and considered the minutes of the meeting of the Personnel Committee held on 4th February 2019.

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

8. OPEN SPACES & LEISURE COMMITTEE

RESOLVED: that the Open Spaces and Leisure Committee meeting due to have been held on 18th February 2019 was cancelled. Cllr Parry requested that councillors let the Chief Executive/Town Clerk know if they are unable to attend a meeting and nominate a substitute.

9. MAYOR'S ENGAGEMENTS

Councillors received and noted the

a) functions attended by the Mayor or his representatives from May 2018 to current date.

b) forthcoming Civic Events being organised by the Mayor during 2018/2019.

The Mayor was congratulated by the Committee on the large numbers of engagements undertaken in support of the town.

10. PRESS RELEASE

It was agreed not to issue a Press Release.

There being no further business the Mayor closed the Meeting at 7:32pm.

Signed
Mayor of Sevenoaks

Dated

ACM 13-5-19
Agenda Item No 10

Minutes of the PLANNING COMMITTEE meeting held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, on Monday 8th April 2019 at 7.00pm.

Present:

Committee Members

Cllr Arnold	Present	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	Present	Cllr Schneider	Apologies
Cllr Eyre – Vice Chairman	Present	Cllr Towell	Apologies
Cllr Hogarth	Present	Cllr Waite	Arrived 7:42pm
Cllr Mrs Parry	Left 7:17pm	Cllr Walshe	Apologies

Also in attendance:

Deputy Town Clerk

2 members of the public

PUBLIC QUESTION TIME

None

11. REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

12. DECLARATIONS OF INTEREST

Cllr Raikes declared he had a Non-Pecuniary Interest in item:

[14] Merlewood Lodge 86 Mount Harry Road

13. DECLARATIONS OF LOBBYING

Cllr Busvine declared he had been lobbied in respect of:

[12] The Former Mulberry Day Therapy Centre, Emily Jackson Close.

14. MINUTES

The Committee received the minutes of the Planning Committee meeting held on 25th March 2019

RESOLVED: That the minutes be received and signed.

15. PLANNING APPLICATIONS

- a) The Committee received and noted planning applications considered under Chairman's Action, submitted to Sevenoaks District Council.
- b) The Committee considered planning applications received during the two weeks ending 2nd April 2019. It was **RESOLVED** that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

16. PRESS RELEASES

None.

Finished: 7:56pm

Signed
Chairman

Dated

Planning Applications Considered

Applications considered on 8-4-19

1	Plan Number 18/03234/FUL	Planning officer Natalie Rowland 10/04/19	Town Councillor Cllr Piper	Agent Mr White 01983 615004
Applicant Mrs Tingley		House Name Land North East Of Heron Woo	Road Gracious Lane	Locality Kippington
Town		County	Post Code	Application date 25/03/19
Demolition of existing equestrian buildings and exercise arena; Construction of four detached dwellings with parking and landscaping.				
18/03234/FUL - Amended plan				
Amended plans to reduce soze of development and number of dwellings.				

Sevenoaks Town Council recommended approval.

2	Plan Number 19/00484/FUL	Planning officer A Stanyer 11/04/19	Town Councillor Piper ODW	Agent N/A
Applicant Lawn Tennis Club / Sevenoaks		House Name Clarendon Lawn Tennis Club	Road Plymouth Drive	Locality Town
Town		County	Post Code	Application date 22/03/19
Erection of netting on one boundary of the tennis court.				

Sevenoaks Town Council declined to comment as the freehold owner of the site.

3	Plan Number 19/00576/HOUSE	Planning officer A Stanyer 09/04/19	Town Councillor Eyre	Agent Rivers Architect 0117942
Applicant Wilding		House Name	Road 47 The Rise	Locality Kippington
Town		County	Post Code	Application date 22/03/19
Erection of a two storey rear extension, single storey side extension, and raised roof to accommodate two bedrooms in roof.				

Sevenoaks Town Council recommended approval.

4	Plan Number 19/00601/HOUSE	Planning officer A Stanyer 11/04/19	Town Councillor Raikes	Agent Offset 753333
Applicant Naylor		House Name	Road 21 Vine Avenue	Locality St Johns
Town		County	Post Code	Application date 22/03/19
Demolition of front porch, rear bay and part of detached garage. Construction of front and rear, single and double storey extensions including an integrated garage. Driveway reconfiguration with new vehicle access point and dropped kerb.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 8-4-19

5	Plan Number 19/00622/HOUSE	Planning officer A Stanyer 22-04-19	Town Councillor Hogarth	Agent N/A
Applicant Brady		House Name	Road 51 Dartford Road	Locality St Johns
Town		County	Post Code	Application date 02/04/19
Single storey side kitchen extension.				

Sevenoaks Town Council recommended approval.

6	Plan Number 19/00636/HOUSE	Planning officer A Stanyer 12/04/19	Town Councillor Piper	Agent Kent Building Control Ltd
Applicant s'Jacob		House Name	Road 18 Grange Road	Locality Kippington
Town		County	Post Code	Application date 25/03/19
Two storey side extension and single storey rear extension.				

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

7	Plan Number 19/00637/HOUSE	Planning officer R Fellows 09/04/19	Town Councillor Parry	Agent Kent Building Control Ltd
Applicant Stephen		House Name	Road 97 Solefields Road	Locality Kippington
Town		County	Post Code	Application date 20/03/19
Single storey front extension, single storey rear extension and alterations to fenestration.				

Sevenoaks Town Council recommended approval.

8	Plan Number 19/00656/HOUSE	Planning officer A Stanyer 09/04/19	Town Councillor Clayton	Agent Cobden 455029
Applicant Scott		House Name	Road 2 Wildemesse Mount	Locality Eastern
Town		County	Post Code	Application date 20/03/19
Two storey side and single storey rear extensions. Alterations to the roof.				

Sevenoaks Town Council recommended approval subject to the Planning Officer being satisfied there will be no adverse impact on the street scene, especially that of Hillingdon Avenue.

Planning Applications Considered

Applications considered on 8-4-19

9	Plan Number 19/00707/HOUSE	Planning officer R Fellows 17/04/19	Town Councillor Towell	Agent Studio 6 Design 0781772
Applicant	House Name	Road	Locality	
Bravo	Hohe Munde	34 Orchard Close	Northern	
Town	County	Post Code	Application date	
			28/03/19	
Removal of existing glazed porch and replace with brick constructed porch to provide downstairs W.C.				

Sevenoaks Town Council recommended approval.

10	Plan Number 19/00708/HOUSE	Planning officer R Fellows 09/04/19	Town Councillor Piper	Agent Robert Hales 848795
Applicant	House Name	Road	Locality	
Greenwood and Mears		9 Middlings Rise	Kippington	
Town	County	Post Code	Application date	
			20/03/19	
Construction of first floor side extension over existing single storey and garage. Enclosure of of porch area into hall, internal rearrangement amendments to fenestration.				

Sevenoaks Town Council recommended approval subject to the Planning Officer being satisfied that the design of the front elevation is not detrimental to the street scene.

11	Plan Number 19/00712/HOUSE	Planning officer R Fellows 09/04/19	Town Councillor Eyre	Agent Glyn Doughty 019595627
Applicant	House Name	Road	Locality	
Garcia	Fulmar	108 Oakhill Road	Kippington	
Town	County	Post Code	Application date	
			22/03/19	
Single storey rear extension.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 8-4-19

12	Plan Number	Planning officer	Town Councillor	Agent
	19/00720/ADV	A Stanyer 10/04/19	Busvine	N/A
Applicant		House Name	Road	Locality
Richarson		The Former Mulberry Day Ther	Emily Jackson Close	Town
Town		County	Post Code	Application date
				22/03/19
One sign on the front elevation of the building. One sign on the side elevation of the building. A Totem unit at the entrance to the car park				

Sevenoaks Town Council recommenced refusal as the scale of the signage would have a detrimental impact on the character of the conservation area and would be intrusive to neighbouring properties adversely impacting their amenity. The Town Council also expressed concern about the level and duration of lighting proposed, and the negative impact this would have on the amenity of surrounding properties and the light pollution it would create.

Informative: The Town Council finds it difficult to understand the purpose of some elements of signage which will not be visible to anyone not already on the property.

13	Plan Number	Planning officer	Town Councillor	Agent
	19/00723/HOUSE	R Fellows 11/04/19	Eyre	Glyn Doughty 019595627
Applicant		House Name	Road	Locality
Lacour		Fulmar	108 Oakhill Road	Kippington
Town		County	Post Code	Application date
				22/03/19
Extension to existing garage to include first floor extension to form one bedroom annex.				

Sevenoaks Town Council recommended approval.

14	Plan Number	Planning officer	Town Councillor	Agent
	19/00777/HOUSE	R Fellows 12/04/19	Raikes	MKA Architects 850995
Applicant		House Name	Road	Locality
Nix		Merlewood Lodge	86 Mount Harry Road	St Johns
Town		County	Post Code	Application date
				26/03/19
Extension to front of garage to enable parking of vehicle.				

Sevenoaks Town Council recommended approval.

15	Plan Number	Planning officer	Town Councillor	Agent
	19/00797/HOUSE	A Stanyer 16/04/19	Parry	Cobden 455029
Applicant		House Name	Road	Locality
Stanley		Cedars	Clenches Farm Lane	Kippington
Town		County	Post Code	Application date
				28/03/19
front entrance gates.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 8-4-19

16	Plan Number 19/00824/FUL	Planning officer E Gore 16/04/19	Town Councillor Chakowa	Agent Willow Planning 0780105
Applicant	House Name	Road	Locality	
Ascoe Properties	Great Oak	25 Woodside Road	St Johns	
Town	County	Post Code	Application date	
			28/03/19	
Demolition of existing dwelling and outbuildings and erection of 2 x detached 5 bedroomed dwelling houses, with associated landscaping and parking				

Sevenoaks Town Council recommended approval.

*Annual Council 13-5-19
Agenda Item No 10*

Minutes of the PLANNING COMMITTEE meeting held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, on Tuesday 23rd April 2019 at 7.00pm.

Present:

Committee Members

Cllr Arnold	Apologies	Cllr Parry	Present
Cllr Busvine OBE	Apologies	Cllr Parson	Apologies
Cllr Canet	Present	Cllr Piper - Chairman	Present
Cllr Chakowa	Apologies	Cllr Raikes	Present
Cllr Clayton	Present	Cllr Schneider	Apologies
Cllr Eyre - Vice Chairman	Present	Cllr Towell	Arrived 7:02pm
Cllr Hogarth	Apologies	Cllr Waite	Apologies
Cllr Mrs Parry	Left 7:17pm	Cllr Walshe	Apologies

Also in attendance:

Deputy Town Clerk

1 member of the public

PUBLIC QUESTION TIME

None

32 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

33 DECLARATIONS OF INTEREST

None

34 DECLARATIONS OF LOBBYING

Cllr Raikes declared he had been lobbied in respect of:

[4] The Former Mulberry Day Therapy Centre, Emily Jackson Close.

35 MINUTES

The Committee received the minutes of the Planning Committee meeting held on 8th April 2019

RESOLVED: That the minutes be received and signed.

36 SEVENOAKS TOWN COUNCIL PROCEDURE OVER THE ELECTION PERIOD

The Committee received and considered a report on how Sevenoaks Town Council will continue to carry out its functions as a Planning Consultee over the election period.

RESOLVED: That delegated authority is granted to the Deputy Town Clerk to discharge Sevenoaks Town Council's role as a planning consultee for applications received during the period 24th April 2019 to 8th May 2019 where the comment deadline does not allow the application to be considered at the Planning Committee meeting on the 20th May 2019, and subject to consultation with ward members where possible. Any comments made during this period would be reported to the Planning Committee meeting on the 20th May 2019 and may be superseded at this meeting.

37 PLANNING APPLICATIONS

- a) The Committee received and noted planning applications considered under Chairman's Action, submitted to Sevenoaks District Council.
- b) The Committee considered planning applications received during the two weeks ending 16th April 2019. It was **RESOLVED** that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

38 PRESS RELEASES

None.

Finished: 7:52pm

Signed
Chairman

Dated

Planning Applications Considered

Applications considered on 23-4-19

1	Plan Number 18/03838/LBCALT	Planning officer Mr M Mirams 27/4/19	Town Councillor Cllr Busvine	Agent Mr Choudhary 01916 053
	Applicant Mr Mehra	House Name	Road 49 London Road	Locality Town
	Town	County	Post Code	Application date 09/04/19

Change of use from (A3) restaurant to (D1) orthodontist and new wheelchair access ramp with handrail and low wall to front elevation.

18/03838/LBCALT - Amended plan

Amended plans and amended description to provide a level access to the front of the building.

Sevenoaks Town Council recommended approval subject to the Conservation Officer being satisfied that the proposal will not be detrimental to the character of the Conservation Area.

2	Plan Number 19/00539/HOUSE	Planning officer Alexis Stanyer 02/05/19	Town Councillor Cllr Clayton	Agent n/a
	Applicant Iqbal	House Name	Road 10 Quaker Close	Locality Eastern
	Town	County	Post Code	Application date 16/04/19

Front, rear and side extensions to the existing house. Replacement and raising of the roof with new rear dormer window. Refurbishment of external materials of the house including replacement fenestration and roof lights. Modification to the existing driveway, associated boundary fencing including decking and extension of front dropped kerb.

19/00539/HOUSE - Amended plan

Revised proposals supplied by the agent for the applicant to allow for three smaller dormers in the place of one large dormer at the rear.

Sevenoaks Town Council notes the changes to the dormer windows but continues to recommended refusal on the following grounds: unless the planning officer is satisfied that there is no overlooking of houses and gardens in Seal Hollow Road, which are at a much lower level, and that they are not affected by the increase in height and mass of the development.

3	Plan Number 19/00710/MMA	Planning officer Emma Gore 25/4/19	Town Councillor Busvine	Agent Taylor Roberts Ltd 01227
	Applicant Latter	House Name	Road 139 London Road	Locality Town
	Town	County	Post Code	Application date 09/04/19

Amendment to 15/03472/CONVAR.

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 23-4-19

4	Plan Number 19/00720/ADV	Planning officer A Stanyer 10/04/19	Town Councillor Busvine	Agent N/A
Applicant Richarson		House Name The Former Mulberry Day Ther	Road Emily Jackson Close	Locality Town
Town		County	Post Code	Application date 09/04/19
One sign on the front elevation of the building. One sign on the side elevation of the building. A Totem unit at the entrance to the car park 19/00720/ADV - Amended plan Further information in relation to illumination of signage.				

Sevenoaks Town Council notes the additional information regarding hours of illumination but continues to recommended refusal on the following grounds: the scale of the signage would have a detrimental impact on the character of the conservation area and would be intrusive to neighbouring properties adversely impacting their amenity. The Town Council also expressed concern about the level and duration of lighting proposed, and the negative impact this would have on the amenity of surrounding properties and the light pollution it would create.

//Informative: The Town Council finds it difficult to understand the purpose of some elements of signage which will not be visible to anyone not already on the property.//

5	Plan Number 19/00806/HOUSE	Planning officer A Stanyer 07/05/19	Town Councillor Raikes	Agent N/A
Applicant Buttle		House Name Wellingtonia	Road 24 St Georges Road	Locality St Johns
Town		County	Post Code	Application date 15/04/19

Proposed rear single storey conservatory and internal alterations.

Sevenoaks Town Council recommended approval subject to the Arboricultural Officer being satisfied the proposals to safeguard the TPO protected trees are adequate.

6	Plan Number 19/00853/HOUSE	Planning officer Alexis Stanyer 3/5/19	Town Councillor Cllr Canet	Agent Sevenoaks Plans 01732 2
Applicant Silcox		House Name	Road 61 The Moor Road	Locality Northern
Town		County	Post Code	Application date 09/04/19

Proposed demolition of existing rear extension at ground floor; proposed new rear extension at ground floor with rooflight; proposed first floor rear extension; proposed garage conversion and rear ground floor extension with rooflight.

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 23-4-19

7	Plan Number 19/00858/FUL	Planning officer R Fellows 07/05/19	Town Councillor Busvine	Agent N/A
Applicant Thompson		House Name	Road 46 South Park	Locality Town
Town		County	Post Code	Application date 15/04/19
Replacement of 19 windows.				

Sevenoaks Town Council recommended approval.

8	Plan Number 19/00882/HOUSE	Planning officer R Fellows 10/05/19	Town Councillor Towell	Agent Sevenoaks Plans 240140
Applicant Reeves		House Name	Road 17 Lake View Road	Locality Northern
Town		County	Post Code	Application date 18/04/19

Proposed demolish garage; proposed demolish existing ground floor rear extension; proposed ground and first floor side extension; proposed ground floor rear extension with rooflights; drop kerb at front.

Sevenoaks Town Council recommended approval subject to the paving being permeable to prevent surface water runoff.

9	Plan Number 19/00916/HOUSE	Planning officer Samantha Simmons 24/4/19	Town Councillor Cllr Parson	Agent Oast Construction 01732
Applicant Bickley		House Name South Ways	Road 3 Crownfields	Locality Town
Town		County	Post Code	Application date 05/04/19

Rear extensions.

Sevenoaks Town Council recommended approval.

10	Plan Number 19/00932/MMA	Planning officer Alexis Stanyer 3/5/19	Town Councillor Cllr Arnold	Agent Archilab 7 01732 240507
Applicant Bakunowicz		House Name Tanglewood	Road Parkfield	Locality Wilderness
Town		County	Post Code	Application date 09/04/19

Minor material amendment to 18/01983/HOUSE.

Sevenoaks Town Council recommended refusal as the proposals are detrimental to the character of the conservation area.

//Informative: The Town Council is concerned by the lack of information in the plans which appear to contain significant changes to the approved scheme. Given the scale of the proposed alterations the Town Council requests that a full planning application be submitted to allow the proposals to be adequately scrutinised.//

Planning Applications Considered

Applications considered on 23-4-19

11	Plan Number	Planning officer	Town Councillor	Agent
	19/00937/CAN	Rebecca Fellows 25/4/19	Piper OOW	n/a
Applicant		House Name	Road	Locality
BT Payphones			69-71 High Street	Town
Town		County	Post Code	Application date
				09/04/19
Removal of public payphone service.				

Sevenoaks Town Council recommended refusal and objects to the loss of a public telephone in such a prominent location in the high street. Anecdotally the Council is aware of the payphone being used by the public to book taxis home in the evening, and it therefore plays an important role in Town Centre safety and the nighttime economy.

12	Plan Number	Planning officer	Town Councillor	Agent
	19/00953/HOUSE	Holly Pockett 30/4/19	Cllr Parson	Adrian Rigby 07793 8369
Applicant		House Name	Road	Locality
Follett-Smith			42 St Botolph's Road	Town
Town		County	Post Code	Application date
				08/04/19
Single storey rear extension and internal alterations including garage conversion and loft conversion.				

Sevenoaks Town Council recommended approval.

13	Plan Number	Planning officer	Town Councillor	Agent
	19/00982/HOUSE	E Gore 07/05/19	Piper	Kent Design Studio 01580
Applicant		House Name	Road	Locality
Lee		Tylers Cottage	50 Oakhill Road	Kippington
Town		County	Post Code	Application date
				15/04/19
Partial demolition of an existing corridor link and replacement single storey timber frame / glazed link extension with minor internal alterations and conversion of existing coal store to create utility / boot room.				

Sevenoaks Town Council recommended refusal as the proposal fails to improve or enhance the listed building. The Town Council would welcome an application which involved the demolition of the incongruous 1960s extension and a sympathetic extension of the original building.

Planning Applications Considered

Applications considered on 23-4-19

14	Plan Number 19/00983/LBCALT	Planning officer E Gore 07/04/19	Town Councillor Piper	Agent Kent Design Studio 01580
Applicant	House Name	Road	Locality	
Lee	Tylers Cottage	50 Oakhill Road	Kippington	
Town	County	Post Code	Application date	
			15/04/19	

Partial demolition of an existing corridor link and replacement single storey timber frame / glazed link extension with minor internal alterations and conversion of existing coal store to create utility / boot room.

Sevenoaks Town Council recommended refusal as the proposal fails to improve or enhance the listed building. The Town Council would welcome an application which involved the demolition of the incongruous 1960s extension and a sympathetic extension of the original building.

**Minutes of the Community Infrastructure Committee
Held on 14th April 2019 at Sevenoaks Town Council**

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 7.40 p.m.

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

In Attendance: Town Clerk, Deputy Town Clerk, Responsible Finance Officer

2 members of the public present.

26. Apologies for Absence

Apologies received from Cllr J M Canet

27. Requests for Dispensation

There were no requests for dispensations.

28. Declaration of Interests

There were no Declarations of Interest.

29. Community Infrastructure Committee Amended Minutes of the Meeting held on 7th January 2019.

RESOLVED: That the Minutes were a true record of the meeting and to be signed by the Chairman, subject to noting that the word 'dead in Minute 397 should have read 'deed'.

30. 2019 Community Investment Plan

i)	Bat & Ball Centre	Planning Permission had been approved without any conditions. An amended planning application with some change of details to exterior finishes had been submitted. The planning application had been agreed subject to a new planning condition relating to the provision of cycle racks versus car parking spaces. The Town Council had agreed to progress a Public Works Loan Board application for £1.4m.
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		A successful funding application had been agreed from the SDC CIL Board for £1.2m and funds received on 12th April 2019. 4 Tenders for the project were received and opened prior to the meeting and would be analysed by the Quantity Surveyor. The contract was scheduled to commence in June 2019. The Town Council had previously resolved to delegate authority to proceed with the project if tenders received within budget to Chairman of Community Infrastructure Committee, Chairman of Finance and General Purposes Committee and Town Clerk / Deputy Town Clerk. The Town Council previously agreed that the project would progress as a Design and Build. In order to do this the Town Council was required to employ a qualified architect as the 'Employers Agent' – Glenn Ball had been appointed to the post.
ii)	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.	The intention was when the centre and new nursery were completed to install new MUGA in a new location on current site.
iii)	3G Rugby Pitch at Knole Paddock The need for a 3G rugby pitch at Knole Paddock was identified as part of Sevenoaks Sports Strategy. The facility would be available primarily for rugby but should also be available for other compatible sports. The project was part of the Sevenoaks Mayor's Fund.	The project was currently awaiting a decision on the planning application.

iii)	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 <table><tr><td>Draft Plan present to NDP Cttee</td><td>Feb 2018</td></tr><tr><td>Public consultation on draft plan</td><td>July 2018</td></tr><tr><td>Amendments</td><td>Aug 2018</td></tr><tr><td>Submission to SDC examination</td><td>Sept 2018</td></tr><tr><td>Pre examination consultation</td><td>Oct 2018</td></tr><tr><td>Amendments</td><td>Dec 2018</td></tr><tr><td>Referendum</td><td>Feb 2019</td></tr><tr><td>Plan is made</td><td>Early / mid 2019</td></tr></table> SDC had stated should be delayed until Local Plan completed. SDC have informed the Town Council that the report has been completed and have requested a meeting in May to discuss ‘next steps’	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
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																	
iv)	Stag Community Arts Centre	Agreed to continue to support and invest where possible.																
v)	Sevenoaks Business Hub The project is to refurbish the old Red Cross building to provide a Business Hub to provide affordable office space for small and new businesses. The facility will provide – 16 x desk spaces; 5 individual office hubs; meeting room for 8 – 10; additional STC staff accommodation. An Economic Impact Assessment has been carried out and an application to SELEP made. <u>Planning Permission</u> Confirmation of approved Planning Permission for the Business Hub was received on 8th April 2019 subject to the following conditions: • The external seating area shall only be used between the hours of Monday to Friday from 8 a.m.																	

to 6 p.m. and Saturdays from 8 a.m. – 1 p.m. The external seating area shall not be used on Sundays or Bank Holidays. • Prior to the first occupation of the offices hereby permitted details of the provision of two electric vehicle charging points should be submitted and approved in writing by the Local Planning Authority. <u>Tenders</u> Sevenoaks Town Council sought tenders via the Government Contract Finder Website. 14 tenders were returned on 5th April 2019. The capital works element of the project had been budgeted at £159,100 (overall project £265,400). Tenders ranged from £213,950 - £424,529. Some elements of the specification could be eliminated to reduce the cost. However, it should be noted that the introduction of electric vehicle charging points would increase costs. <u>Funding</u> Unfortunately, the Town Council did not receive the approval from SELEP in March 2019 as it was hoped. SELEP has stated that there might be further funding available in June 2019. There may also be the opportunity to apply for CIL funding in July 2019. <u>Option to Tax</u> Sevenoaks Town Council had applied to HMRC for Option to Tax on the Business Hub. Due HMRC considering this a commercial venture they are still considering their decision. Option to Tax	
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	enables the Town Council to reclaim VAT on refurbishment and construction costs.	
vi)	Community Rail Partnership As part of the regeneration of Bat & Ball station and the Northern Sevenoaks Masterplan Sevenoaks Town Council, endorsed by the Friends of Bat & Ball Station had proposed to create a Community Rail Partnership (CRP) with the following key aims: 1. Bring together 6 separate stations & Darent Valley Partnership to create the scenic route – Samuel Palmer Line 2. Share promotion to encourage passengers to use the stations to visit local tourism attractions 3. Increased footfall to local tourism attractions at each station 4. Create a distinctive 'brand' for the line 5. Link the use of the train to other non-car form of transport e.g. walking and cycling. 6. Raise awareness of the local heritage relating to Samuel Palmer artist.	Sevenoaks Town Council has formally 'adopted' the Bat & Ball Station and Sevenoaks Station. STC and SDC are jointly working on a Business Plan to be consulted on and used to encourage investment. It was noted that the Sevenoaks Rail Travellers Association had written to GTR regarding the £15m compensation funds for stations that had been badly impacted by the change of timetable and requesting that the local stations receive some of the funding to initiate the CRP. It was agreed that Sevenoaks Town Council would write to both GTR and Southeastern on the matter.
vii)	Electric No. 8 Bus Following a recent trial, the Town Council would like to purchase with grant funding an electric bus for the award-winning No. 8 route to make it more economically viable and for environmental benefits.	
viii)	Tarmac Site Community Development The proposals for the Tarmac site within the Local Plan / Neighbourhood Development Plan are long term and	

	unlikely to be developed in total within the next ten years. There is a possibility however that some areas of development may happen in advance of that time period. Sevenoaks Town Council wants to ensure that the proposals continue to have a community focus and not be led by developers. The Town Council will continue to invest in community plans relating to the site and its future uses. This will include the community development of related infrastructure, the Oast House, leisure facilities and integration with the town.	
ix)	Business Improvement District (BID) including elements if possible, to improve Public Realm. The BID would build on the successes of the Sevenoaks Town Partnership and take the projects to an enhanced level bringing together local businesses to add value and make a tangible difference to Sevenoaks.	It was noted that the Tunbridge Wells BID was operational and hoped that a visit could be arranged.

31. Bat & Ball Station Building

Refurbishment Project

The majority of the HLF Refurbishment project had been completed. There were some snagging works to take place, however the building including the café was operational and being promoted.

The HLF Activity Plan would continue throughout 2019.

As part of the HLF Funding the Town Council was required to produce an Evaluation Plan a copy of which was distributed with the agenda. Once completed the document would be made publically available and a simplified summary leaflet also produced.

Access Ramp

The project for the Access Ramp had grown considerably since its original design and this had been reflected in the tenders received*. Three tenders were received:

A	£157,166.64
B	£179,467.35
C	£223,919.00

Tender A has been reviewed and some savings made with a smaller area of surface and removal of bollards surrounding the ramp on the community centre side, also additional works to the canopy (other than what is required for the opening for the ramp) on platform 1 reducing the contract works to £145,420.

There will be a short ceremony followed by refreshments at 10.30 a.m. on 29th April 2019 where the Mayor will symbolically open the entrance up between the community centre land and railway land.

In addition to the contractor cost there were professional fees and rail authority permits and the total project would cost £175,000. This would be funded from CIL payments and Development Fund Contingency as follows:

SDC	CIL Agreed and received 2018	£39,000
STC	CIL Previously allocated to Bat & Ball Centre (agreed Town Council April 2019)	£100,000
STC	CIL Allocated from April 2019 payment	£21,315
STC	Development Fund Contingency	£14,685
		£175,000

The project plans had moved successfully through the lengthy Station Investment Proposal process which involved consulting with nine railway authorities and adapting the project to meet their requirements where necessary*.

Pre-Meeting for start of construction works scheduled took place on 10th April 2019, construction works to commence on 29th April 2019.

Originally GTR (and DfT) had included an acceptance condition to infer an ongoing liability on Sevenoaks Town Council to cover the costs of any additional staff deemed necessary to support users with additional needs being able to use their services as a result of the introduction of the access ramp. This could have included staff to load customers in wheelchairs onto the trains or a chaperone for vulnerable users of their services. Sevenoaks Town Council would never be able to consider such an undertaking.

Sevenoaks Town Council continued to liaise with GTR and DfT on the matter supported by Southeastern, Sevenoaks Rail Travellers Association and Sir Michael Fallon MP and GTR and DfT confirmed on 11th April 2019 that they had withdrawn the condition.

Ancillary Works

The Cycle Racks, additional streetlight and signage post had been installed adjacent to platform 2.

Installation of the Cycle Racks on the Community Centre site would be reviewed once the new centre hoardings / temporary access has been finalised.

Access to Otford Road. Details to be drawn up. Kent County Council are currently being consulted on land requirements.

There being no further business the Chairman closed the meeting.

Signed Dated
Chairman

Sevenoaks Town Council
Minutes of the FINANCE & GENERAL PURPOSES COMMITTEE
Held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks
On Monday 29th April 2019

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8.00 p.m.

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

In Attendance:

Cllr E Waite, Linda Larter MBE, Town Clerk and Christine Franklin, Responsible Finance Officer.

The meeting was not recorded.

Public Question Time There were no public present.

39. Apologies for Absence

Received from Cllr Maxine Chakowa

40. Declaration of Interests

There were no Declarations of Interest

41. Requests for Dispensations

There were no requests for Dispensations

42. Minutes of the Meeting held on 4th March 2019

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

43. Sub Committees

a) Youth Council Meeting held on 13th March 2019

RESOLVED: Subject to noting that the meeting concluded at 6.55 p.m. it was agreed to note the Minutes of the meeting.

b) Youth Services Sub Committee Meeting held on 13th March 2019

Councillors requested that KCC Youth Services be informed that there were vulnerable members of the community throughout Sevenoaks and not just in selected wards. It was also noted that Cllr Waite had submitted a Freedom of Information Request to KCC requesting the information that had not been forthcoming to the Town Council, despite several requests.

RESOLVED: To accept the Minutes of the meeting.

c) Community Centre User Group Meeting held on 10th April 2019

RESOLVED: To accept the Minutes of the meeting.

44. Finance Reports

RESOLVED: The Responsible Finance Officer to provide a written report relating to some minor queries and to accept the following reports:

a) Statement of Accounts

The Committee received and considered the management accounts for the following periods – 1st – 28th February 2019 (net £79,643) and 1st – 31st March 2019 (net £73,890). It was noted that the March 2019 management accounts would be adjusted to reflect the end of year requirements e.g. creditors and final accounts would be reported to the next meeting.

Suppliers Accounts

The payment of the accounts listed in the period 1st – 28th February 2019 of £221,874.24.

Payroll Account

The payment from the accounts listed in the schedule for the period 1st – 28th February 2019 £63,559.70.

Petty Cash Account

The payment from the account listed in the schedule for the period 1st – 28th February 2019 £959.30.

Internal Auditor's Report

The Internal Auditor's Report for visit three on 25th March 2019 and the Responsible Finance Officer's response.

Annual Return 2018 / 2019

To note the proposed time table for the year end audit for 2018 / 2019.

Renewal of Insurance

To note the insurance renewal for the term 2019 / 20 at £12,928.69 and the fleet insurance at £2,980.

Hospitality and Gift Register

To receive and note the hospitality or gifts received by employees and Councillors for the period 1st February to 31st March 2019.

45. Community Infrastructure Levy (CIL) Receipts and Allocation of Expenditure

It was noted that Sevenoaks Town Council would be receiving £21,315.32 Community Infrastructure Levy in April 2019.

It had previously been agreed that this would be used as a contribution towards the Access Ramp from the Community Centre site to platform 1 of the Bat & Ball Station.

It was also noted that £1,200,000 CIL grant from Sevenoaks District Council had been received as part funding for the Bat & Ball Centre project.

RESOLVED: To note the report.

46. Grant Application from 'Art in June'

The Committee considered the grant application request for fifty custom car magnets to promote the project.

RESOLVED: To provide a grant of £250, subject to normal conditions.

47. Minutes of the Sevenoaks Town Partnership held on 17th April 2019

RESOLVED: To receive and accept the Minutes.

48. Current Matters and Priorities

The Committee received and considered the reports relating to current matters and the Town Council priorities.

It was noted that the new Town Council would review its priorities following the Election. Councillors requested that consideration be given to moving Bradbourne Lakes up on the priorities whilst noting that the Town Council did not manage the facility.

RESOLVED: To receive and accept the reports.

49. Press Release

It was agreed not to issue a press release.

There being no further business the Chairman closed the Meeting.

Signed
Chairman

Dated

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SEVENOAKS TOWN COUNCIL

Standing Committees / Sub Committees

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

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<u>COMMUNITY INFRASTRUCTURE COMMITTEE</u>	<u>6 MEMBERS 2018/2019</u>	<u>6 MEMBERS 2019/2020</u>
<i>Mayor ex officio</i>	Cllr R J Parry Cllr R J Parry Cllr R M C Hogarth [ex officio] Cllr A S Clayton Cllr A Eyre Cllr R L Piper Cllr S G Raikes Cllr O Schneider	Cllr R J Parry [C] Cllr R Hogarth Cllr R E Parry Cllr A Clayton (VC) Cllr Dr J M Canet Cllr C Shea

<u>PERSONNEL COMMITTEE</u>	<u>8 MEMBERS 2018/2019</u>	<u>8 MEMBERS 2019/2020</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 A Eyre (C) Cllr R E Parry Cllr R Piper Cllr S Raikes Cllr E Waite (VC) Cllr A Clayton Cllr C Shea Cllr Dr JM Canet

LIST OF APPOINTMENTS	2018/2019	2019/2020
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 Mrs Parry Cllr Parson Cllr J M Canet Cllr R J Parry Cllr S G Raikes Cllr E Waite Cllr Mrs P C Walshe [Chairman F&GP or Vice Chairman F&GP]	8 Cllrs plus Chairman or Vice Chairman F& GP (ex-officio) Cllr R Hogarth Cllr K Bonin Cllr A Eyre Cllr R E Parry Cllr C Shea Cllr E Waite Cllr T Morris Brown Cllr V Granville Baxter [Chairman F&GP or Vice Chairman F&GP – <i>Nominations for Chairman / Vice Chairman Cllr R Hogarth / Cllr C Shea to be confirmed</i>
Community Centre User Group Town Council Representatives: - CHAIRMAN <i>Mayor ex officio</i>	Community Centre User Group 3 Members 2018/2019 Cllr R M C Hogarth/ Cllr M A Chakowa Cllr R L Piper Cllr S G Raikes	Community Centre User Group No appointments to be made during closure period
<u>SEVENOAKS TOWN PARTNERSHIP</u>	2018/2019 May ACM	2019/20 May ACM 2 STC Cllrs
CHAIRMAN VICE CHAIRMAN	Cllr S Arnold Cllr A Eyre	Cllr A Eyre Cllr A Clayton

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REPRESENTATION ON OTHER BODIES

Organisation	2018/2019	nominations 2019/2020
Age UK (Council & Exec)	Cllr R M C Hogarth	Cllr Dr J M Canet
Citizens Advice Bureau	Cllr S G Raikes	Cllr S Raikes
Dorothy Parrott Trust	Mayor Cllr R M C Hogarth Deputy Mayor Cllr N J L Busvine OBE	Mayor Deputy Mayor
Friends of Pontoise	Cllr S G Raikes	Cllr S Raikes
Friends of Rheinbach	Cllr R M C Hogarth	Cllr R Hogarth
KALC (Area & County)	Cllr R J Parry Cllr S G Raikes	Cllr A Clayton Cllr R J Parry
Kentish Opera - Patron	Cllr R M C Hogarth	Mayor
League of Friends of Sevenoaks Hospital	Cllr R M C Hogarth	Mayor
Lady Margaret Boswell's Church of England Educational Charity ----- <i>period of four years wef 2017</i>	Cllr S G Raikes	Cllr S Raikes
Sevenoaks Almshouse Charity	Cllr S L Arnold	Cllr Dr J M Canet
Sevenoaks Churches Group for Social Concern	Cllr S G Raikes	Cllr S Raikes
Sevenoaks Fair Trade Steering Committee	Cllr A S Clayton alternate Cllr S G Raikes	Cllr A Clayton alternate Cllr S Raikes
Sevenoaks Summer Festival	Cllr E Person Cllr A Eyre	Cllr S Raikes Cllr V Granville Baxter
Sevenoaks District Arts Council	Cllr S G Raikes	Cllr V Granville Baxter
SRFC Liaison Group & Raleys/Knole Paddock User Group	Chairman OS&L [Cllr R J Parry] Chairman F&GP [Cllr S G Raikes]	Cllr A W Eyre Cllr S Raikes
SRTA [Liaison]	Cllr A S Clayton Cllr R J Parry Cllr O Schneider	Not required
Tarmac & KCC Liaison Group	Chairman – OS & L [Cllr R J Parry] Cllr Mrs R E Parry Cllr R L Piper	Chairman of OS & L Cllr A Eyre Cllr C Shea
Visit Kent	Cllr R M C Hogarth	Cllr C Shea
Woodside Private Road Ltd	Cllr R M C Hogarth	Cllr S Camp

TERMS OF REFERENCE THE TOWN COUNCIL

1 COUNCIL

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

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

STANDING COMMITTEES

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

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

2 FINANCE AND GENERAL PURPOSES COMMITTEE

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

- (ix) Insurance policies
- (x) Asset Register
- (xi) Town Twinning and Liaison
- (xii) To consider any general purposes business
- (xiii) Town Partnership
- (xiv) Sevenoaks Community Centre Administration
- (xv) Christmas Lighting & Town Centre Events/Festivals
- (xvi) Markets

3 OPEN SPACES & LEISURE COMMITTEE

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

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

4 PLANNING COMMITTEE

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

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

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

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

- (h) To consider all matters relating to Highways (other than footway lighting) within the area of the Town Council including parking restrictions and street car parks, street signs, street numbering, traffic movements and routes, one way systems, maintenance and cleaning
- (h) To consider all matters relating to:-
 - (i) Car Parks and car parking charges
 - (ii) Public Transport Services associated with the Town
 - (iii) Any proposed Motorway Interchanges affecting the Town
 - (iv) Rail Services
 - (v) Air transport
- (i) To consider any long term aims and objectives of the Town Council in relation to the Local Plan and the Local Development Framework; Town Development and other strategic Town and Country Planning matters

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

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

5 PERSONNEL COMMITTEE

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

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

To make recommendations to Council on:-

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

6 COMMUNITY INFRASTRUCTURE COMMITTEE

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

These to include:-

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

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

SUB COMMITTEES

7 YOUTH SERVICES SUB COMMITTEE

(a) **Management**

Management Body of the Youth Café

(b) **Name**

The name of the committee shall be the Youth Services Sub Committee.

(c) **Object**

The object of the organisation is to work with other groups to assess needs and to encourage and support activities with the aim of fostering the personal development of young people.

(d) **Youth Services Sub Committee – Constitution**

The Youth Services Sub Committee shall be constructed as follows:-

A minimum of six Town Councillors one of whom shall be the Chairman to be appointed at the Annual Meeting of the Town Council, plus the Chairman or Vice-Chairman of the Finance & General Purposes Committee and the Town Mayor (both ex-officio). The Youth Sub Committee is to increase its youth membership from members of the Youth Council and other organisations.

(e) **Co-opted members**

Members to be invited from other youth groups i.e.

- (i) Hillingdon & Greatness Youth Forum
- (ii) Junior Sports Clubs
- (iii) Scouts
- (iv) Police
- (v) KCC Youth Service
- (vi) Sevenoaks District Council Youth Service

- (f) Members aged 17 or below may be selected and agreed by the Youth Services Sub Committee.

- (g) All members of the Sub Committee would be voting members making recommendations to the Finance & General Purposes Committee and will serve for a period of one year but can be re-elected.
- (h) A Town Councillor who ceases to hold that office will no longer be eligible to represent the Town Council on the Youth Services Sub Committee.
- (i) A Sub Committee Member who fails to attend Youth Services Sub Committee meetings on three successive occasions without the Sub Committee's leave will cease to be a member.
- (j) Youth Services Sub Committee Meetings
 - (i) Meetings of the Youth Services Sub Committee will take place following Youth Council meetings.
 - (ii) A quorum at Youth Services Sub Committee Meetings shall be three voting members.
 - (iii) In the event of an equality of votes the Chairman shall have a second or casting vote. Minutes shall be taken of all the proceedings of the Youth Services Sub Committee and shall be available to any member of the organisation or the public on application to the Town Council offices.
- (k) Youth Services Sub Committee Responsibilities
 - (i) The Youth Services Sub Committee will work in partnership with a number of organisations to identify and help fund facilities to meet the needs of young people.
 - (ii) The Youth Services Sub Committee will make recommendations on the aims, objectives and policy for its function to the Town Council's Finance & General Purposes Committee.
- (l) Finance
 - (i) The Youth Services Sub Committee shall submit recommendations for the support of any youth services to the Town Council for a decision through the Finance & General Purposes Committee.
 - (ii) Where an applicant can demonstrate a need for urgent consideration, the Youth Services Sub Committee shall have executive authority to determine small grant awards up to £250 provided the amount is within the overall annual budget.
 - (iii) The Sub Committee shall not normally support applications for funding services which are the responsibility of a statutory authority nor applications for funding of a service for a period exceeding three years, nor applications from individuals without the demonstrated support of a recognised group, club or organisation.

8. Community Centre User Group

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

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

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

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

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

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MAY 2019		
Thur 02	Local Elections	
Mon 06	Bank Holiday	
Tues 07	Informal Meeting prior to Annual Council	
Mon 13	Annual Town Council	
Mon 20	Planning	
Wed 23	YC	YSSC
Mon 27	Bank Holiday	
Wed 29	STP	
Thurs 30	STAG Trustees	
JUNE 2019		
Mon 03	Planning	
Wed 05	SCC User Group	
Mon 10	F&GP	Town Council
Mon 17	Planning	
Mon 24	CIC	
JULY 2019		
Mon 01	Planning	
Wed 03	YC	YSSC
Mon 08	No Meeting	
Wed 10	STP	
Mon 15	Planning	
Mon 22	OSL	
Mon 29	Planning	
Tues 30	STAG Trustees	
AUGUST 2019		
Mon 05	F&GP	Town Council
Mon 12	Planning	
Mon 19	CIC	
Wed 21	STP	
Mon 26	Bank Holiday	
Tues 27	Planning	
SEPTEMBER 2019		
Mon 02	OSL	
Wed 04	SCC User Group	
Mon 09	Planning	
Wed 11	YC	YSSC
Mon 16	F&GP Grants	
Mon 23	Planning	
Thurs 26	STAG Trustees	
Mon 30	Personnel	
OCTOBER 2019		
Mon 07	Planning	
Wed 09	STP AGM	
Mon 14	CIC	
Mon 21	Planning	
Wed 23	YC	YSSC
Sat 26	STAG Trustees 10am Annual Public Meeting	
Mon 28	No meeting	
NOVEMBER 2019		
Mon 04	Planning	
Mon 11	OSL	
Wed 13	STP	
Mon 18	Planning	
Mon 25	F&GP Estimates	Town Council
Tues 26	STAG Trustees	

DECEMBER 2019		
Mon 02	Planning	
Wed 04	YC	YSSC
Mon 09	Town Council - Christmas	
Wed 11	SCC User Group	
Mon 16	Planning	
Mon 23	No meeting	
Mon 30	STC Offices closed	
JANUARY 2020		
Mon 6	No meeting	
Mon 13	Planning	
Wed 15	STP	
Mon 20	F&GP Precept	Town Council
Mon 27	Planning	
Thurs 30	STAG Trustees	
FEBRUARY 2020		
Mon 03	CIC	
Mon 10	Planning	
Wed 12	YC	YSSC
Mon 17	OSL	
Mon 24	Planning	
Wed 26	STP	
MARCH 2020		
Mon 02	F&GP Grants	Town Council
Mon 09	Planning	
Mon 16	Personnel	
Wed 18	SCC User Group	
Mon 23	Planning	
Tues 24	STAG Trustees	
Mon 30	Annual Town Meeting – SCC/B & Ball tbc	
APRIL 2020		
Mon 06	Planning	
Wed 08	STP	
Fri 10	Bank Holiday – GOOD FRIDAY	
Mon 13	Bank Holiday – EASTER MONDAY	
Mon 20	Town Council	Planning
Mon 27	F&GP	
MAY 2020		
Mon 04	May Day Bank Holiday	
Tues 05	Planning	
Mon 11	Annual Council Meeting	
Mon 18	Planning	
Mon 25	May Bank Holiday - Whitsun	
Thurs 28	STAG Trustees	
Community Centre User Group - Bar Room, TN14		
SDN Annual Town Meeting – location tbc		
Town Council Meetings in Council Chamber:		
F&GP 7pm - Finance & General Purposes Committee		
STP 6:30pm - Sevenoaks Town Partnership Committee		
OSL 7pm - Open Spaces Leisure Committee		
CIC 7pm - Community Infrastructure Committee		
Stag meetings - The meetings start at 7pm be in the Stag Bar - except as marked in the Stag Plaza. The Annual Public Meetings are In the Stag Plaza starting at 10am		

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Sevenoaks Town Council Standing Orders

Historic

11.01.2016

22.02.2016

Adopted Resolution 410

16 05 2016

Adopted Resolution 61

15 05 2017

Adopted Resolution 64

14.05.2018

Adopted Resolution 70

1 Meetings

- Mandatory for full Council meetings
- Mandatory for committee meetings
- Mandatory for sub-committee meetings



-  a Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.
-  b When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.
-  c Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
-  d Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.
- e The period of time which is at the Chairman's discretion for public participation in accordance with standing order 1(d) above] is normally 15 minutes and shall not exceed 30 minutes.
- f Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes.
- g In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.

- h In accordance with standing order 1(g) above, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for a oral response or to an employee for a written or oral response.
- i A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- j A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman may at any time permit an individual to be seated when speaking.
- k Any person speaking at a meeting shall address his comments to the Chairman.
- l Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
- m Reporting the proceedings of a meeting as defined by the Openness of Local Government Bodies Regulations 2014 is permitted subject to members of the public and press having not been excluded under Standing Order 1 (c) and that reporting is carried out in a manner which does not disrupt the transaction of business at the meeting. For the avoidance of doubt, the right to report on the proceedings of meetings does not override standing orders 10 (a,b,c). those exercising their right to report on the proceedings of a meeting are requested to comply with Sevenoaks Town Council's Protocol for the recording of meetings *[Minute 213 (i) refers - 06.10.2014]*
- n In accordance with standing order 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor may in his absence be done by, to or before the Deputy Mayor

- p** The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor, if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
- q** Subject to standing order 1 (y) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.
- r** The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. *(See also standing orders 2 (i) and (j) below.)*
- s** Voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made prior to the vote. A Member dissenting from a Committee decision may, at his request, have his name recorded as dissenting therefrom
- t**
- u** The minutes of a meeting shall record the names of councillors present and absent.
- v** If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.
- w** The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.

- x **An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes. (See also standing orders 7 and 8 below.)**
- y ~~**No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than 3. In the case of the Planning Committee and the Finance & General Purposes Committee the quorum shall be six members**~~
- ● ● **No business may be transacted at a Council meeting, Committee Meeting, or Sub-Committee Meeting unless at least one third of the whole members of the Committee are present, and in no case shall the quorum of a meeting be less than 3. In the case of the Planning Committee and the Finance and General Purposes Committee the quorum shall be six members**
- z **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. The proper officer shall record the names of those members present and those absent and any outstanding business of a meeting so adjourned shall be transacted at a following meeting.**
- aa **Meetings shall not exceed a period of 3.5 hours. Meetings shall commence at 7.00pm and conclude at 10.30pm unless a majority of those present by Resolution extend that closure time to 11.00pm on the same day**

2 Ordinary Council meetings

See also standing order 1 above

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**
- c **The annual meeting of the Council shall take place at 7pm.**

- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- e Other ordinary meetings may be held in each year on such dates and times as the Council may direct.**
- f The election of the Mayor and Deputy Mayor of the Council shall be the first business completed at the annual meeting of the Council.**
- g The Mayor of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- h The Deputy Mayor of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Mayor of the Council at the next annual meeting of the Council.**
- i In an election year, if the current Mayor of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Mayor of the Council has been elected. The current Mayor of the Council shall not have an original vote in respect of the election of the new Mayor of the Council but must give a casting vote in the case of an equality of votes.**
- j In an election year, if the current Mayor of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Mayor of the Council has been elected. He may exercise an original vote in respect of the election of the new Mayor of the Council and must give a casting vote in the case of an equality of votes.**
- k Following the election of the Mayor of the Council and Deputy Mayor of the Council at the annual meeting of the Council, the order of business shall be as follows.**
 - i. In an election year, delivery by councillors of their declarations of acceptance of office.**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the**

Council and to receive and note minutes of and/or to determine recommendations made by committees.

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

made under the Freedom of Information Act 2000 and the Data Protection Act 1998 to be reviewed at first Finance & General Purposes meeting following the annual meeting of the Council

- xvi. Establishing or reviewing the Council's policy for dealing with the press/media to be reviewed at first Finance & General Purposes meeting following the annual meeting of the Council
- xvii. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

3 Proper Officer

- a The Council's Proper Officer shall be either (i) the clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.
- b The Council's Proper Officer shall do the following.
 - i. **Sign and serve on councillors by email to their notified email address, delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least 3 clear days before the meeting.**
 - ii. **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
 - iii. Subject to standing orders 4(a)–(e) below, include in the agenda all

motions in the order received unless a councillor has given written notice before the meeting confirming his withdrawal of it.

- iv. **Convene a meeting of full Council for the election of a new Mayor of the Council, occasioned by a casual vacancy in his office, in accordance with standing order [3(b)i] OR [3(b)ii] above.**
- v. **Make available for inspection the minutes of meetings.**
- vi. **Receive and retain copies of byelaws made by other local authorities.**
- vii. **Receive and retain declarations of acceptance of office from councillors.**
- viii. **Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.**
- ix. **Keep proper records required before and after meetings;**
- x. **Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.**
- xi. **Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.**
- xii. **Manage the organisation, storage of and access to information held by the Council in paper and electronic form.**
- xiii. **Arrange for legal deeds to be sealed using the Council's common seal and witnessed (*See also standing orders 14(a) and (b).*)**
- xiv. **Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.**
- xv. **Record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;**
- xvi. **Refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman of the Planning Committee in consultation with one other Committee Member and the Town Clerk, to have executive powers to make observations, where it is not possible to convene a meeting of the Committee in time to meet the deadline date for return of**

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

- xvii. Retain custody of the seal of the Council which shall not be used without a resolution to that effect.
- xviii. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.
- xix. Liaise, as appropriate, with the Council's Data Protection Officer.

4 Motions requiring written notice

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

motion in the agenda shall be final.

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

5 Motions not requiring written notice

- a Motions in respect of the following matters may be moved without written notice.**
 - i. To appoint a person to preside at a meeting.**
 - ii. To approve the absences of councillors.**
 - iii. To approve the accuracy of the minutes of the previous meeting.**
 - iv. To correct an inaccuracy in the minutes of the previous meeting.**
 - v. To dispose of business, if any, remaining from the last meeting.**
 - vi. To alter the order of business on the agenda for reasons of urgency or expedience.**
 - vii. To proceed to the next business on the agenda.**
 - viii. To close or adjourn debate.**
 - ix. To refer by formal delegation a matter to a committee or to a sub-committee or an employee.**
 - x. To appoint a committee or sub-committee or any councillors (including substitutes) thereto.**
 - xi. To receive nominations to a committee or sub-committee.**

- xii. To dissolve a committee or sub-committee.
- xiii. To note the minutes of a meeting of a committee or sub-committee.
- xiv. To consider a report and/or recommendations made by a committee or a sub-committee or an employee.

- xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
- xvi. To authorise legal deeds to be sealed by the Council's common seal
(See standing orders 14(a) and (b) below.)
- xvii. To authorise the payment of monies
- xviii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
- xix. To extend the time limit for speeches.
- xx. To exclude the press and public for all or part of a meeting.
- xxi. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
- xxii. To give the consent of the Council if such consent is required by standing orders.
- xxiii. To suspend any standing order except those which are mandatory by law.**
- xxiv. To adjourn the meeting.
- xxv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
- xxvi. To answer questions from councillors.
- b If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

6 Rules of debate

- a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.
- b Subject to standing orders 4(a)–(e) above, a motion shall not be considered unless it has been proposed and seconded.
- c Subject to standing order 3(b) (iii) above, a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.
- d A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.
- e A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- f Any amendment to a motion shall be either:
 - i. to leave out words;
 - ii. to add words;
 - iii. to leave out words and add other words.
- g A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- h Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.

- i Subject to Standing Order 6(h) above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
- j [Deliberately left blank]
- k If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.
- l If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- m The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- o Subject to standing orders 6(m) and (n) above, a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- q A point of order shall be decided by the Chairman and his decision shall be final.
- r With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- s Subject to standing order 6(o) above, when a councillor's motion is under debate

no other motion shall be moved except:

- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;

 - v. to ask a Councillor or person to be silent or for the person to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting;
 - ix. to suspend any standing order, except those which are mandatory.
- t In respect of standing order 6(s)(iv) above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

7 Code of conduct (England)

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

- a Pursuant to section 27 of the Localism Act 2011, Sevenoaks Town Council had adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.
- b All councillors shall where possible undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.

- c Where a matter arises at a meeting which relates to a disclosable pecuniary interest the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her Interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
- d **Dispensations**
On a written request made to the Council's Proper Officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has a disclosable pecuniary interest if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

8 Questions

- a A councillor may seek an answer to a question concerning any business of the Council provided 5 clear days' notice of the question has been given to the Proper Officer.
- b Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- c Every question shall be put and answered without discussion.

9 Minutes

- a If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes

- shall be raised in accordance with standing order 5(a)(iv) above.
- c Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d Deliberately left blank.
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

10 Disorderly conduct

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

11 Rescission of previous resolutions

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 4 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
- b When a special motion or any other motion moved pursuant to standing order 11(a) above has been disposed of, no similar motion may be moved within a further 6 months.

12 Voting on appointments

- a Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

13 Expenditure

- a Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- b **The Council's financial regulations shall be reviewed once a year.**
- c **The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.**

14 Execution and sealing of legal deeds

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

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

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

15 Committees

See also standing order 1 above

- a The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. may permit committees to determine the dates of their meetings;
 - iii. shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;
 - iv. may appoint substitute councillors to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the Proper Officer by noon on the day of the meeting that they are unable to attend;
 - v. an ordinary member of a committee who has been replaced at a meeting by a substitute member (in accordance with standing order 15(a)(iv) above) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;
 - vi. may in accordance with standing orders, dissolve a committee at any time.

16 Sub-committees

See also standing order 1 above

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

determined by resolution of the committee.

17 Extraordinary meetings

See also standing order 1 above

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

18 Advisory committees

See also standing order 1 above

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

19 Accounts and Financial Statement

- a All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.

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

20 Estimates/precepts

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

21 Canvassing of and recommendations by councillors

- a Canvassing councillors or the members of a committee or sub-committee,

directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.

- b A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

22 Inspection of documents

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

23 Unauthorised activities

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

24 Confidential business

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

25 The General Power of Competence

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

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

26 Matters affecting Council employees

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council or the Personnel Committee has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.
- b Deliberately left blank.

- c Deliberately left blank
- d The Personnel Committee shall deal with any personnel matters concerning absence, performance, grievance and disciplinary matters as contained within the Employee Handbook agreed by the Personnel Committee
- e [Deliberately left blank]
- f [Deliberately left blank]
- g The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- h Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- i Only persons with line management responsibilities shall have access to employee records referred to in standing orders 26(g) and (h) above if so justified.
- j Deliberately left blank.

27 Management of Information

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

Information or personal data without legal justification.

28 Information Provision

- a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.**

The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

29 Responsibilities under Data Protection Legislation

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

30 Relations with the press/media

- a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's**

policy in respect of dealing with the press and/or other media.

- b In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

31 Liaison with District & County Councillors

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

32 Financial matters

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the accounting records and systems of internal control;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments;
 - v. Procurement policies (subject to standing order 30(b) below) including the setting of values for different procedures where the contract has an estimated value of less than £50,000.
- b Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £50,000 shall be procured on the basis of a formal tender as summarised in standing order 30(c)

below.

- c** Any formal tender process shall comprise the following steps:
 - i. a public notice of intention to place a contract to be placed in a appropriate publication;
 - ii. a specification of the goods, materials, services and the execution of works shall be drawn up;
 - iii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;
 - iv. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
 - v. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
- d** Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.
- e** **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 31(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- f** **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g** **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined**

by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

33 Allegations of breaches of the code of conduct

- a On receipt of an alleged breach of the code of conduct, the Monitoring Officer at the District Council be advised
- b [Deliberately left blank]
- c [Deliberately left blank]
- d [Deliberately left blank]
- e [Deliberately left blank]
- f [Deliberately left blank]
- g [Deliberately left blank]

34 Variation, revocation and suspension of standing orders

- a Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- b A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

35 Standing orders to be given to councillors

- a The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.
- b The Chairman's decision as to the application of standing orders at meetings

shall be final.

- c A councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders.**

	Body	Due Date	2015/16	2016/2017	2017/18	prices are without VAT		
						2018/19	2019/20	
a	Institute of Groundsmanship	April	140.87	£ 150.00		£ 150.00		
b	Open Spaces Society	August	«	45.00		«	«	
c	Institute of Cemetery and Crematorium Management	April	90.00	«		£ 90.00	£ 95.00	
d	Kent Association of Local Councils	April	1,140.00	£ 1,500.00		£ 1,275.00	£ 1,300.00	
e	South East Employers	April	315.50	£ 378.60		£ 326.00	£ 332.00	
f	British Youth Council	April	54.00	£ 54.00		«	«	
g	Parish Online	June	£ 336.00	«		«	«	
h	Information Commissioner's Office	August	«	35.00		£ 40.00	«	
i	Local World - Sevenoaks Chronicle	September	£ 51.96	«		£ 78.00	£ 78.00	
j	LCR	October	51.00	51.00	£ 68.00	£ 51.00	«	
k	NALC - Direct Information Service	October	#	«	£ 500.00	«	«	
l	Institute of Chartered Accountants in England and Wales	December	«	«	«	«	«	
m	Sevenoaks Chamber of Commerce	January	175.00	£ 275.00	£ 195.00	£ 195.00	«	
n	Town and Country Planning Association	December	«	£ 105.00	£ 91.67	«	«	
o	Young Kent - Connect Kent	May	«	£ 59.00	«	«	«	
p	Kent Farmer's Market Association	February	52.00	100.00		£ 55.00	£ 55.00	
q	Society of Local Council Clerks	March	* 480.00	*480.00				
r	Sevenoaks Conservation Society	April	150.00	£ 150.00				
s	Haymarket - Planning magazine	April	149.00	«				
t	Campaign for Protection of Rural England	April	12.00	50.00		£ 36.00		

« Not received

Paid 2 year subscription in previous year

* Linda Larler

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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
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

Day & Time	Date	Organisation & Event/Venue	Attending
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 - Belshazzar'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
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

Day & Time	Date	Organisation & Event/Venue	Attending
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 Kemsing	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
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
Mon	13 Aug	Guest Bus Conductor on No.7 Buss	Mayor
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 & Mayoress
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 & Mayoress

Day & Time	Date	Organisation & Event/Venue	Attending
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 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
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	7 Oct	Potoshoot at Radnor School with the Powerchair Football Club members wearing T-Shirts to promote IMSM as sponsors	Mayor & Mayoress

Day & Time	Date	Organisation & Event/Venue	Attending
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	20 Oct	Football Match - Sevenoaks V Ashford	Mayor
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
Fri	26 Oct	Kent Painters 28 th Exhibition at Sevenoaks School	Deputy Mayor
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	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 & Cadet
Mon 10.30	5 Nov	Photo Shoot at Sevenoaks Bookshop - Launch of Matt Ball's New Book	Mayor
Mon 4.00	5 Nov	Dorothy Parrott Memorial Fund meeting in the Council Chamber	Mayor
Tues 9.00	6 Nov	Tree Planting on Brittain's Common by Sir Michael Fallon	Mayor
Tues 10.00	6 Nov	Meeting in the Chamber with Wildernesse Residents Association	Mayor
Tues 7.45	6 Nov	WW1 Letters - Posting by Air Cadets at Stag	Mayor
Wed 6.00	7 Nov	Youth Council AGM in the Council Chamber	Mayor

Day & Time	Date	Organisation & Event/Venue	Attending
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 10.00	9 Nov	Flagpole #Service at New Beacon School	Mayor
Fri 7.00	9 Nov	Sevenoaks Players - Gala Night at the Stag Theatre	Mayor & Mayoress
Fri 7.30	9 Nov	Sevenoaks Bookshop 70 th Birthday Celebrations	Deputy Mayor & Mayoress
Sat 5.15	10 Nov	Children in Need Big Learner Relay	Mayor
Sat 7.30	10 Nov	Cantate Choir - Concert at St Mary's Church Kippington Road	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
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
Tues 9.45	13 Nov	Forest Kindergarten - Opening of their new Forest Site	Mayor
Tues 11.15	13 Nov	SYT Play "Great Power" at Knole Academy	Mayor
Wed 10.00	14 Nov	Age UK - Visit Holly Bush Centre to view the Wall of Remembrance	Mayor
Thurs 10.00	15 Nov	Tour of the Emerson Park Retirement Village and Care Home in Hextable	Mayor
Fri 11.30	16 Nov	Grand Opening of the Lavender Fields Residential Care Home in Seal	Mayor
Fri 6.00	16 Nov	Mary Boyle's Retirement Dinner	Mayor & Mayoress
Sat 7.00	17 Nov	Sevenoaks Remembers - SYT performance at the Stag	Deputy Mayor
Sun 3.00	18 Nov	Sevenoaks Symphony Orchestra - First concert of New Season at the Stag Theatre	Mayor & Mayoress
Wed 6.30	21 Nov	Wine and Cheese Tasting Evening in the Council Chamber	Mayor & Mayoress
Thurs 7.00	22 Nov	Guide Dogs for the Blind - Cheese and Wine Evening	Deputy Mayor
Fri 3.00	23 Nov	Mayor of Tenterden - Christmas Lights Switch-on	Mayor & Mayoress
Fri 7.00	23 Nov	Westerham Sea Cadets - Trafalgar Dinner	Deputy Mayor and 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
Mon 2.30	26 Nov	Mayor of Tunbridge Wells - Afternoon Tea	Mayor & Mayoress
Tues PM	27 Nov	Preview Event - Bat and Ball Station	Mayor & Mayoress

Day & Time	Date	Organisation & Event/Venue	Attending
Thurs 11.00	29 Nov	National Tree Week - Planting 2 nd Oak Tree of 7 in a group on Sevenoaks Common	Mayor
Thurs 6.00	29 Nov	Trees of Remembrance exhibition at the Kaleidoscope Gallery (Sevenoaks Remembers)	Deputy Mayor
Thurs 7.00	29 Nov	Mayor of Dartford - A Chinese Buffet	Mayor & Mayoress
Fri 10.00	30 Nov	Tea & Talk at Thackray Williams	Mayor
Fri 7.00	30 Nov	Christmas Lights Switch-on - Sevenoaks Town	Mayor & Mayoress
Fri 7.00	30 Nov	Walthamstow Hall performance of My Fair Lady	Deputy Mayor and Daughter Eleanor
Sat 6.30	1 Dec	Stag Pantomime - Opening Night	Mayor & Mayoress
Sat 7.30	1 Dec	Sevenoaks Philharmonic Choir - St Nicolas Cantata at St Nicholas Church	Chor & Mr Chakewa
Sun 2.00	2 Dec	Blue Flamingo Dance at the Plaza	Mayor & Mayoress
Mon 7.00	3 Dec	Imago Community Carol Service at St Lukes Church	Mayor & Mayoress
Tues 10.00	4 Dec	Best Dressed Christmas Window Competition Judging	Mayor
Wed 10.30	5 Dec	Chamber of Commerce First Wednesday Meeting at Bat and Ball Station	Mayor
Fri 7.00	7 Dec	Mayor of Bexley - Charity Christmas event at Danson House	Mayor & Mayoress
Sun 12.00	9 Dec	Sevenoaks Hockey Club - President's Cocktail Party	Mayor & Deputy Mayor
Sun 6.00	9 Dec	Mencap Carols & Mince Pies evening	Mayor & Mayoress
Tues 10.00	11 Dec	Present Awards for Best Dressed Christmas Window	Mayor
Sun 6.30	16 Dec	Mayor of Reigate & Banstead - Civic Carol Service	Mayor & Mayoress
Mon 12.30	17 Dec	Sevenoaks Place and Lambarde Cottages Christmas Meal in the School Dining Hall	Mayor
Tues 4.30	18 Dec	Tonbridge Grammar School - Annual Prizegiving	Mayor & Mayoress
Tues 6.00	18 Dec	Knole Academy - Christmas Concert	Deputy Mayor
Thurs 6.00	20 Dec	Call in at Staff Christmas Dinner at Donnington Manor	Mayor
Fri 11.30	21 Dec	Senior Carol Concert at Tonbridge Grammar School	Mayor & Mayoress
Fri 5.30	21 Dec	Close to Hand - Beaver and Scouts visit to Lavender Fields Care Home	Mayoress
Fri 7.15	21 Dec	Lydian Orchestra - Christmas Concert in The Pamoja Hall, Sevenoaks School.	Mayor & Mayoress
Sun 4.00	23 Dec	St John the Baptist Church - Service of Nine Lessons	Mayor & mayoress
Mon 11.15	24 Dec	Christmas Eve Service at St Nicholas Church, Sevenoaks	Mayor & Mayoress
Tues 10:00	25 Dec	Visit Sevenoaks Hospital for tour of the Wards	Mayor & Mayoress
Tues 12.00	25 Dec	Age UK Christmas Lunch at Hollybush Centre	Mayor & Mayoress

Day & Time	Date	Organisation & Event/Venue	Attending
Sat 2.30	5 Jan	FOOTFALL Community Project Prize Awards at the Kaleidoscope Gallery	Mayor & Mayoress
Sun 9.00	6 Jan	Blessing of the Seas Ceremony - Mayor of Margate and Charter Trustees	Mayor
Fri 7.00	11 Jan	Mayor of Tunbridge Wells - Quiz Night	Mayor & Mayoress
Sat	19 Jan	Open Morning at Bat & Ball Station	Mayor
Sat 7.00	19 Jan	2158 Sevenoaks Squadron Burns Night Dinner at Hever Castle Golf Club	Mayor & Mayoress
Sun 4.30	20 Jan	Chance to Dance - First Performance of 2019 at the Stag Theatre	Mayor & Mayoress
Tues 7.30	22 Jan	Mayor of Tonbridge - Performance of Ladies in Lavender	Mayor & Mayoress
Wed	23 Jan	Chamber of Commerce Meeting in Westerham	Mayor
Thurs 6.45	24 Jan	Chairman SDC - Bowls Evening	Mayor & Mayoress
Fri 12.00	25 Jan	Staff Lunch in aid of Mayors Charity	Mayor & Mayoress
Fri	25 Jan	Burn's Night at St Nicholas Church	Mayor & Mayoress
Sat 7.00	26 Jan	Mayor of Ashford - Songs & Opera from London Shows/Dinner	Mayor & Mayoress
Tues 8.00	29 Jan	Rivermere Residential Home - Networking Breakfast	Mayor
Thurs 5.30	31 Jan	Otford School - Private Viewing of Art Exhibition at the Kaleidoscope Gallery	Cllr Raikes & Mrs Raikes
Sat	2 Feb	Firewalk in the Vine Gardens	Mayor
Wed 6.00	6 Feb	Mayor of Dartford - Fine Dining Event at the Telescope Bistro	Mayor & Mayoress
Fri 7.00	8 Feb	Mayor of Bromley - Quiz Night	Mayor & Mayoress
Sat 6.45	9 Feb	Quiz Night at the Community Centre	Mayor & Mayoress
Mon 4.00	11 Feb	Dorothy Parrott Meeting in the Town Council Chamber	Mayor
Tues 7.00	12 Feb	Chairman KCC - Charity Dinner at London Beach Hotel	Mayor & Mayoress
Sat 10.00	16 Feb	Open Day at Bat & Ball Station	Mayor
Sat 7.00	16 Feb	Mayor of Gravesham - Charity Dinner	Mayor & Mayoress
Thurs 6.00	21 Feb	Terra Nostra Exhibition at the Kaleidoscope Gallery	Mayor & Mayoress
Fri 9.00	22 Feb	Mayoral Breakfast - Café on the Vine	Mayor
Fri 7.15	22 Feb	Mayor of Maidstone - Quiz Night	Mayor & Mayoress
Sun 3.00	24 Feb	Chairman Sevenoaks District Council - Civic Service at West Kingsdown	Mayor & Mayoress
Sun 6.00	24 Feb	KENT International Piano Courses Final Concert and Prizegiving at Tonbridge School;	Mayor & Mayoress
Mon 11.00	25 Feb	Knole House - Knole Showrooms Open Day	Mayor & Mayoress
Thurs 10.45	28 Feb	No.8 Bus Photoshoot at Aldi with Cllr Mrs Margaret Crabtree	Mayor
Thurs 7.00	28 Feb	Mayor of Dartford - Greek Meal	Mayor & Mayoress

Day & Time	Date	Organisation & Event/Venue	Attending
Fri 10.00	1 Mar	Saint Hill Manor – South East England Group Visits Fair Did not attend Mayoress telephoned apologies	Mayor & Mayoress
Fri 6.30	1 Mar	Chairman Wealden DC – Civic Reception at Herstmonceux Castle	Mayor & Mayoress
Sun 10:00	3 Mar	Sevenoaks Three Arts Festival – Young Musician of the Year Competition	Mayor & Mayoress
Tues 9.00	5 Mar	McDonald's "Spring Clean" day	Mayor
Wed 12.00	6 Mar	Chairman Tandridge DC – Civic Lunch	Mayoress & Cllr Arnold
Sat 7.15	9 Mar	Kemsing Singers – Concert in The Space at Sevenoaks School	Mayor & Mayoress
Mon 9.45	11 Mar	Fly the Flag for Commonwealth Day – Town Council Offices	Mayor & Mayoress Cadet
Tues 11.00	12 Mar	Lord Lieutenant's Civic Service	Mayor & Mayoress
Wed 10.00	13 MAR	Guide Dogs Sevenoaks – Blindfold Walk	Mayor & Mayoress
Wed 6.00	13 Mar	Stag Youth Theatre presents FLESH	Mayor
Fri 9.00	15 Mar	Mayoral Breakfast at Bat & Ball Station	Mayor & Mayoress
Sat 7.30	16 Mar	Sevenoaks Players Performance of Brighton Beat at the Stag Plaza Suite	Mayor & Mayoress
Sun 10.00	17 Mar	Rotary 10k Run – Start the Races	Mayor
Sun 1.30	17 Mar	Mayor of Havering – Civic Service	Mayor & Mayoress
Sun 3.00	17 Mar	Sevenoaks Symphony Orchestra – Concert at the Stag	Deputy Mayor
Mon 12.00	18 Mar	Lord Mayor of Canterbury – Private Tour of Canterbury Cathedral	Mayor & Mayoress
Tues 7.30	19 Mar	Mayor of Medway – Production of "Shoe-Horn Sonata" at Rainham Oasthouse Theatre	Mayor & Mayoress
Wed	20 Mar	CIL Board Inspection at Bat and Ball Station	Mayor
Thurs 12.15	21 Mar	Chairman SDC – Charity Lunch at Mange Tout Restaurant, Knole Academy	Mayor & Mayoress
Thurs	21 Mar	Heritage Talk at Bat & Ball	Mayor
Fri 10.00	22 Mar	Litter Picking Clean Up Day in Bradbourne Vale Road	Deputy Mayor
Fri 7.00	22 Mar	Mayor of Faversham – Charity Ball	Mayor & Mayoress
Sat 12.30	23 Mar	Sevenoaks Soroptimists – President's Lunch at St Julians Club	Mayor & Mayoress
Sat 7.00	23 Mar	Guide Dogs Quiz Night	Mayor & Mayoress
Mon 4.30	25 Mar	Brownies Litter Picking – Pontoise Play area car park	Mayor
Mon 6.30	25 Mar	St Michael's School – Performance of Emil and the Detectives	Mayor & Mayoress
Tues 5.30	26 Mar	Sevenoaks District Beavers Bronze Awards	Mayor
Wed 5.00	27 Mar	Knole Academy – Annual Dance Show	Mayor & Mayoress
Thurs 11.00	28 Mar	Wilderness House – Official Opening	Mayor & Mayoress

Day & Time	Date	Organisation & Event/Venue	Attending
Sat 7.15	30 Mar	D'Vine Singers - Fundraising Concert	Mayor
Tues 6.00	2 Apr	Cubs Silver Awards in Town Council Chamber	Mayor
Thurs 9.15	4 Apr	Photo shoot at Pontoise Play Area	Mayor
Thurs 10.00	4 Apr	Town Council Clean Up Day	Mayor
Fri 9.00	5 Apr	Mayoral Breakfast at Wildernesse House	Mayor
Fri 7.00	5 Apr	Mayor of Bromley - Dinner at the East India Club	Mayor & Mayoress
Sat 10.00	6 Apr	Town Council Clean Up Day	Deputy Mayor
Sat 11.30	6 Apr	Emily Jackson Open Day	Deputy Mayor
Sat 7.30	6 Apr	Henry Desmond Orchestra - Performance at the Stag Theatre	Mayor & Mayoress
Sat 7.30	6 Apr	Sevenoaks Philharmonic Society - Concert at St Nicholas Church	Deputy Mayor
Mon 4.00	8 Apr	Meeting in Town Council Chamber with Mrs Gina Short to accept cheque for money raised for Powerchair Football Club	Mayoress
Wed 10.00	10 Apr	Town Council Clean Up Day	Mayor
Wed 7.00	10 Apr	Mayor of Tonbridge and Malling - Meal at The Old Fire Station	Mayor & Mayoress
Thurs	11 Apr	Opening of Raleys Development, McCulloch Homes	Mayor
Fri 7.00	12 Apr	End of Term Reception at Bat and Ball Station	Mayor & Mayoress
Fri 2.00	19 Apr	Mayor of Crowborough - Model Boat & Railway Event	Mayor
Sat 10:00	20 Apr	Easter Egg Hunt	Mayor
Wed 10.00	24 Apr	Tour of Knole House followed by Lunch in Sevenoaks	Mayor & Mayoress
Fri	26 Apr	Business Show at the Stag Plaza	Mayor
Fri 1.15	26 Apr	Deaf Walk and visit to Hi Kent Clinic in Hollybush Lane	Mayor & Mayoress
Fri 7.00	26 Apr	Mayor of Margate - Medieval Banquet	Mayor & Mayoress
Sat 7.00	27 Apr	Mayor of Tunbridge Wells - 60's Night	Mayor & Mayoress
Sun	28 Apr	St George's Day Parade	Mayor
Mon 10.30	29 Apr	Symbolic Opening between Community Centre and Station	Mayor & Mayoress
Mon 4.00	29 Apr	Dorothy Parrott Meeting	Mayor
Wed 11.00	1 May	Luncheon at Chevening House	Mayor & Mayoress
Sat 1.00	4 May	PrintFest7 International Original Print exchange	Mayor & Mayoress
Sun	5 May	Havering Garden Party at Rainham Hall	Mayor & Mayoress
Sat	11 May	Sevenoaks to Dartford Hike, greet the Dartford Scouts at Sevenoaks Station, followed by breakfast at Bat & Ball Café with the Mayor of Dartford	Mayor



2019 – 2020

The Mayor of Sevenoaks

Provisional Dates for Mayoral Events

May/June 2019 6th June 2019 D-Day Commemoration Wreath Laying 23rd June 2019 Civic Service at St Thomas's Church 29th June 2019 Raise the Flag for Armed Forces Day	July 2019 Cocktail Party at The Vine 8th July 2019 19th July 2019 Live on the Vine	August 2019
September 2019 15th September 2019 Ferrari Event at The Vine	October 2019	November 2019 10th November 2019 Remembrance Day The Vine War Memorial Friday 29th November Christmas Lights Switch On
December 2019	January 2020 Staff Fundraising Lunch	February 2020 8th February 2020 Quiz Night
March 2020 9th March 2020 Fly the Flag for Commonwealth Day	April 2020	May 2020 VE Day 75

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