

25th February 2020

Sevenoaks TOWN COUNCIL



You are hereby summoned to a Meeting of the **Sevenoaks Town Council** to be held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 2nd March 2020 following a meeting of the **Finance and General Purposes Committee** starting at 7pm. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

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

Town Clerk

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

AGENDA

PUBLIC QUESTION TIME

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

- 1 **APOLOGIES FOR ABSENCE**
To receive and note apologies for absence.
- 2 **REQUESTS FOR DISPENSATIONS**
To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).
- 3 **DECLARATIONS OF INTEREST**
To receive any declarations of interest from members in respect of items of business included in the agenda for this meeting.
- 4 **MINUTES**
To receive, adopt and sign the minutes of the meeting of the Sevenoaks Town Council held on 20th January 2020 as a true record (Copy attached)

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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

Town Clerk



5. PLANNING COMMITTEE
To receive and adopt the minutes of the meetings of the Planning Committee held on 13th and 27th January 2020 and 10th February 2020 (Copy attached)
6. PERSONNEL COMMITTEE
To receive and adopt the minutes of the meeting of the Personnel Committee held on 20th January 2020. (Copy attached)
7. FINANCE & GENERAL PURPOSES COMMITTEE
To receive and adopt the minutes of the meeting of the Finance & General Purposes Committee held on 20th January 2020 (Copy attached)
8. COMMUNITY INFRASTRUCTURE COMMITTEE
To receive and adopt the minutes of the meeting of the Community Infrastructure Committee held on 3rd February 2020 (Copy attached)
9. YOUTH SERVICES COMMITTEE
To receive and adopt the minutes of the meeting of the Youth Services Committee held on 12th February 2020 (Copy attached)
10. OPEN SPACES & LEISURE COMMITTEE
To receive and adopt the minutes of the meeting of the Open Spaces & Leisure Committee held on 17th February 2020 (Copy attached)
11. SEVENOAKS TOWN COUNCIL'S APPLICATION FOR RENEWAL OF LOCAL COUNCIL AWARD
To resolve that the Council has met all the relevant criteria to apply for the Local Council Award Scheme; that it publishes online all the necessary documents to comply with the Award Scheme; and that it has the documents listed in the attached report. (Report attached)
12. REVIEW OF SEVENOAKS TOWN COUNCIL STRATEGY FOR 2020 – 2024 (Copy attached)
13. MAYOR'S ENGAGEMENTS
To receive and note:
 - a) the functions attended by the Mayor or his representative during December 2019.
 - b) the forthcoming Civic Events being organised by the Mayor during 2019/2020 (Copies attached)
14. PRESS RELEASE
To consider any agenda item, which would be appropriate for a press release.

**Sevenoaks Town Council
Minutes of the Town Council Meeting held on 20th January 2020
Held in the Council Chamber**

Meeting Commenced: 8.02 p.m.

Meeting Concluded: 8.11pm

Present:

Cllr Keith Bonin	Present	Cllr Lise Michaelides	Apologies
Cllr Nicholas Busvine OBE, Mayor	Present	Cllr Tom Morris Brown	Apologies
Cllr Sue Camp	Present	Cllr Rachel Parry	Apologies
Cllr Dr Marilyn Canet, Deputy Mayor	Present	Cllr Richard Parry	Present
Cllr Tony Clayton	Present	Cllr Robert Piper	Present
Cllr Andrew Eyre	Apologies	Cllr Simon Raikes	Present
Cllr Victoria Granville-Baxter	Present	Cllr Claire Shea	Present
Cllr Roderick Hogarth	Present	Cllr Edward Waite	Present

In attendance: Town Clerk, Senior Committee Clerk

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

The meeting was recorded.

452. Apologies for Absence

- i. Apologies for absence were submitted as noted above.
- ii. **Councillor Rachel Parry Long Term Apology for Ill Health**
RESOLVED: That, in accordance with the Local Government Act 1972 S85(1) and (2), apologies for long term absence due to ill health be accepted from Cllr Rachel Parry.

Council members asked that their best wishes for a speedy recovery be passed to Cllr Rachel Parry.

453. Requests for Dispensations

There were no requests for dispensations.

454. Declarations of Interest

There were no Declarations of Interests.

455. Minutes of the Town Council Meeting held on 9th December 2019.

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

456. Minutes of the Planning Committee Meeting held on 16th December 2019

RESOLVED: To receive and adopt the Minutes as a true record of the meeting.

457. Precept 2020/21

Council noted that the recommendation had unanimously been agreed at the meeting of the Finance and General Purposes Committee held prior to this Council meeting.

RESOLVED:

- 1) That the Town Council set a Precept of £1,215,276 for 2020/2021, which is a 5.89% increase on the previous year, and a Band D equivalent household rate of £125.41, approximately £2.41 per week
- 2) That a 5-year financial plan be produced, to include:
 - i. 5-year maintenance and management earmarked reserve to underpin Heritage Lottery Fund Bat & Ball Station project
 - ii. Programme to increase general reserves
 - iii. Costs relating to Climate Change priority
 - iv. Future Town Council priorities
 - v. Review of Salaries against market rates
 - vi. Review of Fees and Charges (in particular, the cemetery)
 - vii. Business Plan for the new Community Centre to work towards meeting repayments of the Public Works Loan Board loan
 - viii. Review of the funding of Rolling Capital Projects

458. Meetings Schedule 2020/21

The Council received the proposed schedule of meetings for 2020/21. It was noted that the Planning meeting scheduled for Tuesday 5th May had been moved back to Monday 4th May following the decision to move the Bank Holiday to Friday 8th May to mark the 75th anniversary of VE Day.

RESOLVED: That the schedule of Meetings 2020/21 (Attached as **Appendix A**) be adopted and where possible notified on Councillors' electronic diaries.

459. Mayors Engagements

Council noted the functions attended by the Mayor or his representative during December 2019 and the forthcoming Civic Events being planned by the Mayor during 2019/2020.

RESOLVED: To note and accept the reports relating to Mayoral activities.

460. Press Release

Press Release to be issued regarding the Precept for 2020/21

There being no further business the Chairman closed the Meeting.

Signed
Chairman

Dated

MEETINGS SCHEDULE 2020/21

Approved - Council 2020 01 20

Approved - Council 2020 01 20

MAY 2020		
Mon 04	Planning (Moved back to Monday from 5 th as no longer Bank Holiday)	
Fri 08	Bank Holiday (moved from 4 th for VE Day anniversary)	
Mon 11	Annual Town Council	
Mon 18	Planning	
Mon 25	Bank Holiday - WHITSUN	
JUNE 2020		
Mon 01	Planning	
Tues 02	STAG Trustees	
Mon 08	F&GP	Town Council
Mon 15	Planning	
Wed 17	STP	
Mon 22	CIC	
Mon 29	Planning	
JULY 2020		
Wed 01	YC	YSC
Mon 06	OSL	
Mon 13	Planning	
Mon 20	No meeting	
Tues 21	STAG Trustees	
Mon 27	Planning	
AUGUST 2020		
Mon 03	F&GP	Town Council
Mon 10	Planning	
Mon 17	CIC	
Wed 19	STP	
Mon 24	Planning	
Mon 31	Bank Holiday	
SEPTEMBER 2020		
Mon 07	Planning	
Wed 09	YC	YSC
Mon 14	F&GP Grants	
Mon 21	Planning	
Mon 28	OSL	
OCTOBER 2020		
Thur 01	SCAC AGM & STAG Trustees	
Mon 05	Planning	
Wed 07	STP AGM – Bat & Ball Station	
Mon 12	CIC	
Mon 19	Planning	
Mon 26	Personnel	
NOVEMBER 2020		
Mon 02	Planning	
Wed 04	YC	YSC
Mon 09	OSL	
Mon 16	Planning	
Mon 23	F&GP Estimates	Town Council
Mon 30	Planning	
DECEMBER 2020		
Mon 07	Town Council – Christmas	
Mon 14	Planning	
Wed 16	STP	
Mon 21	Planning	
Mon 28	STC Offices closed	

JANUARY 2021		
Mon 4	No meeting	
Tues 5	STAG Trustees	
Mon 11	Planning	
Wed 13	YC	YSC
Mon 18	F&GP Precept	Town Council
Mon 25	Planning	
FEBRUARY 2021		
Mon 01	CIC	
Mon 08	Planning	
Mon 15	OSL	
Mon 22	Planning	
Wed 24	STP	
MARCH 2021		
Mon 01	F&GP Grants	Town Council
Tues 02	STAG Trustees	
Mon 08	Planning	
Mon 15	Annual Town Mtg – Bat & Ball Centre tbc	
Wed 18	SCC User Group	
Mon 22	Planning	
Wed 24	YC	YSC
Mon 29	Personnel	
APRIL 2021		
Fri 02	Bank Holiday – GOOD FRIDAY	
Mon 05	Bank Holiday – EASTER MONDAY	
Tues 06	Planning	
Wed 07	STP	
Mon 12	Town Council	F&GP
Mon 19	Planning	
Mon 27	No meeting	
MAY 2021		
Mon 03	May Day Bank Holiday	
Tues 04	Planning	
Thur 06	STAG Trustees	
Mon 10	Annual Council Meeting	
Mon 17	Planning	
Wed 19	YC	YSC
Mon 24	No meeting	
Mon 31	May Bank Holiday – WHITSUN	
JUNE 2021		
Tues 01	Planning	
Community Centre User Group - Bar Room, TN14 5DN Annual Town Meeting – Bat & Ball Centre 6.00pm F&GP 7pm - Finance & General Purposes Committee Town Council Meetings in Council Chamber at conclusion of F&GP meetings STP 6:30pm - Sevenoaks Town Partnership OSL 7pm - Open Spaces & Leisure Committee CIC 7pm - Community Infrastructure Committee Stag Trustee meetings - 7pm in the Stag Bar - except as marked in the Stag Plaza		

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Minutes of the PLANNING COMMITTEE meeting held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, on Monday 13th January 2020 at 7:00 pm.

Present:

Committee Members

Cllr Bonin	Present	Cllr Michaelides	Present
Cllr Busvine OBE	Present	Cllr Morris Brown	Present
Cllr Camp - Chairman	Present	Cllr Mrs Parry	Apologies
Cllr Canet	Present	Cllr Parry	Present
Cllr Clayton	Present	Cllr Piper – Vice Chairman	Present – arrived 7:10pm
Cllr Eyre	Present	Cllr Raikes	Present
Cllr Granville-Baxter	Present	Cllr Shea	Present
Cllr Hogarth	Apologies	Cllr Waite	Present – Arrived 7.30pm

Also in attendance:

Town Clerk

Planning Committee Clerk

16 Members of the Public

Hugo Nowell, Urban Initiatives Studio, Director

David McCabe, Tarmac, Head of development

Darren Bell, David Local Associates, Senior Associate

William Bridges, Tarmac, Development Manager

David Adams, AGRE UK, CEO

David Parry, Cratus Communications, Senior Account Executive

PUBLIC QUESTION TIME

None.

At 7pm, prior to the start of the meeting, there was a presentation from Tarmac Ltd on proposals related to the Sevenoaks Town Neighbourhood Development Plan (STNDP) and the Sevenoaks District Local Plan, with regards to the Sevenoaks Quarry Site. The presentation was followed by a Q & A session. (Please see appendix for the presentation slides).

424 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

425 DECLARATIONS OF INTEREST

None.

426 DECLARATIONS OF LOBBYING

None.

427 MINUTES

The Committee received the minutes of the Planning Committee meeting held on 16th December 2019. It was **RESOLVED** that that the minutes be approved and signed.

428 KENT MINERALS AND WASTE LOCAL PLAN 2013-30

- (a) The committee noted that this item was deferred from the previous Planning Committee meeting held on 16th December 2019 [Minute no. 418(c)].
- (b) The committee noted that the full supporting documentation for both the consultations below may be accessed online, via the respective links to the KCC website:

Consultation on the Proposed Modifications to the Early Partial Review of the Kent Minerals and Waste Local Plan 2013-30

https://consult.kent.gov.uk/portal/mwcs/early_partial_review_2017/epr_proposed_modifications?tab=files

Consultation on the Proposed Modifications to the Minerals Sites Plan

https://consult.kent.gov.uk/portal/second_call_for_sites_2016/msp_proposed_modifications?tab=files

- (c) The councillors noted that the deadline for submitting representations is midnight Tuesday 14th January 2020.

RESOLVED: To note that the plan did not impact the parish of Sevenoaks.

429 APPEALS

The committee received notice of the submission of the following appeal:

APP/G2245/D/19/3240094: 18/00577/HOUSE – The Old Bakehouse, Six Bells Lane

INFORMATIVES:

Sevenoaks Town Council recommended approval of the original application at Planning Committee on 17th June 2019, but with an informative noting that the proposal description was inaccurate as the amended plans did not include a separate bedroom.

The council expressed an interest in following the outcome of this appeal due to the opposing recommendations of the District and Town Council.

430 SEVENOAKS TOWN NEIGHBOURHOOD DEVELOPMENT PLAN (STNDP)

The committee discussed the consultation process.

INFORMATIVES:

The committee received a copy of the poster advertising the Neighbourhood Development Plan public consultation event dates (copy attached). The councillors were asked to forward their availability to help at the upcoming events organised for the 31st January & 1st February, and 14th & 15th February.

Councillors were encouraged to help publicise the consultation events and it was confirmed that it would also be advertised through all available council resources, including both railway stations.

431 CULTURAL STRATEGY DOCUMENT

Councillors received and considered the draft Cultural Strategy and noted the forthcoming consultation including the meeting to be held at the Stag on Thursday 23rd January 2020 at 7pm.

432 PLANNING APPLICATIONS

(a) The Committee received and noted comments made on applications considered under Chairman's Action, submitted to Sevenoaks District Council.

(b) The meeting was adjourned to allow members of the public to speak for three minutes on the following applications, by prior arrangement:

[Plan no. 13] The Vine Restaurant, 11 Pound Lane - For

(c) The meeting was reconvened and the Committee considered planning applications received during the two weeks ending 7th January 2020. **It was RESOLVED that** the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

433 PRESS RELEASES

It was resolved that a press release be issued on the STNDP Public Consultation and for the slides from the Tarmac presentation to be distributed following the meeting.

Finished: 8.40pm

Signed
Chairman

Dated

Planning Applications Considered

Applications considered on 13-1-20

1	Plan Number	Planning officer	Town Councillor	Agent
	19/02987/LBCALT	Emma Gore 21-01-2020	Cllr Michaelides	Ms Sehmi 02074907704
Applicant	House Name	Road	Locality	
Sevenoaks School	Manor House	6 High Street	Town	
Town	County	Post Code	Application date	
			02/01/20	

Refurbishment of Manor House and building M15/16 to facilitate internal alterations, dormer demolition, replacement of chimney pots and roofs. Landscaping works.

Amended consultation (for information only) received from SDC 07-11-2019:

Proposal description amended for clarification:

Refurbishment of Manor House and M15/16 building to facilitate internal alterations, reduction and reinstatement of original dormer window and replacement of chimney pots and roofs. Landscaping works.

19/02987/LBCALT - Amended plan

As the documents were unavailable on the website during part of the consultation period, Sevenoaks District Council is re-starting the consultation.

19/02987/LBCALT - Amended plan

Amended plans and further clarification.

Comment

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

Informative: Sevenoaks Town Council noted that vehicles involved in the refurbishment should not park on the High Street.

2	Plan Number	Planning officer	Town Councillor	Agent
	19/03200/FUL	Emma Gore 21-01-2020	Cllr Morris Brown	N/A
Applicant	House Name	Road	Locality	
Mr Martin	Land South Of	16 & 31 Mill Pond Close	Eastern	
Town	County	Post Code	Application date	
			02/01/20	

Install decked area.

Comment

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 13-1-20

3	Plan Number 19/03439/HOUSE	Planning officer S Simmons 21-01-2020	Town Councillor Cllr Clayton	Agent Mr Wilson 01622 296319
Applicant Mr A Bennett		House Name	Road 73 Wickenden Road	Locality Eastern
Town		County	Post Code	Application date 02/01/20
Proposed loft conversion with hip to gable roof extension, dormer window to rear elevation & 4 No. rooflight windows to front elevation.				

Comment

Sevenoaks Town Council recommended refusal on the grounds that, while being sympathetic to the principle of development, the loss of the hipped roof is contrary to the Residential Character Assessment, as advised at number 75 next door.

4	Plan Number 19/03461/HOUSE	Planning officer Alexis Stanyer 21-01-2020	Town Councillor Cllr Eyre	Agent Mr N Edwards 366223
Applicant Mr & Mrs Van Herk		House Name Glade House	Road 83 Oakhill Road	Locality Kippington
Town		County	Post Code	Application date 02/01/20
Proposed replacement of existing single storey porch with an Arts and Craft inspired two storey porch.				

Comment

Sevenoaks Town Council recommended approval.

5	Plan Number 19/03484/HOUSE	Planning officer Emma Gore 22-01-2020	Town Councillor Cllr Parry	Agent Ms N Ledger 459578
Applicant Mr & Mrs Flitton		House Name	Road 19 Britains Lane	Locality Kippington
Town		County	Post Code	Application date 03/01/20
Demolition of existing garage and erection of a two storey side extension with hip roof to match existing, replacement of rear glazed roof and conservatory with new tiled roof and rooflights.				

Comment

Sevenoaks Town Council recommended approval.

6	Plan Number 19/03488/HOUSE	Planning officer Alexis Stanyer 21-01-2020	Town Councillor Cllr Dr Canet	Agent Mr D Dennis 240140
Applicant Mr & Mrs Monk		House Name	Road 12 Robyns Way	Locality Northern
Town		County	Post Code	Application date 02/01/20
Proposed garage conversion and ground floor front extension with rooflight; proposed ground floor rear extension with rooflight.				

Comment

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 13-1-20

7	Plan Number 19/03489/HOUSE	Planning officer Rebecca Fellows 21-01-2020	Town Councillor Cllr Clayton	Agent Mr Goodhew 01580 2304
Applicant		House Name	Road	Locality
Mr & Mrs Walters			2 Park Lane	Eastern
Town		County	Post Code	Application date
				02/01/20
Single storey rear extension.				

Comment

Sevenoaks Town Council recommended approval, provided the Conservation Officer is content.

8	Plan Number 19/03490/LBCALT	Planning officer Rebecca Fellows 21-01-2020	Town Councillor Cllr Clayton	Agent Mr Goodhew 01580 2304
Applicant		House Name	Road	Locality
Mr & Mrs Walters			2 Park Lane	Eastern
Town		County	Post Code	Application date
				02/01/20
Single storey rear extension.				

Comment

Sevenoaks Town Council recommended approval, provided the Conservation Officer is content.

9	Plan Number 19/03502/HOUSE	Planning officer Rebecca Fellows 22-01-2020	Town Councillor Cllr Piper OOW	Agent Mr K Lau 07842 231244
Applicant		House Name	Road	Locality
Mr D Ashdown		Roseneath	Parkfield	Wildernesse
Town		County	Post Code	Application date
				07/01/20
Dormer roof extension in studio above garage.				

Comment

Sevenoaks Town Council recommended approval.

10	Plan Number 19/03503/ADV	Planning officer Mark Mirams 22-01-2020	Town Councillor Cllr Michaelides	Agent Mrs Todman 01225 8274
Applicant		House Name	Road	Locality
Mr S Perry		Lancaster Motors	92 London Road	Town
Town		County	Post Code	Application date
				07/01/20
4 no. illuminated fascia signages.				

Comment

Sevenoaks town council recommended approval, subject to a constraint placed that the illumination be switched off between 11pm and 6am.

Planning Applications Considered

Applications considered on 13-1-20

11	Plan Number	Planning officer	Town Councillor	Agent
	19/03504/HOUSE	S Simmons 22-01-2020	Cllr Morris Brown	Miss Burnham 07824 387
Applicant		House Name	Road	Locality
Mr & Mrs Patterson		The Old School House	4 Vine Court Road	Eastern
Town		County	Post Code	Application date
				07/01/20
Construction of a single storey rear extension with lantern rooflight.				

Comment

Sevenoaks Town Council recommended approval.

12	Plan Number	Planning officer	Town Councillor	Agent
	19/03521/HOUSE	Holly Pockett 23-01-2020	Cllr Parry	Mr R Ranson 753333
Applicant		House Name	Road	Locality
Mr & Mrs McClinton		Ashgrove Farm House	Ashgrove Road	Kippington
Town		County	Post Code	Application date
				07/01/20
Demolition of the existing garden outbuilding. Construction of a new garden outbuilding in the same location with the same footprint. Construction of a new swimming pool and terrace.				

Comment

Sevenoaks Town Council recommended approval.

13	Plan Number	Planning officer	Town Councillor	Agent
	19/03532/FUL	Alexis Stanyer 27-01-2020	Cllr Bonin	Mrs Gregson 07801 0551
Applicant		House Name	Road	Locality
Unimeats Ltd		The Vine Restaurant	11 Pound Lane	Town
Town		County	Post Code	Application date
				07/01/20
Erection of automated barriers and rendered stone pillars.				

Comment

A motion for refusal (full text below) was put forward, seconded and LOST at the vote: Sevenoaks Town Council recommended refusal on the grounds that the barriers detract from the character and appearance of Vine Conservation Area

A motion for approval (full text below) was put forward, seconded and PASSED at the vote: Sevenoaks Town Council recommended approval subject to the Conservation officer being satisfied and Highway team review of safety.

Planning Applications Considered

Applications considered on 13-1-20

14	Plan Number	Planning officer	Town Councillor	Agent
	19/03548/MMA	Alexis Stanyer 27-01-2020	Cllr Piper	Mr Alderman 01689 8363
Applicant		House Name	Road	Locality
Mr & Mrs Algar			15 Garth Road	Kippington
Town		County	Post Code	Application date
				07/01/20
Minor material amendment to 19/02690/FUL.				

Comment

Sevenoaks Town Council recommended approval, subject to the 2m high close bordered fence being maintained.

Sevenoaks Quarry

A sustainable urban extension to Northern Sevenoaks

Sevenoaks Town Council 13th January 2020

 DAVID LOCK ASSOCIATES

 TARMAC
A CRH COMPANY

1



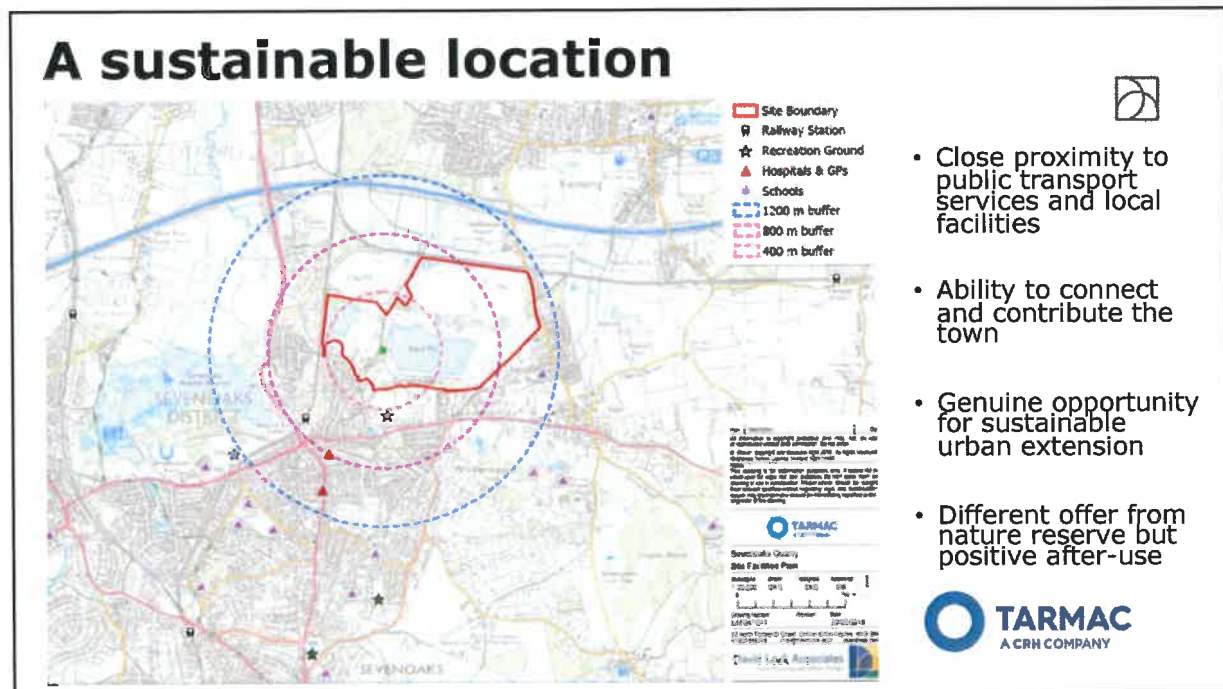
1. Background planning and site context
2. Emerging site masterplan
3. Key infrastructure and benefits

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2



3



4

Sevenoaks Local Plan



- The housing challenge & balanced strategy for sustainable growth
- Limited Green Belt changes - *exceptional circumstances*
- Site proposed under Policy ST2-13 for mixed use development
- Local support through previous consultations
- Next stage *under review* due to Inspector's response



5

Emerging concept plan



- *Approximately 800 new homes at varied densities*
- *Rich network of multi purpose green infrastructure connecting with wider green networks*
- *Lake-side facilities for water sports and trails*
- *Community focus on Oast House*
- *Early phase on current built area (approx. 150 new homes)*
- *On-going and iterative process*



6

Key infrastructure and benefits



- New homes to meet different local housing needs (including market, affordable, varied sizes and older people's needs)
- Leisure and recreation facilities associated with the lake
- Renovation and enhancement of the locally listed former Oast House for community use
- Local centre facilities
- Primary school site
- Cycling, pedestrian and public transport improvements
- Formal and informal green space and play spaces
- Potential secondary school contributions and CIL monies towards other health/social facilities



7

Greatness Lake



- Multi-purpose blue and green infrastructure
- Leisure and recreation focus
- Asset for northern Sevenoaks as a whole
- Specific discussions with local groups (Sea Cadets and Scouts so far...)
- Local survey results



8

Phase 1: Key infrastructure and benefits

- Variety of new homes to meet local needs
- Renovation and enhancement of the locally listed former Oast House for community use
- Cycling, pedestrian and public transport improvements (including East west link)
- Formal and informal green space and play spaces
- Greatness Lane improvements

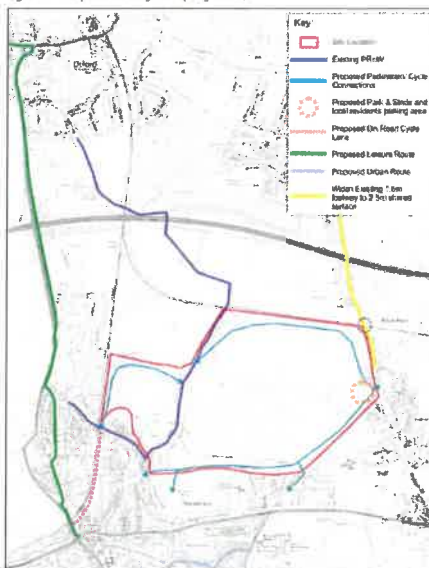


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9

Transport strategy

Figure 4 – Proposed Walking and Cycling Routes



- **David Tucker Associates prepared full Transport Assessment (including safety audit) in close consultation with the County Council**
- **Pedestrian, cycling and public transport focus**
 - Key pedestrian cycle routes through the site, including an east west link between Bat and Ball Road and Childsbridge Lane.
 - A 2.5m cycle lane on Childsbridge Lane.
 - On-road cycle lane on Bat and Ball Road.
 - Contributions towards improving the pedestrian bridge over Bat and Ball Road.
 - Extension of existing bus services into the site
- **Phased access arrangements**
 - Phase 1 access from Farm Road.
 - Post 150 homes: Bat and Ball Road main access; Farm Road secondary (& Limited/emergency access to Childsbridge Lane).
 - The replacement of signalised arrangement with a roundabout at Bat and Ball Junction (A25/A225).

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10

Bat and Ball Junction



Junction scheme to support the proposed development

Improved pedestrian/cycle environment

- 2.5m ped/cycle way
- Shorter carriageway crossing
- Larger splitter Island

Reduction in queuing and potential air quality benefits

Table 27 – Bat and Ball Junction – Existing Signal Junction Vs Proposed Roundabout Layout

Arm	AM Peak (08:00-09:00)		PM Peak (17:00-18:00)	
	Base (Signals)	Base + Development (Roundabout)	Base (Signals)	Base + Development (Roundabout)
	Queue	Queue	Queue	Queue
A225 Offord Road	36.5	4.8	32.8	4.8
A225 Seal Road	32.4	14.3	20.1	2.0
A225 St John's Road	22.0	6.6	31.3	6.9
A25 Bradbourne Vale Road	9.0	1.6	12.7	3.1



11

Next Steps: A plan-led approach



- Continued and further engagement, technical and design work
- Sevenoaks Town Neighbourhood Development Plan
- Sevenoaks Local Plan - end of 2020?
- *Towards Outline Planning application - 2022*



12



Sevenoaks Town Neighbourhood Plan

Sevenoaks
TOWN council

At the Sevenoaks Town Council Annual Public Town Meeting held on the 14th March 2013 residents signalled their support for the Town Council to produce a Neighbourhood Plan. The Plan is a once in a generation chance for local people to shape and guide the future of the town and to ensure that future development is sensitive to the town's character and identity and to provide for the needs of future generations.

Since 2013 the Town Council and the Neighbourhood Plan Committee have undertaken extensive public consultation and engagement activities, including a Masterplan for Northern Sevenoaks to ensure that the content of the plan reflects what local people want. They have used this information to develop background work for the Plan and commission strategies and studies to support the emerging plan policies.

A six-week public consultation is set to run from Friday 31st January 2020 until Friday 13th March 2020. The public consultation will be launched in the Sevenoaks Kaleidoscope Gallery on Buckhurst Lane on Friday 31st January and Saturday 1st February 2020. An exhibition will be available to view at the launch and at locations across the town through the six-week period (see below for details). Further information about the Neighbourhood Plan and how to comment on it are available on the Neighbourhood Plan website at <https://sevenoaksndp.wordpress.com>.

Feedback from this initial consultation will be included where appropriate into the plan which will then be progressed through a statutory programme carried out by Sevenoaks District Council concluding in a referendum for the residents of Sevenoaks.

Dates	Times	Location
Friday 31 st January 2020	10.00 a.m. – 3.00 p.m.	Sevenoaks Kaleidoscope Library
Saturday 1 st February 2020	10.00 a.m. – 3.00 p.m.	Sevenoaks Kaleidoscope Library
Friday 14 th February 2020	10.00 a.m. – 3.00 p.m.	Sevenoaks Town Council Chambers
Saturday 15 th February 2020	10.00 a.m. – 3.00 p.m.	Sevenoaks Town Council Chambers
Monday 3 rd February – 13 th March 2020 (excluding 18 th - 20 th Feb)	10.00 a.m. – 4.45 p.m. Monday - Saturday	Stag Theatre Café
Monday 3 rd February – 13 th March 2020	Station Opening Times	Sevenoaks Mainline Railway Station Foyer

Enquiries to: Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG. planning@sevenoakstown.gov.uk



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Minutes of the PLANNING COMMITTEE meeting held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, on Monday 27th January 2020 at 7:00 pm.

Present:

Committee Members

Cllr Bonin	Present	Cllr Michaelides	Apologies
Cllr Busvine OBE	Present	Cllr Morris Brown	Present
Cllr Camp - Chairman	Present	Cllr Mrs Parry	Apologies
Cllr Canet	Present	Cllr Parry	Present
Cllr Clayton	Present	Cllr Piper – Vice Chairman	Apologies
Cllr Eyre	Present	Cllr Raikes	Present
Cllr Granville-Baxter	Present	Cllr Shea	Present
Cllr Hogarth	Apologies	Cllr Waite	Present – Arrived 7.53pm

Also in attendance:

Town Clerk
 Planning Committee Clerk
 Planning Assistant
 1 Member of the Public

PUBLIC QUESTION TIME

None.

461 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

462 DECLARATIONS OF INTEREST

None.

463 DECLARATIONS OF LOBBYING

None.

464 MINUTES

The Committee received the minutes of the Planning Committee meeting held on 13th January 2020, previously approved at Council on 20th January 2020. It was **RESOLVED** that that the minutes be received and signed.

465 KENT COUNTY COUNCIL PARISH HIGHWAYS IMPROVEMENT PLAN

- (a) The Committee received and noted the email dated 9th January 2020 from the Chief Executive of the Kent Association for Local Councils (KALC) regarding the Parish Highways Improvement Plan.
- (b) The Committee received and noted a copy of the associated Supplementary Procedure Note from KCC, dated 23rd December 2019.
- (c) The Committee received and noted a copy of the Highways Improvement Plan template.

- (d) The Committee received and noted a draft list (in progress) of priority locations suggested by members.

INFORMATIVES:

The Town Clerk gave a verbal update, recommending that the matter of the proposed mobile SIDs (Speed Information Devices) should remain separate from the wider highway safety matters included in the draft list.

Members expressed concern over a number of issues, in particular with regards to the safety of school children on Bradbourne Vale Road and other areas around local schools. However, it was also acknowledged that there was a need to define priorities, in order to produce a list that could be realistically addressed by Kent Highways.

Councillor Dr Canet reported that she had recently attended a meeting between Parish Councils and the Highways Department. It was agreed that her notes from this meeting would be circulated to Members.

It was RESOLVED that:

- The Town Council would move forward in ensuring the installation of the three proposed Mobile SIDs, in the previously agreed locations [Minute no. 155] as follows:

Bradbourne Road, above Sevenoaks Primary School
(Just below the entrance to Sevenoaks Adult Education Centre, facing uphill)

Bayham Road, close to St John's CE Primary School
(Just below the school, facing downhill in the direction of Seal Hollow Road)

Bradbourne Vale Road, close to Knole Academy
(Close to the entrance to Bradbourne Riding Centre, facing towards Riverhead)

- Members would have a final opportunity to make suggestions for inclusion in the Highway Improvement Plan, which would then be brought back to the next Planning Committee on Monday 10th February, when priorities would be set. The list would subsequently be submitted to KCC.
- A procedure would be put in place to review the list annually.

INFORMATIVE: Please could Members submit any further suggestions to the Planning Committee Clerk at planning@sevenoakstown.gov.uk by close of business on Friday 31st January at the latest.

466 SEVENOAKS QUARRY: REVISED FIVE-YEARLY REVIEW OF PROGRESSIVE WORKING AND RESTORATION SCHEME

- (a) The Committee received notice of the submission of application ref. SE/08/675/RA to Kent County Council by Tarmac Trading Ltd, pursuant to Condition 5 of previous planning permission ref. SE/08/675 which requires the submission of an updated Progressive Working and Restoration Scheme at five-yearly intervals.

- (b) The Committee noted that SE/08/675/RA is a revised version of the original submission made in April 2018.
- (c) The Committee noted that the full documentation may be viewed online via the Planning Portal on the KCC website:

<https://www.kentplanningapplications.co.uk/Planning/Display/KCC/SE/0011/2019?cuuid=B3B25091-57BA-496A-9F6D-62B8BB698367>

INFORMATIVE: Cllr Parry recommended that Members read the documentation as a matter of interest, given the context of the Sevenoaks Town Neighbourhood Development Plan (STNDP).

It was RESOLVED that:

- As a statutory consultee, the Town Council would submit comments on the application.
- The Town Council would request an extension of one day to the comment deadline (i.e. from 10th February to 11th February) so that the item could be brought back to the next Planning Committee on 10th February.
- If Kent County Council were unable to grant an extension, the application would be considered under Chairman's Action.

INFORMATIVE: Please could Members submit any comments to the Planning Committee Clerk at planning@sevenoakstown.gov.uk by close of business on Wednesday 5th February at the latest.

467 DAVID TUCKER TRANSPORT ASSESSMENT

- (a) The Committee received and noted a copy of the Northern Sevenoaks Transport Assessment (minus appendices) which was referenced in the presentation given by Tarmac Ltd at the previous Planning Committee Meeting on 13th January 2020.
- (b) The Committee noted that the full version of the document is available to view on the Sevenoaks Neighbourhood Development Plan website, via the link below:

<https://sevenoaksndp.files.wordpress.com/2020/01/transport-assessment-document.pdf>

INFORMATIVES:

Councillors expressed a number of concerns over the document, including the following:

- That planned improvements to Bat and Ball junction would not be implemented for another 10 years and not until after the completion of the construction of the first phase of new housing (circa 150 dwellings) on the Tarmac site. This is within the context of growing numbers of schoolchildren using the pedestrian crossings, given the projected expansion of Trinity and other local schools which would also result in a major increase in the volume of bus traffic passing through the junction. However, it was equally recognised that bringing forward limited changes to the junction could financially prejudice the overall improvement plan, designed to serve 800 houses.

- That improvements to the pedestrian access link to Sainsbury's superstore, which form part of the Neighbourhood Development Plan, have been deemed unworkable on the western side of the railway line and that this needs to be re-addressed.
- That there is a lack of clarity regarding construction and resident vehicle access to the Tarmac site, with particular concern raised over the effects on residents in Greatness Lane, Watercress Drive and Mill Lane during Phase 1, given that roads in this area are very narrow with vehicles parked on both sides and on the pavement.
- That no extra provision is being made for additional infrastructure, including school places and healthcare, in advance of the first stage of house building, given that Sevenoaks Primary School, St John's CE Primary School, Seal CE Primary School and St John's Medical Practice are currently already stretched to over-capacity.

However, the Committee also noted that the Transport Assessment serves to support an outline planning application which is not due to be submitted for another three years, which should allow sufficient time for revision and for the Town Council to provide feedback on an ongoing basis.

It was RESOLVED that the Town Council would respond to David Tucker Associates thanking them for providing the opportunity to view the document in its early stages and setting out some general, broadly-based, feedback in order to begin a dialogue which would be maintained over the coming months.

468 PLANNING APPLICATIONS

- (a) The Committee received and noted comments made on applications considered under Chairman's Action, submitted to Sevenoaks District Council.
- (b) No members of the public had registered to speak on individual planning applications.
- (c) The Committee considered planning applications received during the two weeks ending 21st January 2020. **It was RESOLVED that** the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

469 PRESS RELEASES

None.

Finished: 8.15pm

Signed
Chairman

Dated

Planning Applications Considered

Applications considered on 27-1-20

1	Plan Number	Planning officer	Town Councillor	Agent
	19/03437/HOUSE	Rebecca Fellows 07-02-2020	Cllr Hogarth	Mr Coleman 01892 53712
Applicant	House Name	Road	Locality	
Mr & Mrs Corkery		44 Camden Road	St Johns	
Town	County	Post Code	Application date	
			20/01/20	
Replacement roof with hipped gable ends and front facing dormer window forming habitable bedroom space. Single storey rear extension and side extension to provide replacement garage.				

Comment

Sevenoaks Town Council recommended approval.

2	Plan Number	Planning officer	Town Councillor	Agent
	19/03449/HOUSE	Samantha Simmons 10/02/20	Cllr Clayton	Mr B Best 455029
Applicant	House Name	Road	Locality	
Mrs Kabir		143 Hillingdon Rise	Eastern	
Town	County	Post Code	Application date	
			21/01/20	

Single storey rear extension.

Comment

Sevenoaks Town Council recommended approval, provided the Planning Officer is satisfied that there is no impact on the residential amenity of no. 141.

3	Plan Number	Planning officer	Town Councillor	Agent
	19/03455/FUL	Emma Gore 06-02-2020	Cllr Michaelides	Mr B Best 455029
Applicant	House Name	Road	Locality	
Mr K Batley		5 Ashley Road	Town	
Town	County	Post Code	Application date	
			17/01/20	

Replacement dwelling.

Comment

Sevenoaks Town Council recommended approval, subject to the Arboricultural Officer being satisfied with regards to the retention of existing trees and that there is sufficient screening provided.

INFORMATIVE: Cllr Parry abstained from voting as he was absent for part of the discussion.

Planning Applications Considered

Applications considered on 27-1-20

4	Plan Number	Planning officer	Town Councillor	Agent
	19/03458/FUL	Emma Gore 10/02/20	Cllr Bonin	Ms Thomas 02074 90770
Applicant	House Name	Road	Locality	
Sevenoaks School	Lambardes	High Street	Town	
Town	County	Post Code	Application date	
			21/01/20	

The demolition of the existing Lambardes Boarding House, and the construction of a new boarding house for 60 boarders, including 3 residential staff units.

Comment

Sevenoaks Town Council recommended approval, subject to:

- The Arboricultural Officer being satisfied.
- The Planning Officer being satisfied that there are no issues of overlooking of the residential roads behind.
- The Planning Officer being satisfied that the Construction Traffic Plan is adequate and that rush hour periods are avoided to minimise congestion.

5	Plan Number	Planning officer	Town Councillor	Agent
	19/03460/HOUSE	Holly Pockett 03-02-20	Cllr Morris Brown	Offset Architects 01732 75000
Applicant	House Name	Road	Locality	
Mr & Mrs Henderson		42 Wickenden Road	Eastern	
Town	County	Post Code	Application date	
			14/01/20	

Single-storey side and rear extension to the ground floor. Internal and external alterations.

Comment

Sevenoaks Town Council recommended refusal, unless the Planning Officer is satisfied that there is no loss of amenity and privacy to neighbouring property no. 40.

6	Plan Number	Planning officer	Town Councillor	Agent
	19/03542/HOUSE	Holly Pockett 28-01-2020	Cllr Raikes	Offset Architects 753333
Applicant	House Name	Road	Locality	
Mr & Mrs Rees	Combourne	3 Oakwood Drive	St Johns	
Town	County	Post Code	Application date	
			08/01/20	

Single storey rear extension; new gable to porch and internal reconfigurations.

Comment

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 27-1-20

7	Plan Number	Planning officer	Town Councillor	Agent
	19/03562/HOUSE	S Simmons 28-01-2020	Cllr Eyre	Ms N Ledger 459578
Applicant		House Name	Road	Locality
Mr & Mrs Catherall		Fenners	Clenches Farm Road	Kippington
Town		County	Post Code	Application date
				08/01/20
Single storey porch with pitch roof to front elevation, first floor extension over existing playroom and utility room with pitch roof and replacing existing conservatory with new flat roof conservatory and glazed roof lantern.				

Comment

Sevenoaks Town Council recommended approval.

8	Plan Number	Planning officer	Town Councillor	Agent
	19/03565/MMA	Holly Pockett 28/1/2020	Cllr Raikes	Mrs L Becker
Applicant		House Name	Road	Locality
Mr Marvell			35 St Georges Road	St Johns
Town		County	Post Code	Application date
				09/01/20
Minor material amendment to 19/00269/HOUSE.				

Comment

Sevenoaks Town Council recommended approval.

9	Plan Number	Planning officer	Town Councillor	Agent
	19/03568/HOUSE	Rebecca Fellows 03/02/2020	Cllr Bonin	Stephen Langer 01892 52
Applicant		House Name	Road	Locality
Mr & Mrs Chagan		Holly Lodge	3 Pound Lane	Town
Town		County	Post Code	Application date
				14/01/20
Conversion of existing garage into ancillary accommodation. Demolition of greenhouse.				

Comment

Sevenoaks Town Council recommended approval.

10	Plan Number	Planning officer	Town Councillor	Agent
	19/03569/LBCALT	Rebecca Fellows 30/01/2020	Cllr Bonin	Stephen Langer 01892 52
Applicant		House Name	Road	Locality
Mr & Mrs Chagan		Holly Lodge	3 Pound Lane	Town
Town		County	Post Code	Application date
				10/01/20
Conversion of existing garage into ancillary accommodation. (Demolition of greenhouse).				

Comment

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 27-1-20

11	Plan Number	Planning officer	Town Councillor	Agent
	19/03574/FUL	Alexis Stanyer 07-02-2020	Cllr Eyre	Mrs Austin 07866 962268
Applicant		House Name	Road	Locality
Mr & Mrs Van der Merwe			30 White Hart Wood	Kippington
Town		County	Post Code	Application date
				20/01/20
Demolition of existing house, construction of new house with a detached garage.				

Comment

Sevenoaks Town Council recommended approval.

12	Plan Number	Planning officer	Town Councillor	Agent
	19/03586/ADV	Rebecca Fellows 31-01-2020	Cllr Clayton	Robinson Escott 01689 8
Applicant		House Name	Road	Locality
Mr Dennis		Alices Tea Shop	114 St Johns Hill	Eastern
Town		County	Post Code	Application date
				14/01/20

Four signs for office use.

Comment

Sevenoaks Town Council recommended approval, provided the Planning Officer is satisfied that the new, larger, signs (especially those on the frontage to Wickenden Road) do not adversely affect the residential character of Wickenden Road.

13	Plan Number	Planning officer	Town Councillor	Agent
	20/00004/HOUSE	Alexis Stanyer 31-01-2020	Cllr Raikes	Mr Hudson 01892 673158
Applicant		House Name	Road	Locality
Mr & Mrs Deakins			2 St Georges Road	St Johns
Town		County	Post Code	Application date
				14/01/20

Addition of metal railings above existing boundary wall, widening of existing access, installation of sliding vehicular gate and pedestrian gate increase in height of gate piers (sic).

Comment

Sevenoaks Town Council recommended approval.

14	Plan Number	Planning officer	Town Councillor	Agent
	20/00019/LBCALT	Scott Fisher 04-02-2020	Cllr Camp (Chairman OOW)	Theis & Khan 01892 5180
Applicant		House Name	Road	Locality
Sevenoaks Town Council		Bat And Ball Railway Station	Bat And Ball Road	Northern
Town		County	Post Code	Application date
				15/02/20

Refitting the existing door within the existing opening to change the direction of swing.

Comment

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

Planning Applications Considered

Applications considered on 27-1-20

15	Plan Number	Planning officer	Town Councillor	Agent
	20/00024/HOUSE	Louise Cane 03-02-20	Cllr Morris Brown	Offset Architects 452111
Applicant		House Name	Road	Locality
Mr & Mrs Van Velsen		Spicer House	16 Vine Court Road	Eastern
Town		County	Post Code	Application date
				14/01/20

Demolition of existing single storey side and rear extensions. Removal of external fire escape staircase and dormer access door to second floor. Construction of single storey side and rear extensions with rooflights. Fenestration alterations.

Comment

Sevenoaks Town Council recommended refusal, on the grounds of potential loss of light to neighbouring property no. 14.

16	Plan Number	Planning officer	Town Councillor	Agent
	20/00047/HOUSE	Holly Pockett 04/02/2020	Cllr Hogarth	Mr D Dennis 240140
Applicant		House Name	Road	Locality
Doyle		Spinnaker	1 Hunsdon Drive	St Johns
Town		County	Post Code	Application date
				15/01/20

Erection of gate and pillars.

Comment

Sevenoaks Town Council recommended approval.

17	Plan Number	Planning officer	Town Councillor	Agent
	20/00067/HOUSE	Scott Fisher 05-02-2020	Cllr Camp	Mr D Burr 742200
Applicant		House Name	Road	Locality
Mr T McGuane			22 Camden Road	St Johns
Town		County	Post Code	Application date
				17/01/20

To erect a single storey rear extension with a part flat part pitched roof, three roof lights and a raised patio.

Comment

Sevenoaks Town Council recommended approval.

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Minutes of the PLANNING COMMITTEE meeting held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, on Monday 10th February 2020 at 7:00 pm.

Present:

Committee Members

Cllr Bonin	Present	Cllr Michaelides	Present
Cllr Busvine OBE	Present	Cllr Morris Brown	Apologies
Cllr Camp - Chairman	Present – Arrived 7:32pm	Cllr Mrs Parry	Apologies
Cllr Canet	Present	Cllr Parry	Present
Cllr Clayton	Present	Cllr Piper – Vice Chairman	Present (In the Chair)
Cllr Eyre	Present	Cllr Raikes	Present
Cllr Granville-Baxter	Apologies	Cllr Shea	Present
Cllr Hogarth	Apologies	Cllr Waite	Present – Arrived 7.25pm

Also in attendance:

Town Clerk

Planning Committee Clerk

PUBLIC QUESTION TIME

None.

476 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

477 DECLARATIONS OF INTEREST

Councillor Michaelides declared a non-pecuniary interest in the following application:

[Plan no. 21] 20/00189/FUL: Broomwood Woodland Rise

478 DECLARATIONS OF LOBBYING

Councillor Eyre declared that he had been lobbied on the following application:

[Plan no. 5] 20/00079/HOUSE: Croxley Clenches Farm Road

Councillor Michaelides declared she had been lobbied on the following application:

[Plan no. 19] 20/00173/HOUSE: 7 Pound Lane

479 MINUTES

The Committee received the minutes of the Planning Committee meeting held on 27th January 2020. It was **RESOLVED** that the minutes be received and signed.

480 BT CONSULTATION ON THE REMOVAL OF PUBLIC CALL BOXES

The Committee resolved that the following recommendations should be submitted to SDC before the comment deadline on Wednesday 12th February 2020:

Application Ref.	Location of Public Payphone	Ward	No of calls in last 12 months, as of 17/12/2019	Allocated to Ward Councillor:
SE/20/00013/CAN	Outside 83 Bradbourne Vale Road	Northern	0	Cllr Shea
Recommendation: Agree				
SE/20/00114/CAN	East Of Gas Compound, Grange Road	Kippington	5	Cllr Piper
Recommendation: Agree, but recommend that SDC consult with Kippington Grange Nursing Home to determine if they have a payphone facility, as it is within 100 yards.				
SE/20/00115/CAN	Outside 11 to 15 Otford Road	Northern	8	Cllr Dr Canet
Recommendation: Agree as it is often not used and temptation of antisocial activity Informative: The Committee agree that the installation of a taxi phone at Bat and Ball Station would be beneficial.				
SE/20/00116/CAN	Lea Road	Kippington	0	Cllr Parry
Recommendation: Agree				
SE/20/00117/CAN	Outside 14 Hillingdon Rise	Eastern	3	Cllr Clayton
Recommendation: Agree				

481 KENT COUNTY COUNCIL PARISH HIGHWAYS IMPROVEMENT PLAN

The committee received an updated version of the draft list of locations suggested by Members for inclusion in the Highway Improvement Plan.

The Town Council discussed the draft and decided on a list of priorities to be submitted to KCC (see attached).

482 SEVENOAKS QUARRY REVISED FIVE-YEARLY REVIEW OF PROGRESSIVE WORKING AND RESTORATION SCHEME

Councillors resolved to submit the following comment to KCC:

Sevenoaks Town Council have no objection to the application provided it does not prejudice the draft Neighbourhood Development Plan.

483 APPEALS

The committee received notice of the submission of the following appeal:

W/4000581 SE/19/01911/FUL: 138 – 140 High Street

INFORMATIVE: Sevenoaks Town Council recommended on 15th July 2019, approval subject to the Planning Officer being satisfied that the loss of light to the existing flats in 140A and 142A High Street is within acceptable levels.

484 DEVELOPMENT CONTROL

The Committee received notice that the following application is due to be considered by Development Control Committee on 13th February 2020:

19/03106/LDCPR 41 Bradbourne Park Road (Replacement windows and doors).

The Committee agreed that it was not necessary to nominate a St John's Ward Councillor to attend the meeting.

485 PLANNING APPLICATIONS

(a) The Committee received and noted comments made on applications considered under Chairman's Action, submitted to Sevenoaks District Council.

(b) No members of the public had registered to speak on individual planning applications.

(c) The Committee considered planning applications received during the two weeks ending 4th February 2020. **It was RESOLVED** that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

486 PRESS RELEASES

None.

Finished: 8:50pm

Signed
Chairman

Dated

Planning Applications Considered

Applications considered on 10-2-20

1	Plan Number	Planning officer	Town Councillor	Agent
	19/03289/FUL	Alexis Stanyer 21/02/2020	Cllr Piper	Offset Architects 753333
Applicant	House Name	Road	Locality	
Mrs Stead		42 The Rise	Kippington	
Town	County	Post Code	Application date	
			04/02/20	
Demolition of the existing dwelling, garage and outbuildings and erection of replacement dwelling with swimming pool and pool house. Landscaping works.				
19/03289/FUL - Amended Parish Consultation				
The agent has amended the plans to correct an error in the levels.				

Comment

Sevenoaks Town Council recommended refusal, as the proposal is contrary to the guidance contained in the Residential Character Area Assessment SPD.

2	Plan Number	Planning officer	Town Councillor	Agent
	19/03290/HOUSE	Alexis Stanyer 20-02-2020	Cllr Piper	Offset Architects 753333
Applicant	House Name	Road	Locality	
Mrs O Stead		42 The Rise	Kippington	
Town	County	Post Code	Application date	
			31/01/20	
Demolition of existing conservatory, single garage & summerhouse and construction of a linked single garage to side, part two/part single storey extension to rear and raising the roof to incorporate a second floor accommodation. Alteration to fenestration and construction of a Pool House and swimming pool and associated landscaping works.				
19/03290/HOUSE - Amended plan				
The agent has amended the plans to correct an error in the levels.				

Comment

Sevenoaks Town Council recommended approval, subject to:

-The arboricultural Officer being satisfied that TPOs have been applied to all significant trees, both along the border and in the garden.

-The submission of a detailed planting scheme.

-The Planning Officer being satisfied with the dimensions.

3	Plan Number	Planning officer	Town Councillor	Agent
	19/03433/FUL	S Simmons 14-02-2020	Cllr Shea	Mr B Best 455029
Applicant	House Name	Road	Locality	
Mr Oliver & Mr Hurst		1 & 3 Robyns Way	Northern	
Town	County	Post Code	Application date	
			27/01/20	
Single storey rear extension to each property.				

Comment

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 10-2-20

4	Plan Number	Planning officer	Town Councillor	Agent
	20/00072/FUL	Sean Mitchell 13-02-2020	Cllr Piper	Mr Whitlock 01892 53445
Applicant	House Name	Road	Locality	
Mr S Ingram	West Heath School	Ashgrove Road	Kippington	
Town	County	Post Code	Application date	
			24/01/20	

Replacement enclosure to existing swimming pool. Construction of additional changing room and viewing area and baby pool with associated changing rooms. Installation of 136 Photovoltaic cells to existing sports hall South facing roof pitch.(sic)

Comment

Sevenoaks Town Council recommended approval providing the replacement enclosure appropriately insulates the swimming pool.

5	Plan Number	Planning officer	Town Councillor	Agent
	20/00079/HOUSE	Holly Pockett 11-02-2020	Cllr Piper	N/A
Applicant	House Name	Road	Locality	
Ms E Tooher	Croxley	Clenches Farm Road	Kippington	
Town	County	Post Code	Application date	
			22/01/20	

Infill front extension to the south elevation to include new porch. Raising the first floor wall to East elevation in order to facilitate alterations to the height of the roof. Alterations to fenestration and external materials.

Comment

Sevenoaks Town Council recommended approval.

6	Plan Number	Planning officer	Town Councillor	Agent
	20/00093/HOUSE	S Simmons 11-02-2020	Cllr Clayton	Ms Bayley 07831 189463
Applicant	House Name	Road	Locality	
Mr & Mrs Whitmore		1 North View Road	Eastern	
Town	County	Post Code	Application date	
			22/01/20	

Erection of pitched roof over existing flat roof extension to create a first floor level.

Comment

Sevenoaks Town Council recommended approval provided the Planning Officer is satisfied there is no overshadowing of homes on the opposite side of Seal Road.

7	Plan Number	Planning officer	Town Councillor	Agent
	20/00096/LBCALT	Ronald Tong 24/02/2020	Cllr Bonin	Freeths LLP 0845404419
Applicant	House Name	Road	Locality	
N Bullin	Francis Chappell & Sons	27 London Road	Town	
Town	County	Post Code	Application date	
			04/02/20	

The erection of 3 No. non illuminated fascia signs and painting of the fenestration.

Comment

Sevenoaks Town Council recommended approval subject to the Conservation Officer being satisfied that the new signage is appropriate to the area.

Planning Applications Considered

Applications considered on 10-2-20

8	Plan Number	Planning officer	Town Councillor	Agent
	20/00097/HOUSE	S Simmons 14-02-2020	Cllr Bonin	Mr McMullon 01233 6255
Applicant	House Name	Road	Locality	
Mr J Collet		12 Knole Way	Town	
Town	County	Post Code	Application date	
			27/01/20	

Proposed two storey front extension and alterations.

Comment

Sevenoaks Town Council recommended approval.

9	Plan Number	Planning officer	Town Councillor	Agent
	20/00109/HOUSE	Ronald Tong 11-02-2020	Cllr Granville-Baxter	N/A
Applicant	House Name	Road	Locality	
Mr M Lelean		36 Orchard Close	Northern	
Town	County	Post Code	Application date	
			23/01/20	

Erection of a garden gazebo.

Comment

A motion for approval (full text below) was put forward, seconded and LOST at the vote: Sevenoaks Town Council recommended approval provided that the officers are content that the neighbours at number 34 are not overshadowed and do not suffer loss of visual amenity.

A motion for refusal (full text below) was put forward, seconded and PASSED at the vote: Sevenoaks Town Council recommended refusal unless the Planning Officer is satisfied that there is no loss of amenity to the adjacent property.

10	Plan Number	Planning officer	Town Councillor	Agent
	20/00123/MMA	Alexis Stanyer 17-02-2020	Cllr Parry	N/A
Applicant	House Name	Road	Locality	
Mr C Duncan		5 The Rise	Kippington	
Town	County	Post Code	Application date	
			28/01/20	

Amendment to 19/02949/HOUSE.

Comment

Sevenoaks Town Council recommended approval.

11	Plan Number	Planning officer	Town Councillor	Agent
	20/00130/HOUSE	Louise Cane 11-02-2020	Cllr Clayton	Mr Farrell 01323 446612
Applicant	House Name	Road	Locality	
Mr & Mrs Crawford	Holly Bank	Seal Hollow Road	Eastern	
Town	County	Post Code	Application date	
			23/01/20	

Proposed two-storey rear extension. Existing conservatory roof to be modified to form new balcony.

Comment

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 10-2-20

12	Plan Number	Planning officer	Town Councillor	Agent
	20/00147/HOUSE	H Donnellan 14-02-2020	Cllr Raikes	Offset Architects 753333
Applicant		House Name	Road	Locality
Mrs Tarasheva		Wellingtonia	Linden Chase	St Johns
Town		County	Post Code	Application date
				28/01/20
Construction of new double garage, new surfacing to front lawn and removal of 1 pine tree.				

Comment

Sevenoaks Town Council recommended approval subject to Planning Officer being satisfied that it complies with the Residential Character Area Assessment and is in keeping with the neighbouring houses.

13	Plan Number	Planning officer	Town Councillor	Agent
	20/00150/HOUSE	Ronald Tong 17-02-2020	Cllr Eyre	Mrs C Austin 07866 9622
Applicant		House Name	Road	Locality
Mr & Mrs Josech		Si Rusa	Hopgarden Lane	Kippington
Town		County	Post Code	Application date
				28/01/20
Changes to made to the facade (sic) and roof finish. Extension to the garage and garage to be converted into habitable space. Alterations to fenestration.				

Comment

Sevenoaks Town Council recommended approval.

14	Plan Number	Planning officer	Town Councillor	Agent
	20/00163/FUL	Rebecca Fellows 24/02/2020	Cllr Eyre	Church Lukas 011594105
Applicant		House Name	Road	Locality
Mr Mercer		Land South East of Garnetts	Grassy Lane	Kippington
Town		County	Post Code	Application date
				04/02/20
Sub division of existing curtilage and erection of one detached dwelling.				

Comment

Sevenoaks Town Council recommended approval.

15	Plan Number	Planning officer	Town Councillor	Agent
	20/00165/HOUSE	Ronald Tong 17-02-2020	Cllr Waite	Mr D Dennis 240140
Applicant		House Name	Road	Locality
Mr & Mrs Jinks			4 Serpentine Road	Eastern
Town		County	Post Code	Application date
				29/01/20
Proposed demolition existing garage; proposed three storeys side extension.				

Comment

Sevenoaks Town Council recommended refusal on the grounds of loss of privacy and over looking to no. 16 Holmesdale Road.

Planning Applications Considered

Applications considered on 10-2-20

16	Plan Number	Planning officer	Town Councillor	Agent
	20/00167/HOUSE	S Simmons 21-02-2020	Cllr Parry (OOW)	Spillways Ltd 0203 35555
Applicant		House Name	Road	Locality
Mr & Mrs Wotton		Heather House	Blackhall Lane	Wilderness
Town		County	Post Code	Application date
				04/02/20
Demolition of existing conservatory and the erection of a single storey rear extension with hipped roof.				

Comment

Sevenoaks Town Council recommended approval.

17	Plan Number	Planning officer	Town Councillor	Agent
	20/00170/FUL	Ray Hill 17-02-2020	Cllr Camp	Mr D Burr 742200
Applicant		House Name	Road	Locality
Mr P Baker			97 St Johns Hill	St Johns
Town		County	Post Code	Application date
				28/01/20
To demolish the building and erect a temporary hoarding to the St Johns Hill elevation to prevent a falling hazard and secure the site.				

Comment

Sevenoaks Town Council recommended approval subject to:

-there being a time limit for removal of the hoardings so the site is not left in an undeveloped state ad infinitum.

-the hoardings are adequately maintained.

18	Plan Number	Planning officer	Town Councillor	Agent
	20/00172/FUL	Emma Gore 24/02/2020	Cllr Eyre	Ninethirty Ltd 078348119
Applicant		House Name	Road	Locality
J & M Lewer			95 Weald Road	Kippington
Town		County	Post Code	Application date
				04/02/20
Demolition of existing house and construction of 2no. self contained dwellings with associated access and landscaping.				

Comment

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 10-2-20

19	Plan Number	Planning officer	Town Councillor	Agent
	20/00173/HOUSE	Alexis Stanyer 18-02-2020	Cllr Michaelides	Mr Ranson 753333
Applicant		House Name	Road	Locality
Mr & Mrs Pragassen		Fern Cottage	7 Pound Lane	Town
Town		County	Post Code	Application date
				29/01/20
Demolition of existing conservatory and construction of part single, part two storey replacement extension. New window to southern elevation. Repair and redecoration of render exterior and shutters. Alterations to landscaping.				

Comment

Sevenoaks Town Council recommended refusal on the grounds of:

- Inappropriate development of a locally listed building.
- Does not preserve or enhance the conservation area.

INFORMATIVE: Councillor Busvine abstained from voting.

20	Plan Number	Planning officer	Town Councillor	Agent
	20/00179/HOUSE	S Simmons 24-02-2020	Cllr Michaelides	N/A
Applicant		House Name	Road	Locality
Mrs Maddison			6 St Botolphs Road	Town
Town		County	Post Code	Application date
				04/02/20
Construction of a vehicular crossover with gates.				

Comment

Sevenoaks Town Council recommended refusal on the grounds of:

The removal of locally listed railings.

The loss of a car parking space.

It is detrimental to the residential character and street scene.

21	Plan Number	Planning officer	Town Councillor	Agent
	20/00189/FUL	Alexis Stanyer 20-02-2020	Cllr Parry (OOW)	Mr Dakin 01962 813344
Applicant		House Name	Road	Locality
Mr White		Broomwood	Woodland Rise	Adjoining Parish (Seal)
Town		County	Post Code	Application date
				31/01/20

ADJOINING PARISH CONSULTATION:

Demolition of an existing building and the construction of a new dwelling.

Comment

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 10-2-20

22	Plan Number	Planning officer	Town Councillor	Agent
	20/00191/HOUSE	Holly Pockett 18-02-2020	Cllr Dr Canet	Miss Nash 01303 656001
Applicant		House Name	Road	Locality
Mr & Mrs Lingham			11 Lambarde Road	Northern
Town		County	Post Code	Application date
				29/01/20
First floor side extension.				

Comment

Sevenoaks Town Council recommended approval.

23	Plan Number	Planning officer	Town Councillor	Agent
	20/00249/HOUSE	S Simmons 24/02/2020	Cllr Eyre	Mrs Austin 07866 962268
Applicant		House Name	Road	Locality
Mr & Mrs Rowland			15 Kippington Road	Kippington
Town		County	Post Code	Application date
				04/02/20
Rear single storey extension. Alterations to side roof areas.				

Comment

Sevenoaks Town Council recommended approval.

INFORMATIVE: the Town Council does hope that the chimney can be retained if possible.

Town/Parish Council – Highway Improvement Plan/Action Plan

Priority	Location	Problem and suggested remedy	ACTION PLAN – Stage 2		
			Cost Estimate	Funding Source	Action/Programme (Who/When)
PRIORITY ONE: SEVENOAKS STATION AND BAT & BALL	Junction outside Sevenoaks Railway Station	Problems: 1. Speeding. 2. Long waits for traffic at lights. 3. Incompatible with use by pedestrians and cyclists. 4. Pedestrians failing to use official crossing points, bypassing the very long footpath route to the pelican crossings. Suggested remedies: • Improve compatibility for use by pedestrians/cyclists. • Remove traffic lights and install roundabout. • Resume discussions regarding a possible masterplan for area, previously instigated by the Sevenoaks Society and included within Sevenoaks Town Council's Neighbourhood Development Plan. This would involve engagement with various landowners and rail authorities.			

Town/Parish Council – Highway Improvement Plan/Action Plan

PRIORITY ONE: SEVENOAKS STATION AND BAT & BALL	Bat And Ball Junction	Problems: 1. Unacceptably poor safety for pedestrians, including the large numbers of schoolchildren who use the crossings. 2. Very small pedestrian refuges. 3. Homes to the north of the junction are effectively cut-off from the rest of the Town to the south. 4. Sluggish traffic, long queues. 5. Significant noise pollution. 6. Significant air pollution (Air Quality Management Area). 7. Exacerbation of all the above in the context of the projected expansion of local schools and future planning application to develop the Tarmac Site. Suggested remedies: • Light-controlled pedestrian crossings on ALL parts of the junction. • Review the size of the pedestrian refuges. • Change the whole layout of the junction, e.g. install a large roundabout.			
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Town/Parish Council – Highway Improvement Plan/Action Plan

PRIORITY TWO: A25	Junction at A25 Bradbourne Vale Road with Bradbourne Road	Problem: 1. Extremely difficult for motorists to negotiate. 2. Narrow pavements along some of the A25 3. Lack of safe crossing points Suggested remedy: pedestrian crossing outside town council offices Problem: Hatched area in centre of road which tends to draw traffic towards the pavement and parked cars. Suggested remedy: • Narrow the hatched area in the centre of the road. • Mark out additional hatched areas at the sides of the road.		
A25 Bradbourne Vale Road				

Town/Parish Council – Highway Improvement Plan/Action Plan

PRIORITY TWO: A25				
A25 Bradbourne Vale Road (at entrance to Sevenoaks Town Council Offices).	Problem: No space marked-out for temporarily stationary vehicles as they turn into the car park. Suggested remedy: Hatched area outside entrance.			
A25 Bradbourne Vale Road, close to Knole Academy	Problem: Speeding. Suggested remedy: Mobile SID close to entrance to Bradbourne Riding Centre, facing towards Riverhead. <i>INFORMATIVE: It was resolved at Planning Committee on 01/07/2019 that this location would be put forward to KCC for consideration.</i>	To be funded by KCC/STC (50/50 split)		Agreed with KCC. (Timescale TBC).
A25 Bradbourne Vale Road, stretch between Riverhead and Bat and Ball	Problem: 1. Speeding 2. Lack of safe crossing points Suggested remedy: Installation of Mobile SID?			

Town/Parish Council – Highway Improvement Plan/Action Plan

PRIORITY TWO: A25	Junction at A25 with Hospital Road	Problem: 1. Extremely difficult for motorists to negotiate. 2. Difficult for motorists to get out from Hospital road, Hillingdon Rise, Greatness Lane 3. Concerned about access to and from entirety of Greatness Lane and Hillingdon 4. Greatness Lane dangerous in its entirety Suggested remedy: • Zebra Crossing instead of current Crossing point by Greatness Lane, Hospital road junction • Change traffic direction on Hospital Road, instead of traffic flow driving towards the A25, Greatness Lane, direct it up Hospital Road towards St John's Hill • Make hospital road look narrower • Mini roundabout (which would also provide a break in the road and thus help reinforce the lower speed limit on the A25).			
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Town/Parish Council – Highway Improvement Plan/Action Plan

PRIORITY THREE: HIGHSTREET				
Junction at top of A225 Sevenoaks High Street (near Waitrose and the fountain) where A224 London Road feeds in.	Problem: Confusion for motorists.	Suggested remedy: Priority is to make the Highstreet and the top of London Road more pedestrian friendly and would wish to discuss this with KCC		

Town/Parish Council – Highway Improvement Plan/Action Plan

PRIORITY FOUR: ST JOHNS HILL	St. John's Hill	Problem: Pedestrian safety Suggested remedy: Pedestrian crossing in between two churches - St. Johns Church and Evangelical Church at the Vine			
	Network of roads which includes the following: • Bradbourne Road • St John's Road • Camden Road • Amherst Road • Holly Bush Lane (already partly one-way) • Prospect Road • Cobden Road – not currently one way • Bethel Road • Hartslands Road • Sandy Lane	Problem: Extremely narrow roads, with motorists frequently forced into reversing long distances, or mounting the pavement to pass each other. Suggested remedy: For more research to be conducted by Sevenoaks Town Council on the possibility of one way systems, the research would include public consultation			

Town/Parish Council – Highway Improvement Plan/Action Plan

	Five-way junction at Vine Court Road/Holly Bush Lane/Hartslands Road/Bayham Road	Problems: - Increased traffic, including to schools. - Confusion as to who has right of way. Suggested remedy: Mini Roundabout			
	Towards the top of Seal Hollow Road	Problem: Speeding Suggested remedy: Mobile SID and or safe crossing between golf club entrance and Old Police Houses			

Town/Parish Council – Highway Improvement Plan/Action Plan

	Widespread	Problems: 1. Poor road surfaces 2. Potholes Suggested remedies:		KCC to fund repairs	Following a resolution at Planning Committee on 23-09-2019, STC requested that the following roads be put forward for future inclusion in the Kent Highways Years One and Two Forward Works Programme 2019/20 and 2020/21: • Bayham Road • Eardley Road • Quakers Hall Lane • Wickenden Road However, Kent Highways responded to say that the above roads did not compare favourably with other priorities. It is understood that the A225 High Street is due to be resurfaced in Year Two of the programme.
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Town/Parish Council – Highway Improvement Plan/Action Plan

	Hartlands Area	Problem: Lack of pavements compromises pedestrian safety. Suggested remedy:			
	Sevenoaks Primary School	Problem: Speeding along Bradbourne Road. Suggested remedies: • 20mph limit • Mobile SID just below AEC, facing uphill. INFORMATIVE: It was resolved at Planning Committee on 01/07/2019 that this location would be put forward to KCC for consideration.		KCC to fund 20mph zone KCC/STC to fund mobile SID jointly (50/50 split)	KCC has carried out speed checks in both Bradbourne Road and Bradbourne Park Road. KCC hopes to fund 20mph zones on both these roads, to go to consultation at the Joint Transportation Board (JTB) in early March 2020. If agreed, the zones will be introduced soon thereafter. N.B. If the 20mph zones are agreed, the Mobile SID will no longer be required in this area. (TBC).

Town/Parish Council – Highway Improvement Plan/Action Plan

St John's CEP School, Bayham Road	Problem: Speeding along Bayham Road. Suggested remedies: • 20mph limit • Mobile SID just below school, facing downhill in direction of Seal Hollow Road. INFORMATIVE: <i>It was resolved at Planning Committee on 01/07/2019 that this location would be put forward to KCC for consideration.</i>		KCC to fund 20mph zone KCC has carried out speed checks in Quakers Hall Lane and Bayham Road. KCC hopes to fund 20mph zone in both these roads, to go to consultation at the Joint Transportation Board (JTB) in early March 2020. If agreed, the zones will be introduced soon thereafter. KCC/STC to fund mobile SID jointly (50/50 split) N.B. If the 20mph zones are agreed, the Mobile SID will no longer be required in this area. (TBC).	
A225 Tonbridge Road	Problem: Speeding Suggested remedy: Mobile SID			

Town/Parish Council – Highway Improvement Plan/Action Plan

	St John's Road	Problem: Speeding Suggested remedy: Encourage speeds below 30mph.			
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**Sevenoaks Town Council
Minutes of the Personnel Committee held on Monday 20th January 2010
In the Council Chamber**

Meeting commenced: 7.00 p.m.

Meeting Concluded: 7.07 p.m.

Committee Members:

Cllr Tony Clayton, Chairman	Present	Cllr Robert Piper	Present
Cllr Andrew Eyre, Vice Chairman	Apologies	Cllr Simon Raikes	Present
Cllr Nicholas Busvine, Mayor	Present	Cllr Claire Shea	Present
Cllr Dr Marilyn Canet	Apologies	Cllr Edward Waite	Present
Cllr Richard Parry	Apologies		

In Attendance: Cllrs Bonin, Camp, Hogarth and Granville-Baxter, Town Clerk and Senior Committee Clerk

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

434. Apologies for Absence

RESOLVED: To note as above.

435. Requests for Dispensations

There were no requests for dispensations.

436. Declaration of Interests

There were no Declarations of Interests.

437. Minutes of the Personnel Committee held on 2nd September 2019

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

438. Notes of the Staff Meetings held on 8th October and 10th December 2019

The Chairman commented that the compliments received were very encouraging and added that residents were delighted with the repairs to the footpath through Millpond Wood.

RESOLVED: To receive the notes of the meetings.

439. Investors in People

RESOLVED: To note the report and the progress with the accreditation process.

440. Staff Pay Award

RESOLVED: To approve the assumption included in the Town Council's draft 2020/21 Revenue Budget for a 2% cost of living pay increase for all staff and a 1% merit increase where appropriate for staff.

There being no further business the Chairman closed the meeting.

Signed
Chairman

Dated

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Sevenoaks Town Council
Minutes of the Finance & General Purposes Committee
held on 20th January 2020 in the Council Chamber

Meeting Commenced: 7.10 p.m.

Meeting Concluded: 8.00 p.m.

Present:

Cllr Keith Bonin	Present	Cllr Roderick Hogarth	Present
Cllr Nicholas Busvine OBE	Present	Cllr Tom Morris Brown	Apologies
Cllr Sue Camp	Present	Cllr Robert Piper	Present
Cllr Dr Marilyn Canet	Present	Cllr Simon Raikes, Chairman	Present
Cllr Tony Clayton, Vice Chairman	Present	Cllr Edward Waite	Present
Cllr Andrew Eyre	Apologies		

Substitute	For
Cllr Richard Parry	Cllr Andrew Eyre
Cllr Victoria Granville-Baxter	Cllr Tom Morris-Brown

In Attendance: Cllr Shea, Town Clerk and Senior Committee Clerk.

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

The meeting was recorded.

441. Apologies for Absence

RESOLVED: To note as above.

442. Requests for Dispensations

There were no requests for dispensations.

443. Declaration of Interests

There were no Declarations of Interests.

444. Minutes of the Finance & General Purposes Committee held on 25th November 2019.

RESOLVED: To receive and sign the Minutes of 25th November 2019 as a true record of the previous meeting.

445. Finance Reports

i) Management Accounts

The Committee received and noted, for the period 1st to 30th November 2019, the Finance Officer's Report with Variance Analysis, Working Capital Summary and Statement of Fund Balances, together with the:

- Suppliers Accounts, balance as at 30th November £181, 631.47
- Payroll Account, balance as at 30th November £80,641.87
- Petty Cash Account, balance as at 30th November £768.83

Unfortunately, the Cost Centre analysis had been omitted from the papers circulated: it was confirmed that the report would not impact the figures under consideration for the Revenue Estimates item (see Minute 448 below) and agreed that any queries be raised with the Town Clerk outside the meeting.

It was agreed that the reserves held for the Bat and Ball station be shown on a separate line in the Earmarked/Designated Funds section of the Working Capital Summary.

RESOLVED: That the presented and reviewed financial reports be accepted;

ii) Internal Audit Report

RESOLVED: That the Internal Audit Visit 2 report be received and noted.

iii) Hospitality and Gift Register report

RESOLVED: That the following hospitality and gifts received by Councillors or Staff for the period 31st October 2019 to 15th January 2020 be noted:

Date	Event	Nature of Hospitality	Approximate value
02.11.19	Fireworks event (Round Table)	5 x meals for STC staff from Wagamama	£50
29.11.19	Christmas Lights Switch On	5 x meals for STC staff from Wagamama	£50
29.11.19	Christmas Lights Switch On	Tin of Heroes chocolates & 2 bottles of wine from Shaw's Leisure (Fairground Rides)	£20

iv) Bat and Ball Station Bookings

RESOLVED: To note the bookings for the Bat and Ball Station Booking Hall and Luggage Room from April 2019 to December 2019, and the forthcoming bookings to end of March 2020.

446. Review of Internal Controls

The Town Clerk presented the following internal policies for review:

i. Risk Assessment 2020/21

The Committee reviewed the annual risk assessment and the identified actions to minimise those risks.

It was suggested that the staffing and revenue income of new operations such as the Café on the Vine and Bat and Ball Station Café be added to the Risk Management Register.

RESOLVED: That the Risk Management Register 2020/21 (attached as **Appendix A**) be approved and adopted.

ii. Investment Strategy 2020/21

The Committee considered current guidance and the Town Council's cash flow and investment requirements. It was noted that investment had been made in the CCLA Public Sector Deposit fund for the first time in 2019/20 and would continue into 2020/21.

RESOLVED: That the Investment Strategy, Policy and Risk Management for 2020/21 (attached as **Appendix B**) be approved and adopted.

iii. Reserves Policy 2020/21

The Committee reviewed the Reserves Policy 2020/21 with an emphasis on building reserves as part of the Town Council's medium-term strategy review.

RESOLVED: That the Reserves Policy 2020/21 (Attached as **Appendix C**) be approved and adopted.

447. Review of Charges 2020/21

RESOLVED: That an increase of 3% be applied to charges for 2020/21, and reports indicating final fees and charges be circulated to Councillors, in respect of:

- a) Hire of the Council Chamber, with effect from April 2020
- b) Charges for the Community Centre, with effect from April 2020
- c) Charges for the Bat & Ball Station, with effect from April 2020
- d) Open Spaces – General Charges, Sports Fees and Cemetery Charges
[Minute 301 OS&L 30.09.19 refers]

448. Revenue Estimates and Precept Proposal 2020/21

The Committee received and considered the final Revenue Estimates and the proposed Precept for the financial year 2020/21.

RESOLVED:

- 1) That the Town Council set a Precept of £1,215,276 for 2020/2021, which is a 5.89% increase on the previous year, and a Band D equivalent household rate of £125.41, approximately £2.41 per week.
- 2) That a 5-year financial plan be produced, to include:
 - i. 5-year maintenance and management earmarked reserve to underpin Heritage Lottery Fund Bat & Ball Station project
 - ii. Programme to increase general reserves
 - iii. Costs relating to Climate Change priority
 - iv. Future Town Council priorities
 - v. Review of Salaries against market rates
 - vi. Review of Fees and Charges (in particular, the cemetery)
 - vii. Business Plan for the new Community Centre to work towards meeting repayments of the Public Works Loan Board loan
 - viii. Review of the funding of Rolling Capital Projects

449. Renewal of Sevenoaks Rugby Football Club Lease

The Committee considered the proposal to renew the Sevenoaks Rugby Football Club lease on the same terms and conditions for a period of 25 years.

RESOLVED: To renew the Sevenoaks Rugby Football Club Lease for a period of 25 years at the rent recommended by the valuer of £3,750 per annum and on the same terms and conditions as the previous lease, subject to rent review every five years.

450. Current Matters and Priorities

RESOLVED: To note the contents of the reports relating to:

- a. Current Matters; and
- b. Town Council Priorities

451. Press Release

Press Release to be issued regarding the Precept for 2020/21.

There being no further business the Chairman of the Committee closed the Meeting.

Signed
Chairman

Dated

**Risk Assessment 2020/21**

Dear Councillors,

The Council is expected to carry out an annual risk assessment of financial risks it is exposed to and identify any actions it considers necessary to minimise those risks.

A risk is the threat that an event or action will adversely affect the Council's ability to achieve its objectives and/or to successfully execute its strategies.

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks.

This document has been produced to enable Sevenoaks Town Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise or eliminate them insofar as is possible.

The risk management register assesses the risk factors that have been identified for Sevenoaks Town Council under the following headings:

Governance

Operations

Financial

Environment or external factors

Compliance (law and regulation)

Appendix A

The assessment considers the key triggers and causes, evaluates the risk as detailed below to determine the severity or level of risk, determines the likelihood of it occurring, likely consequences and impact and assigns a risk rating. It is not an exact science and the below serves as a guide based on common practice. Management/Control on steps taken or to be taken to control the risk appropriately are also inserted for each identified risk.

	Level of risk	Likelihood	Likelihood Indicators	Impact on service and reputation	Risk Rating
1	Insignificant	Very Unlikely	May only occur in exceptional circumstances	- No impact on the service - No impact on reputation - Complaint unlikely - Litigation risk remote	Low (L)
2	Minor	Unlikely	Expected to occur in a few circumstances	- Slight impact on service - Slight impact on reputation - Complaint possible - Litigation possible	Low (L)
3	Moderate	Possible	Expected to occur in some circumstances	- Some service disruption - Potential for adverse publicity-avoidable with careful handling - Complaint probable - Litigation probable	Medium (M)
4	Major	Likely	Expected to occur in many circumstances	- Service disrupted - Adverse publicity in local media not avoidable - Complaint probable - Litigation probable	High (H)
5	Extreme/Catastrophic	Very Likely	Expected to occur frequently and in most circumstances	- Service interrupted for significant time - Major adverse publicity in regional / national press not avoidable - Major litigation expected - Resignation of senior management and board - Loss of public confidence	High (H)

Appendix A

There are 3 levels of risk:

LOW	MEDIUM	HIGH
1 – 6	7 – 15	16 - 25

For example: A risk that is judged to be 'likely' (4) and have an 'insignificant' impact (1) would equate to a 'Low' risk level of 4 (4 x 1). A risk with a 'possible' likelihood (3) and 'extreme/catastrophic' impact (5) would equate to a 'Medium' risk level of 15 (3 x 5).

This document was approved by Council at the meeting held on(Minute.....)

Appendix A

F&GP 20.01.20

**Sevenoaks Town Council
Risk Management Register**

Governance risks

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
1	Ineffective Organisational Structure Lack of communication, uncertainty as to roles and duties.	4	1	4(L)	Organisational chart is in operation providing a clear understanding of roles and duties. Each member of staff has a contract of employment clearly specifying what their role and duties are. Staff appraisals are undertaken at least annually where any uncertainties can be discussed and rectified. Future aims and objectives are also discussed. Regular staff and manager meetings are held throughout the year to update staff on events happening within the organisation. Sevenoaks Town Council holds Investor in People status. Systems, plans and projects are documented where feasible. Training is given to all members of staff with consideration given to ensuring more than one member of staff is trained in a particular area to provide cover during staff sickness or holiday. Formal notice periods are written into employee contracts to ensure a smooth handover when/if a member of staff is in the process of leaving the council.	Town Clerk	Existing procedure adequate
2	Loss of Key staff Operational impact on key projects and priorities. Loss of contact base and knowledge. Loss of experience/skills	4	3	12 (M)	Councillors' skills are reviewed upon election. Appointments within the Council are made drawing upon Councillor's individual strengths	Town Clerk	Existing procedure adequate
3	Councillors lack relevant skills or commitment The Council is unable to achieve its purpose. Poor decision making.	4	1	4 (L)		1. Town Clerk 2. Members	Existing procedure adequate

Appendix A

Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
4 Conflicts of interest Decisions may not be based upon relevant considerations. Pursuit of personal agenda. Impact on reputation	4	2	8 (M)	The Standing Orders provide for instances when there is a conflict of interest. Councillors are asked to declare any conflict or interests relevant to Agenda items at the beginning of each meeting. Such councillors do not partake in the ultimate decision. Records of members' interests are kept and are publicly available.	1. Town Clerk 2. Members	Existing procedure adequate Reviewed annually
5 Lack of direction, strategy and forward planning The Council drifts with no clear objectives, priorities or plans.	5	2	10 (M)	The Council has a strategy which sets out the key aims, objectives and policies. A list of current matters and priorities are considered at each Finance & General Purposes Committee meeting. These are also reviewed following the election of a new council. Financial and operational performance is monitored by the Officers and reported at relevant Committee or Sub Committee meetings which are then subsequently reviewed at Council meetings held on a regular basis throughout the year. Relevant qualified staff are in post. A Blue Skies Day (review of plans) is normally held at a minimum of two yearly intervals	1. Town Clerk 2. RFO	Existing procedure adequate Reviewed annually

Appendix A

Operational risks

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
6	Disaster Recovery and planning Computer system failures or loss of electronic data Loss of paper documents. Destruction of property, equipment, records through fire, flood or similar damage	4	3	12 (M)	All data on the servers are backed up on a cloud base on a daily basis. Two servers are maintained, so that if one fails the Council can continue to function using the operational server during repair. A disaster recovery plan is in place for such an eventuality. Ongoing review of electronic archiving options for paper Adequate insurance cover is in place.	Town Clerk	Existing procedure adequate Ongoing review
7	Best Value Accountability Dependency on key suppliers Lack of competitive pricing/quotes Work awarded incorrectly	3	2	6 (L)	STC operates under Financial Regulations relevant for its sector and set down by statute. Competitive tendering is used for all large contracts. At least 3 independent quotations are sought for all contracts undertaken. Alternative suppliers are regularly reviewed to ensure goods and services supplied are competitively priced.	Managers	Existing procedure adequate
8	Health and Safety Risk of staff injury Risk of injury to the public	3	2	6 (L)	Annual Health and Safety inspections are carried out by qualified inspectors who provide written reports with prioritised action plans. Any recommendations are discussed and implemented where appropriate. The recommendations include advice relating to appropriate training for Council staff. An external Health and Safety advisory service is employed on all matters, this includes an indemnity.	1. Town Clerk 2. Managers	Existing procedure adequate

Appendix A

Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
				Risk assessment of events is undertaken as per policy. Parks and play area equipment are inspected as part of an annual maintenance programme and remedial work is budgeted for within the precept.		
9 Employment issues Employment disputes. Claims for unfair dismissal. Inadequate staff training. Child protection issues.	3	1	3 (L)	An external employer advisory service is used to advise on all employer related matters, this also provides an indemnity. All staff are offered training specific to their needs and this is also assessed annually at staff appraisals. All staff have been made aware of the Council's Child Protection Policy, and the contents of the Employee Handbook and Health and Safety Policy.	1. Town Clerk 2. Deputy Town Clerk	Existing procedure adequate
10 Information Technology Systems fail to meet operational need. Failure to innovate or update systems.	3	1	3 (L)	General IT support is contracted out to a third party, who advise with respect to server capacity and necessary upgrades. Licences are renewed annually and kept up to date. Computers are updated and replaced as required. All data protection laws are complied with.	1. Town Clerk 2. Deputy Town Clerk	Existing procedure adequate
11 Security of assets Loss or damage/theft of assets.	3	3	9 (M)	A central fixed asset register is maintained. Suitable security arrangements are in place for the Council's assets Safe custody arrangements for title documents and land registration are in place, normally at the bank or lawyers. Adequate insurance cover is in place and annually reviewed.	RFO Town Clerk	Existing procedure adequate Annually reviewed
12 Lack of Service provision - Customer satisfaction Loss of fee income. Negligence claims. Reputational risks.	2	3	6 (L)	Council operates a complaints procedure that is followed should a complaint be received. All complaints are taken seriously, fully investigated and attempts made to bring about a satisfactory resolution	Town Clerk	Existing procedure adequate
13 Procedural and systems documentation	2	2	4 (L)	All policies and procedures are adequately documented and staff are made aware of them. Policies and	Town Clerk	Existing procedure adequate

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Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
Lack of awareness of procedures and policies. Actions taken without proper authority				procedures are reviewed and presented to Finance & General Purposes Committee. The Council uses the services of an independent internal auditor to review the systems and procedures in place to ensure they are fit for purpose.		
14 Project development Not compatible with original object or plan. Funding and financial viability in question. Financial and time over-runs	2	2	4 (L)	Projects are continually appraised to ensure compliance with original objective and plan. Actual costs are compared to budget and reported to Council at regular meetings. Funding is constantly under review. External grants/funding are sought to cover any budgeted shortfalls to ensure the continued viability of a project. Where a risk of funding shortfalls for a capital project is identified, cashflow projections are made and alternative solutions considered, including the potential for back-up borrowing arrangements investigated if considered appropriate.	Town Clerk	Existing procedure adequate
15 Capacity and use of resources including fixed assets Under-utilised or lack of building/office space. Obsolete plant and equipment being used impacting operational performance. Spare capacity not being utilised.	2	2	4 (L)	A rolling capital and maintenance work programme is in operation to ensure that assets are replaced or repaired as required. Managers review their department's fixed assets at least annually and any unutilised fixed assets are transferred to other departments as appropriate The future of the Council's assets and operational facilities are normally discussed at biennial Blue Skies Days	RFO	Existing procedure adequate

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Financial risks

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
16	Precept Inadequacy Requirements not submitted to District Council Amount received late	4	1	4 (L)	Precept setting is an annual agenda item. RFO examines the actual financial accounts along with the projected year end accounts. The Council considers expenditure requirements for the following financial year along with expected income. The RFO recommends a draft precept amount which is reviewed and approved by Council only after it is deemed fit for the objectives and responsibilities for the financial year ahead. The precept is advertised on the agenda and members of the public are invited to attend the meeting. Town clerk submits the approved precept figure to the District Council in writing immediately after it is agreed by Council. Precept request dates are also communicated at the same time. Precept is confirmed by minute when received	RFO	Existing procedure adequate
17	Financial Reporting Insufficient	4	1	4 (L)	Management accounts are submitted at each committee meeting with details of receipts and payment	RFO	Existing procedure adequate
18	Budgetary control Budgets are not realistic Spending exceeds budgets Slack built into budget Lack of substantial review	3	2	6 (L)	Annual budgets are usually prepared in discussion with departmental managers and approved at Finance and General Purposes Committee in January from which the following year's precept is agreed. The Council operates an accounting software package that produces monthly management accounts with comparison of actual to budget. These are presented to the Finance and General Purposes Committee regularly throughout the year. All significant variances are investigated and reported. The management accounts are distributed to departmental managers each month for comment.	RFO	Existing procedure adequate

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	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
19	Pension Commitments The Council's duty to fund any shortfall in the Local Government Pension Scheme cannot be met.	3	3	9 (M)	The Council's exposure to any shortfall in the Local Government Pension Scheme has been limited by the withdrawal from the Scheme for any new employees. Precept includes additional contributions required in line with actuarial valuation. Funding shortfall continues to be monitored. The Council meets its statutory requirements for auto enrolment.	RFO	Existing procedure adequate
20	Dependency on income sources Impact on finances if Council Band D tax base is reduced.	3	1	3 (L)	Changes in legislation can have an impact on the Council's finances. The Council's policy is to maintain reserves at a level of the equivalent of 6 months of the External grants/funding are sought wherever possible	RFO	Existing procedure adequate
21	Bank accounts and Banking Inadequate checks Banking errors Loss Charges	3	1	3 (L)	Financial Regulations set out requirements for bank accounts and banking. All bank accounts are reconciled on a monthly basis by the finance department. The reconciliations are reviewed by both the Responsible Finance Officer and the Town Clerk. The bank account balances are submitted to the Finance and General Purposes Committee on a regular basis for approval. The opening of any new bank account requires the approval of the Finance and General Purposes Committee. Account balances and transactions are reviewed by internal and external auditors.	RFO	Existing procedure adequate

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Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
22 Payroll Staff are paid at incorrect rates. Fictitious employees are added to the payroll	2	2	4 (L)	Policy laid out in staff handbook as approved by the Personnel Committee. All payroll payments are handled by the finance department. Sage payroll software is used to process the payroll. Timesheets are completed by all part time staff and are authorised by the departmental manager before onward submission to the finance department. All timesheets are approved by either the Town Clerk or Deputy Town Clerk. Sage payroll produces a number of reports, these and copy payslips are reviewed by the Responsible Finance Officer each month on a random basis. The Council maintains a separate payroll bank account through which all payments are processed. All payments are authorised by two Councillors one of whom is the chair or vice chair of committee. Payroll processes are also reviewed periodically by the internal auditor.	RFO	Existing procedure adequate
23 Ordering procedures Payment made for goods not ordered. Goods or services ordered which are not authorised.	4	1	4 (L)	The Financial Regulations deal with the ordering processes and set the limits for when the Council is required to obtain competitive bids. Managers of departments are authorised to order goods and services within the limits of departmental or capital budgets. Some members of staff have delegated authority to place orders for specific supplies (e.g. stationery). Each departmental manager has a sequentially numbered purchase order book. All delivered goods are checked and signed against delivery note. All invoices are signed by the departmental manager and two officers including the RFO before the payment is processed. Delivery notes are matched and attached to the purchase order and invoice. Invoices over £5,000 are approved by two Councillors prior to processing for payment.	RFO	Existing procedure adequate

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	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
24	Fraud and misrepresentation Understating income Inflating expenditure Inadequate internal financial controls and procedures	4	1	4 (L)	All known income are captured on the accounting package and accounting records as communicated to Finance. Expected income is noted in minutes and communicated to the Finance and General Purposes Committee. A grant register is maintained which details grant applications, payment date and other relevant information. Internal Control procedures are covered within the Financial Regulations which are reviewed and updated on an annual basis. The Responsible Finance Officer oversees the financial systems and procedures. An independent internal auditor reviews transactions and the Council's internal procedures at least 3 times per financial year. There is a defined system of budgetary control, regular management reporting including variance analysis.	RFO	Existing procedure adequate
25	Compliance with donor imposed restrictions Grants or donation funds received are applied outside the restrictions. Non-compliance resulting in repayment of the funds. Future relationship with donor damaged Potential regulatory action against the Council.	2	2	4 (L)	Controls are in place to ensure that any restricted funds received are identified upon receipt and separately accounted for. Controls are also in place to ensure the funds are only used for their intended purpose. Regular contact with the donor is maintained to update them on how the grant or donation is spent. The Town Clerk and the Responsible Finance Officer ensure all the terms and conditions of the funding are met.	1. RFO 2. Town Clerk	Existing procedure adequate

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	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
26	Cash handling Sales income in the form of cash and cheques received direct to the department either misappropriated or not recorded properly	2	2	4 (L)	Financial Regulations set out requirements and adequate cash handling procedures are in place specific to the relevant department. Daily takings are banked on a regular basis into the Town Council's general bank account by a member of staff from the department or brought to the finance department to bank on their behalf. All cash banking are reconciled by the finance department to the bank statements in accordance with the Financial Regulations.	RFO	Existing procedure adequate
27	Petty Cash Money is stolen or cash receipts not recorded properly	3	2	6 (L)	Petty cash and expenses claims are only given against specific agreed receipts. All cash is held in a locked container in a locked cupboard/safe under the supervision of the departmental manager. Petty Cash is reconciled against the float by the departmental manager. Reimbursement of the petty cash is undertaken by the finance department upon receipt of satisfactory reconciliation and supporting receipts which in turn is authorised per financial regulations. A summary of petty cash expenditure is reconciled monthly and submitted to the Finance and General Purposes Committee on a regular basis for approval	RFO	Existing procedure adequate
28	Stock losses Protection of physical stocks and stock losses	2	2	4 (L)	A stock rotation policy is in place under the responsibility of the relevant manager. Levels of stock held are minimal. Stocks of consumables (stationery, cleaning materials etc.) are kept in designated areas under the responsibility of the relevant manager. Stock expenditure and income are included in monthly management accounts and unusual fluctuations in profit margins would be identified in finance reports reviewed at Finance & General Purposes Committee Meetings.	RFO	Existing procedure adequate

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Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
29 Credit Control Credit is given to customers whose credit rating has not been checked. Too much credit is given to a customer. Customers who have not complied with the Council's payment terms are allowed to continue incurring more debt.	2	2	4 (L)	For regular users of the Council's facilities a 30 day payment term is in force. If problems arise, the customer is contacted by the departmental manager in the first instance and then the finance department, and an attempt made to resolve the problem by mutual agreement. In extreme circumstances, credit terms are suspended and customers are then required to pay in advance. Exceptions to the above relate to tenants of the Council's residential properties, where any new lettings are undertaken by a local letting agency who vet potential tenants on the Council's behalf. Rental income is usually paid for in advance. For all new hirers of the community centre, payment in advance is required and a refundable damage deposit is taken when deemed necessary Sports and leisure course fees for regular bookings are invoiced termly in advance. Any bad debts are reported to the Finance and General Purposes Committee promptly in accordance with the Financial Regulations.	RFO	Existing procedure adequate
30 Investment of Surplus funds Investment in areas of unacceptably high level of risk. Investing in areas not permitted by statute. Commercial failure of deposit taking institution resulting in loss of deposited funds.	2	1	2 (L)	The investment strategy is reviewed on an annual basis by the Finance and General Purposes Committee to limit the Council's exposure to high level risk. The Council uses Credit Ratings and other market intelligence to access the credit quality of any potential counterparty. The Council sets limits as to the minimum level of credit rating that will be acceptable as part of the Investment Strategy. Liquidity is managed such that investment durations are aligned with cash flow needs	RFO	Existing procedure adequate

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						All investment deposits are undertaken for a fixed-term which determines interest rate and duration at the time the transaction is being considered	
	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
31	Reserves policies Lack of funds to respond to new needs or requirements. Inability to meet commitments or planned objectives.	4	1	4 (L)	A general contingency fund forms part of the annual budget to cope with any unexpected costs arising. Earmarked reserves are being maintained and added to on an annual basis where future known expenditure is expected. General reserves are being maintained in accordance with External Auditors recommendations. All requirements to borrow funds must be carried out in accordance with the Finance Regulations and approved by the Finance & General Purposes Committee in advance.	RFO	Existing procedure adequate
32	Borrowing Inability to meet repayment schedule. Breaching regulatory requirements.	1	1	1 (L)	Ministry of Housing, Communities and local governments (MHCLG) approval must be obtained prior to proceeding. The Council maintains a fixed asset register held centrally. The departmental managers are provided with an asset schedule annually for review and updating. All capital items purchased must be in accordance with the Financial Regulations. All assets are insured under the Council's general insurance policy.	RFO	Existing procedure adequate
33	Asset management Misappropriation of Council assets.	1	2	2 (L)	Annual review of all insurance requirements prior to renewing the policy. This ensures adequacy. Property asset values are updated every 5 years via a valuation and maintenance review carried out by a qualified surveyor. Changes are communicated to the Insurers as required. Quotations are sought tri-annually from other insurer providers to ensure competitiveness.	RFO	Existing procedure adequate
34	Insurance Inadequate cover Excessive cost Compliance	3	1	3 (L)			

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						Public and Employer liability and Fidelity Guarantee cover are all reviewed and deemed appropriate for the Council's needs.		
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Environmental or external factors

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
35	Government Policy Any changes in legislation on local authority activities could adversely impact the Council.	4	4	16 (H)	All proposed legal and regulatory changes affecting local authorities are monitored and reviewed by the Council. Membership to NALC and KALC ensures the Council is fully informed of any proposed future regulatory changes.	RFO	Existing procedure adequate
36	Public Perception Adverse publicity and the impact on the services and facilities offered to the public.	3	2	6 (L)	The Council has a good working relationship with the local media to ensure that the public are informed of any future projects or events. All agendas and minutes to Council meetings are available to the public to review. The Council promotes full disclosure and transparency. All meetings of the Council and its sub-committees are recorded and the Council supports the rights of the public and press to attend and record such meetings subject to the Council's protocol being followed. Written records of decisions delegated to an officer relating to the granting of a permission or license, affecting the rights of an individual or awarding a contract or incurring material expenditure are made available for viewing by the public and retained by the Council for 6 years	Town Clerk	Existing procedure adequate

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Compliance risk (law and regulation)

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
37	Compliance with legislation and regulations Loss of licence to undertake particular activity. Loss of reputation through qualified audit reports Penalties or fines from regulators or HMRC due to non-compliance. Employee or consumer action for negligence.	4	1	4 (L)	All key legal and regulatory requirements are identified. Responsibility for ensuring key compliance procedures are followed are allocated to relevant members of staff. Any compliance reports from regulators are obtained and reviewed and any recommendations for improvement discussed and implemented. Internal and external auditors review the Council's compliance with financial and governance regulatory requirements. External/professional advice always sought where deemed appropriate including from SLCC where appropriate. STC employs HR and Health & Safety consultants to assist with mitigating risks. GDPR requirements are monitored External DPO was appointed to monitor compliance. Insurance cover is reviewed annually.	1. Town Clerk 2. RFO	Existing procedure adequate
38	Freedom of Information Act Policy Provision of information	3	3	9 (L)	Council adheres to model publication scheme for Local Authorities. The Town Clerk is made aware of requests for information and manages the process of responding including making the decision about payment of a fee.	Town Clerk	Existing procedure adequate

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Compliance risk (law and regulation) contd.

Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
Data Protection	4	3	12 (M)	The Council is registered with the Data Protection Agency. GDPR (General Data Protection Regulation) compliant as at May 2018. External DPO was appointed to monitor compliance	Town Clerk	Existing procedure adequate
40 Annual Return Failure to submit within time limits	4	1	4 (L)	Set as an annual meeting item. Processes are aligned to ensure compliance including applying for extensions as required. Internal Audit visit is scheduled annually in April/May ready for a Finance and General Purposes committee meeting and Council meeting to sign off the annual return.	RFO	



FINANCE AND GENERAL PURPOSES COMMITTEE

INVESTMENT STRATEGY, POLICY AND RISK MANAGEMENT **for the 2020/21 financial year**

1. Introduction:

- Sevenoaks Town Council (the Council) acknowledges the importance of prudently investing surplus funds held on behalf of the community.
- Statutory Powers: The Council's Investment Strategy complies with the revisions set out in:
 - the Statutory Guidance on Local Government Investments (3rd Edition) for financial years commencing 1 April 2018.
 - The Chartered Institute of Public Finance and Accountancy's (CIPFA) Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes

2. Reporting, Approval, Review and Amendment

- 2.1. The Council is required to approve an annual Investment Strategy and Prudential Indicators so that borrowing and investments remain prudent, affordable and sustainable. The policy in line with CLG Guidance Note, will be reviewed by the Responsible Finance Officer for consideration and approval annually
- 2.2. The Annual Strategy for the coming financial year will be prepared by the RFO and presented for approval to the Finance and General Purposes Committee before the start of the financial year
- 2.3. The Council reserves the right to make variation to the Strategy at any time subject to the approval of Full Council. Any variations will be made available to the public.
- 2.4. Fund balances and Investment activity is to be reported at every Finance and General Purposes Committee.

3. Investment Objectives

- 3.1. Guidance on local government investments issued by the Department for Communities and Local Government (CLG) currently suggests that investment strategy should have regard to the informal policy: **Security – Liquidity – Yield** – in that order.

The Council's investment priorities are as follows:

- Security of reserves i.e. protecting the capital sums invested from loss,
- Liquidity of its investments i.e. ensuring that funds invested are available for expenditure when needed. Cash available from the current account should be judged as adequate to cover the Council's commitments during the period of the investment(s).
- Yield i.e. the return on investment is considered once the first two objectives are satisfied.
- All investments will be made in sterling.
- The Council will carry out quarterly cash flow forecasts to ascertain expenditure commitments for the coming financial year.

3.2. The Guidance Note makes a distinction between investments that are:

- high security and high liquidity (specified investments); and,
- those with potentially greater risks and lower liquidity (non-specified investments)

The strategy should determine which categories of investment may be prudently used during the financial year and state the upper limits for the amounts which, at any time during the financial year, may be held in each category.

A 'Specified Investment' is one which is made in sterling, is not long term (less than 12 months) not defined as capital expenditure and is

- I. placed with a body which has a high credit rating or made with the UK Government,
- II. a UK Local Authority or a parish or community council.

Any other type of investment is considered 'Non Specified Investment' to which there can be greater risk and where professional investment advice might be required.

4. Policy

- 4.1. The Council's strategy requires investment in Bodies with high credit ratings i.e. ratings of UK clearing banks and building societies should be at least A- or equivalent.
- 4.2. The Council will only invest in 'Specified' investments as per the criteria defined above.
- 4.3. The Council's policy is to retain not less than 3 months estimated working capital and capital requirements in current and deposit accounts giving immediate access.
- 4.4. Amounts representing the balance on Revenue Reserves at the beginning of the financial year to be placed on deposit of up to one year's duration, depending on the prevailing interest rates and forecast cash flow requirements;
- 4.5. Other funds to be placed on deposit of up to one year's duration, depending on the prevailing interest rates and forecast cash flow requirements.
- 4.6. The Council policy is to invest for the best income return having regard to the Statutory Guidance and the absolute requirement to avoid a capital loss.

5. Investment Risk

5.1. Risk Management:

Limits

As a rule, not more than 40% of the funds are to be placed with any one institution, however authorised officers may use their discretion to increase this to 50%.

Categories

Funds only to be deposited or invested in the following categories of specified investments (as defined by the 2003 Act)¹:

- a) UK clearing banks or their subsidiaries, together with those former major building societies now banks;

- b) The Treasury Departments of building societies which are members of BSA with assets over £2bn;
- c) Non-UK financial institutions approved by the Finance and General Purposes Committee;
- d) UK Government stocks;
- e) UK local authority stocks or bonds;
- f) The money-market management operations of a UK public body or authority², where the council's funds are pooled and invested on the money markets under the name of such UK public body or authority.

Monitoring of Investment Counterparties

In the case of (a) and (b) above, for investments with maturity of 6 months or less the receiving body of investment scheme should generally have a short term credit rating of not less than A2 or equivalent as indicated by Standard and Poors, Moody's Investors Services or Fitch Ratings.

For investments with maturities over 6 months, the long-term credit rating should be A- or equivalent. The Committee may take other information into account in assessing the creditworthiness (e.g. sovereign support).

In the case of (c) and (f) above, where ratings are available, such credit ratings should be equivalent to A or above, and subject to prior approval by the Finance and General Purposes Committee.

Ratings are to be monitored not less than quarterly and if the rating of any Council investment has fallen below the appropriate rating, the Council will take the earliest opportunity to withdraw the investment and re-invest the proceeds appropriately depending on the best rates of return on offer at the time.

Category (f) should include any investment via Sevenoaks District Council of deferred payment of the half-yearly precept.

5.2. Treasury Management Advice

Within the limited range of potential investments identified it is not considered necessary to engage the services of a treasury management adviser. Independent research including internet research has been considered adequate.

5.3. Investment Training

The Guidance recommends that the Strategy should state the process adopted for reviewing and addressing the needs of the authority's treasury management staff for training in investment management.

² For example the Public Works Loans Board, or the treasury departments of a county or district local authority.

5.4. Investment of money borrowed in advance of need

- The Guidance maintains that authorities must not borrow more than or in advance of their needs purely in order to profit from the investment of the extra sums borrows.

6. Investment strategy review**6.1. Specified Investments**

The Council currently has 5 approved institutions, which are sufficient for it to keep within the 40-50% maximum investment limit for any one institution. Short term investments will be with any of the following, depending on the interest yield at the time of the investment.

Most of STC's investments currently fall within the 'specified investments' category.

Credit ratings are from all three rating agencies but Standard and Poor ratings are listed. Ratings are assessed at least on a quarterly basis. The last review listed was as at December 2019.

Name of Institution	Investment Period	Short Term Credit Rating	Long Term Credit Rating	Yield
Bank of Scotland	1 month rolling	A1	A+	0.80%
Handelsbanken	35 Day notice	A1+	AA-	0.25%
Nationwide	Instant access	A1	A	0.60%
HSBC Business Money Manager	Instant access	A1+	AA-	0.20%
CCLA-Public Sector Deposit Fund (PSDF)		AAA (Fitch)		0.71%

As at 1st April 2020, the Council will continue to hold its money in a current account with the NatWest bank (A1, A) and receive interest at the current applicable rate.

The Council has an existing account with Clydesdale (rating BBB+), which remains open with a £1 balance in case Councillors choose to invest with the bank in the future.

CCLA Fund - Public Sector Deposit Fund

It is an FCA regulated qualified money market fund with an AAA Fitch rating. The fund is instant access (although access does involve the selling of income shares) with interest paid at the end of each month. It aims to maximise net asset value of the Fund by investing in deposits with a range of highly rated sterling denominated deposits and instruments. The PSDF is a "Qualifying Money Market Fund" (QMMF) which is classed as a "low volatility net asset value" (LVNAV) short- term money market fund under the EU Money Market Funds Regulation. The weighted average maturity of the PSDF's investments will not exceed 60 days. The weighted average life of the PSDF's investments will not exceed 120 days.

It offered a dividend yield of 0.7267% net of fees (0.08%) as at December 2019.

Investment was made for the first time in September 2019 to ensure that the Council does not invest more than 40% in any one investment fund.

Owing to capital projects and related spending, funds will continue to be invested at maturities of no more than one year. Quarterly cashflow predictions will be used to ensure that funds required for projects anticipated to occur in the next quarter are held at appropriate maturities.

Overall, funds invested will be reviewed continually and aligned with both cashflow and projects. Maturities of a longer duration will only be considered after consideration of security and the absolute requirement to avoid capital loss.

6.2. Consideration of alternative investments

The Council may wish to introduce additional investments as requirements change so that funds can be spread more widely (but within reason) in order to minimise financial risk.

Consideration may be given to unspecified investments, CCLA funds and investing through a broker.

CCLA Funds - Local Authorities Property Fund

Aims to provide investors with a high level of income and long-term capital appreciation. Fund invests in UK commercial properties. Capital growth is achieved while property prices continue to increase – but fund values would decrease in the event that property prices fall (e.g. in the event of a significant rise in interest rates).

It offered a dividend yield of 4.35% at the end of September 2019. Fund size is £1.181bn at 1/7/19 – 247 authorities, including 95 parish and town councils.

The investment is regarded as for the long term. Councillors should bear in mind the Council's current investment strategy which has an absolute requirement to avoid capital loss.

Investments through a broker

Investing through a broker would allow access to building society and money market funds which may not be accessible directly. Brokers furnish an introduction to available funds, and provide information and facilitate the administration of opening accounts. No funds are provided to them, and there are no charges associated with their services – they charge the borrower.

Minimum investments are generally £1m for money market funds, but building societies will accept investments down to £500,000. While this would not be appropriate in normal circumstances for STC, information may be sought should the opportunity arise.

Recommendations

Having carefully considered the current guidance and the council's cash flow and investment requirements, it is recommended that:

Members adopt the existing strategy document and policy noting investment in the CCLA Public Sector Deposit fund for the first time in 2019/20 which will continue into 2020/21.

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Reserves Policy 2020/21

Background

Sevenoaks Town Council (STC) is required, under statute, to maintain adequate financial reserves in order to meet the needs of the organisation. Section 50 of the Local Government Finance Act 1992 requires local precepting authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum or maximum level of reserves that an authority should hold.

In an Audit Commission document 'Interpreting the accounts' published in September 2014, the Audit Commission defined the useable reserves of a council as 'the money it is retaining to fund future spending commitments and to meet unpredictable variations in spending'.

The Commission defined useable reserves as including:

- the balance of the council's general fund;
- earmarked general fund reserves; and
- useable capital receipts.

With regard to the levels of reserves which a council decides to hold, the Commission states that the following issues should be considered:

Elected members are responsible for ensuring that their council's reserves are appropriate for local circumstances, and are accountable to taxpayers for the decisions they make.'

'Councils face ongoing financial challenges as they adapt to deliver services at lower cost in response to rising demand, in some cases, and reductions in funding. As we have reported previously, the cost and risks associated with service transformation, and uncertainty about future funding, have resulted in some councils increasing reserves, while others have been using reserves to make up shortfalls between their funding and spending plans.

All councils should continue to ensure that their reserves remain adequate for planned future needs and contingencies without placing undue constraints on current expenditure. Councils with very high levels of reserves relative to their spending should review the purposes for which these are held to ensure they are still required. The purposes for holding reserves, particularly where these are increasing, should be clearly communicated through the annual accounts.'



Reserves Policy 2020/21

Sevenoaks Town Council Policy

The current policy of Sevenoaks Town Council is to work towards a general reserves fund equal to at least 6 months of the current precept.

Any decision to set up reserves or spend from reserves must be made by Council

Reserves must not be held for on-going expenditure because this would be unsustainable.

To the extent that reserves are used to meet short term funding gaps, the aim should be to replenish in the following year or as soon as possible thereafter

Earmarked reserves that have been used to meet specific liability would not need to be replenished having served the purpose for which they were established.

Reviewing the Council's Financial Risk Assessment forms part of the budgeting and year end accounting procedures and identifies planned expenditure (and an allocation for contingency towards unplanned expenditure) thereby indicating the appropriate level of Reserves required for the coming financial year.

General reserves fund

The general reserves are funds which do not have any restrictions as to their use. These reserves cushion the impact of uneven cashflows, offset budget requirements (if necessary), fund short-term financial risks (see below), and unexpected or exceptional events. The reserve also enables the Town Council to act in an agile manner as opportunities occur.

The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been used up in the previous year.

Earmarked reserves

Earmarked reserves are created and held for specific ring-fenced purposes or to help smooth out medium and long term financial risks and spending plans.

They can also be held as carry forward of underspend. As is the case where the Council commits expenditure to specific projects but is unable to spend the budget in the year. Reserves in this instance are used as a mechanism to carry forward budgeted resources e.g. Rolling Capital Projects, Youth activities reserves, Markets, STP.

Consideration of Short-term Financial Risks

In order to assess the adequacy of the general reserve, the Council must take account of the strategic, operational and financial risks faced. The level of the reserve for the forthcoming year must be based upon a risk assessment of the Council's income and expenditure and take into account any contingencies that may be required.

The short-term risks that the Town Council faces, with particular reference to its current plans include:

Lower than expected income



Reserves Policy 2020/21

- Grant income - In previous years the net expenditure of the Town Council has been slightly lower than the precept, with the result that the Council has been able to boost the level of the general reserve fund. Since net expenditure is stated after deducting revenue grants received from third parties, the savings partly reflect unbudgeted grant. Conversely if budgeted grant income were not received for any reason then a surplus of net expenditure over precept could result, with the balance being funded by the general reserves fund.
- Other income - the revenue estimates forming the basis of the precept includes predicted income from a range of sources, such as cemetery income, letting and hiring income, new facilities such as Bat & Ball station café and room hires. It is difficult to predict with accuracy (particularly, for new venues such as the Bat & Ball station). If income received were to fall below the budgeted level, then the balance could be funded from general reserves.

Higher than expected costs

Due to:

- Inflation increases;
- capital overspend. The general reserves fund can be used to fund capital costs as well as to cover short term revenue funding requirements. It would therefore cover any unexpected costs associated with the Council's Community Investment Plan in the unlikely event that alternative sources of funding do not meet requirements or that the timing of receipts do not match expenditure.
- uninsured events which are not adequately provided for such as major streetlighting repairs, conversion, replacement and removal on certain streets;
- unexpected professional fees (although these will be mainly charged against the capital receipts fund);
- increased costs of running properties and facilities. For example, under the Council's current capital commitments, any excess running costs for new facilities that cannot be funded out of the precept or grants will be charged against revenue reserves;
- shortage of staff resources. The costs of additional staff recruited to cope with increased workload could be treated as capital transaction costs insofar as they are deemed to relate to additional work created by significant capital plans, otherwise additional costs not covered by the precept would be charged against revenue reserves;

Consideration of Longer-term Financial Risks

Longer term financial risks faced by the Council include:

- Funding the Council's capital projects and the uncertainties therein;
- Funding the deficit in the Local Government Pension Scheme;
- Funding for expenditure that arises once every 2-5 years e.g elections
- Funding the repairs or replacement of assets;
- Changes to legislation e.g. uncertainties created by the income to be generated from CIL



Reserves Policy 2020/21

Current Level of Financial Reserves

As at November 2019, the level of earmarked reserves was £4.381m and the level of revenue reserves was £232K. The council in 2019/20 borrowed £1.4m to enable it deliver on the refurbishment of the Bat & Bat Community Centre as promised to the community. This is in addition to allocating earmarked reserves as required for planned expenditure on various projects.

The Council should consider the opportunity cost of holding reserves which enables it to manage unforeseen pressures against current strategic plans. Given the increase in operational activity, the current level of general reserves will need to be built up as part of the Council's medium-term strategy review from 2020-21. The budget recommendation includes a transfer of £20,000 to revenue reserves however this is offset by a transfer of £26,000 from revenue reserves to balance the 2020-21 budget being to offset the financial impact of the loss of Community Centre income once refurbishment of the centre. The overall impact is a net transfer from revenue reserves of £6,000.

Sevenoaks Town Council	
Earmarked and Designated Funds as at 30th November 2019	
Represented by:	
Pension Reserve	2,814
Rolling Capital Prog Revenue Reserve	40,419
Street Lighting Reserve	7,737
Community Centre Reserve	16,398
Stag Winding Up Reserve	7,000
Planning Fees Reserve	12,500
Youth Activities Reserve	1,500
Contingency Provision Reserve	120,196
Pension Deficit Reserve	-
Capital Receipts Reserve	961,000
CIL Earmarked Reserve	1,745,593
No 8 bus Reserve	48,660
QH Allotments Key Reserves	4,715
BV Allotments Key Reserves	100
PWLB Loan Repayable	1,399,510
Mayor's Charity Reserve	13,800
Revenue Reserve	232,431
	4,614,374

Recommendation:

1. That Members consider and adopt the Reserves Policy for financial year 2020/21 with the emphasis on building revenue reserves as part of the medium term strategy review

**Minutes of the Community Infrastructure Committee
Held on 3rd February 2020 at Sevenoaks Town Council**

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8.23 p.m.

Committee Members Present:

Cllr R J Parry, Chairman	Present	Cllr A Clayton, Vice Chairman	Present
Cllr R Hogarth	Present	Cllr Dr J M Canet	Present
Cllr R Piper	Present	Cllr C Shea	Present

In Attendance: Cllr Eyre, Town Clerk, Committee Clerk

*There were no members of the public present.
The meeting was recorded.*

470. Apologies for Absence

None received.

471. Requests for Dispensation

There were no requests for dispensations.

472. Declaration of Interests

There were no declarations of interest.

473. Minutes of the Meeting held on 14th October 2019

RESOLVED: To receive and sign the Minutes of 14th October 2019 as a true record of the previous meeting.

474. Community Investment Projects Cash Flows

The Committee received and noted the Community Investment Project Cash Flows Summary, as at 23rd January 2020. Noted that current commitment, including contingencies, resulted in a predicted final balance of £403,130.

475. 2019 Community Investment Plan

1) Bat & Ball Centre

The Committee noted that building works were continuing satisfactorily and on schedule. Unfortunately, UK Power Network had advised that a considerably larger electricity supply than originally estimated was required which would entail digging up the road, requiring notice of 12 weeks for the road closure. It was hoped that this would not substantially delay the project.

It was noted that:

- a review of the wood cladding was being undertaken, with samples due to be received by the Town Clerk this week
- a second hard hat tour was taking place in March 2020 for past users of the Community Centre

- prior to the official opening event scheduled for Friday 4th December, preview STC events would take place
- car park provision was original 73. following refurbishment 68, and after moving the tennis court 75
- It was agreed that naming of the main rooms be considered at the next meeting following consultation with all councillors.

The Committee received and noted the updated Bat and Ball Centre Revenue Business Plan which aimed long term towards generating income to meet the Public Works Loan Board repayment and the venue being cost neutral: noted that a conservative approach had been taken to the revenue estimate.

2) Multi Use Games Area

Tenders to be sought during February and March 2020 for construction to commence June 2020.

3) Neighbourhood Development Plan

Noted that the Neighbourhood Development Plan Steering Group had signed off the new draft of the Plan and the six- week public consultation period commenced 31st January 2020.

4) Cultural Quarter

Noted that an open meeting had been held on 23rd January 2020 regarding the proposed arts/cultural quarter. Some more immediate issues had been raised and a need to progress discussion towards strategic long-term view identified.

5) Sevenoaks Business Hub

Unfortunately, Sevenoaks District Council had decided not to review the application for CIL funding in respect of the Business Hub. It was agreed to defer further consideration until construction of the Bat & Ball Centre was completed. The need to ensure the building remains waterproof to reduce deterioration was identified as a priority.

6) Community Rail Partnership

There was disappointment with the delays in progressing this project. The Committee agreed that, with the agreement of the other parishes, the move towards setting up a Community Interest Company be accelerated.

7) Tarmac Site Community Development

Tarmac had provided a presentation to the Planning Committee in January, which had been shared via the NDP website. It was noted that first phase of development could be within 5 years and consideration would need to be given to the development and future use of the Oast House.

There being no further business the Chairman closed the meeting.

Signed Dated

**Sevenoaks Town Council
Minutes of the Youth Services Committee
Held on 12th February 2020 in the Council Chamber**

Meeting Started: 7.05 p.m.**Meeting Concluded:** 7.55 p.m.

Cllr Rachel Parry, Chairman	Apologies	Cllr Claire Shea, Vice-Chairman	Present
Cllr Roderick Hogarth	Present	Cllr Tom Morris Brown	Apologies
Cllr Keith Bonin (7.22pm)	Present	Cllr Victoria Granville Baxter	Present
Cllr Edward Waite	Apologies		
Charlotte Ede, West Kent Communities	Apologies	Sarah Gaunt, Kent County Council	Apologies
Jacob Watson, Sevenoaks Youth Council	Apologies	Caroline Berry, SAYT	Present

Substitute		For
Cllr Richard Parry	Present	Cllr Rachel Parry

In attendance: Cllrs Canet, Eyre and Raikes, Town Clerk, Senior Committee Clerk and House in the Basement Youth Café Manager.

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

In the absence of the Chairman, the Vice-Chairman chaired the meeting.

The meeting was not recorded.

487. Apologies for Absence
Received as noted above.

488. Requests for Dispensations
There were no requests for dispensations.

489. Declarations of Interest
There were no Declarations of Interest at the meeting.

490. Minutes

- (i) **Minutes of the Youth Services Sub Committee held on 6th November 2019**
RESOLVED: to accept and sign the Minutes of the meeting held on 6th November 2019 as a true record.
- (ii) **Minutes of the Youth Council Annual General Meeting held on 6th November 2019 and the meeting held on 4th December 2019**
RESOLVED: To note the Minutes of the Youth Council Annual General Meeting held on 11th September 2019 and the meeting held on 4th December 2019.

491. House in the Basement Youth Café**(i) Report to January 2020**

Chris Essex, Manager of House in the Basement Café, presented his report. It was noted that the Christmas/New Year closure had impacted on the December numbers. Chris Essex commented on the low number of girls attending and the need to target some of the outreach activities. He was working on the best ways to recruit new attendees, including communicating with parents and ensuring relevant social media was used. The range of activities at the Café was noted, including the art project about to launch. It was noted that the work experience.volunteering programme was being relaunched in March.

RESOLVED: That the report be noted.

(ii) Finance Report to 30th November 2019

RESOLVED: That the Finance Cost Centre report for the Youth Café to 30th November 2019 be noted.

(iii) External Funding Obtained

RESOLVED: That the Town Clerk be congratulated on obtaining the following external funding for the Youth Café:

- £10,000 The National Lottery Community Fund for core staffing
- £1,000 from KCC Member Cllr Crabtree for staffing Art Projects

492. Finance Reports**(i) Youth Council Finance Report**

RESOLVED: That the Income and Expenditure reports for the Youth Council and its charity to 30th October 2019 be noted.

(ii) Youth Grants

It was noted that, following approval of grants at the last meeting, the Youth Outreach balance stood at £903.53. Consideration was given to three grant applications.

RESOLVED:

- 1) That a grant request be awarded under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) as follows:

Grant Ref No.	Organisation Name & Charity Reg No if applicable	Purpose of Award	Grant Application	Grant Approved
6	Sevenoaks Three Arts Festival	Hire of piano and performance space for competitive classes and	£600	£600

		prize winners' concert		
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- 2) That the following grant applications be **RECOMMENDED** for approval to the Finance and General Purposes Committee:

Grant Ref No.	Organisation Name & Charity Reg No if applicable	Purpose of Award	Grant Application	Grant Approved
23	Kent Youth Jazz Orchestra	Towards cost of Youth Jazz Workshop on 23.06.2020 at a local school in Sevenoaks (Total cost £750). Free of charge for young musicians to attend.	£500	Recommended to F&GP Committee for consideration
59	Sevenoaks Bookshop	Towards funding free open access entertainment for Young Readers Festival 19.09.2020 – face painting, magician, Moomins puppet theatre show & craft workshops.	£1,750	Recommended to F&GP Committee for consideration. Requested further information on overall cost of the Literary Festival and how this event sits within it.

493. Reports from Co-opted Partners

Noted reports from Co-Opted Partners:

(i) **Kent County Council:**

Sarah Gaunt was unable to attend the meeting but had provided a report setting out recent activity, including a Youth Conference and the establishment of a Sevenoaks District Youth Assembly. The Committee felt that established Youth Councils should have been involved and should be asked to take part: it was requested that this view be passed to Cllr Crabtree.

(ii) **SAYT:**

Caroline Berry reported that the second youth worker had started in January and was settling into the role, and that young people would be attending the International Women's Day event.

(iii) **SDC – Community Safety Team:**

No representative present, no report.

(iv) **West Kent Communities:**

Charlotte Ede was unable to attend the meeting but had submitted a report detailing the recruitment of a new Lead Youth Worker and the detached work programme. A meeting had taken place earlier that day with the new Youth Worker, Cllr Shea, Town Clerk, HitB Manager and Senior Committee Clerk to share information.

It was noted that the Mental Health Awareness course requested by the Youth Council and Youth Café members (to be funded by WKHA) was under development.

494. Press Releases

RESOLVED: That a press release be issued regarding the 10,000 funding obtained from the National Lottery Community Fund for core staffing.

There being no further business the Chairman closed the meeting.

Signed
Chairman

Dated

Sevenoaks Town Council
Minutes of the Open Spaces & Leisure Committee held on Monday 17th February 2020
In the Council Chamber commencing at 7.00 p.m.

Committee Members present:

Cllr Dr M Canet (Chairman)	Present	Cllr K Bonin	Present
Cllr A Eyre (Vice Chairman)	Present	Cllr S Camp	Apologies
Cllr N Busvine OBE	Present	Cllr R Hogarth	Present (7.10pm)
Cllr V Granville- Baxter	Present	Cllr Raikes	Present
Cllr L Michaelides	Present	Cllr R Parry	Present
Cllr T Morris Brown	Present		

In attendance: Cllr Piper, Town Clerk, Open Spaces Manager and Committee Clerk.

Note: The meeting was not recorded.

Public Question Time

There were no members of the public present.

495. APOLOGIES FOR ABSENCE

As noted above.

496. REQUESTS FOR DISPENSATION

There were no requests for dispensations.

497. DECLARATIONS ON INTEREST

Cllr Parry declared an interest in Agenda Item 9, as a member of Knole Squash Club.
 Cllr Canet declared an interest in Agenda Item 10, as she plays walking football at STFC.

498. MINUTES OF THE OPEN SPACES AND LEISURE COMMITTEE HELD ON 11th November 2019

RESOLVED: The minutes of the Open Spaces and Leisure Committee held on 11th November 2019 were signed as a true record subject to the following amendments:
 The £27,351 from CIL and £6,000 from the Rolling Budget Programme.

499. OPEN SPACES & CEMETERY MANAGERS REPORT

The report of the Open Spaces and Cemetery Manager was received and discussed, and the following matters noted.

i) Staff

The Open Spaces Manager reported on:

- Training for new staff
- Hand Arm Vibration Syndrome
- Tree Planting
- Sevenoaks Greensands Project

ii) Buckhurst Play Area at the Environmental Park

Work had started on the cleaning of the recently reported vandalism at Buckhurst Play Area. Work has started to improve the Buckhurst site after the construction of the multi storey car park, with further clearing around the steps ready for planting and the complete dismantling of the rooting steps and rebuilding. All steps were removed along with the handrails and new sleepers installed along with timber posts and fencing alongside. The steps have been finished with Hi Viz nosings and new concrete laid for the treads. This has been an in-house project which the staff involved have enjoyed undertaking.

iii) Replacement Town Wardens Van

Several options were considered regarding the replacement of the Town Wardens Van.

RESOLVED:

- i. To recommend to the Finance and General Purposes Committee for the purchase outright of the Nissan electric van. To request the RFO to prepare a report relating to the following – 8 years running costs of the electric vehicle compared to diesel vehicle and identify the budget heading for the expenditure.
- ii. When purchased to brand and promote that it was STC's first vehicle.
- iii. To investigate the costs of installing at 'Fast Charging System'

500. STATEMENT OF ACCOUNTS

RESOLVED: To receive and note the accounts for December 2019.

501. SEVENOAKS IN BLOOM MINUTES OF MEETING HELD ON 28th JANUARY 2020

Cllr Canet congratulated everyone on the work so far and was excited that community involvement was increasing. It was hoped this would help with the scoring as community, environment and horticulture scored higher. There was enthusiasm for the possibility of a permanent fir tree in Blighs, which could then be used as a Christmas tree. Sevenoaks School will be working on a garden this year and more schools will be taking part. A request has been sent to the owners of Tesco to allow Sevenoaks Town Council to allocate cycle-planters and window posters at their site. It was noted that Sevenoaks had been made a finalist for the first time in the national Britain in Bloom competition.

RESOLVED: To note the minutes.

502. ALLOTMENT REPORT

The Allotment officer's report was received and considered. A working party was planned, as some of the allotments were not in the best condition, which made it difficult to re-let them. Some unusable areas would be allocated for tree planting. Noted that relationships with allotment holders were very good at present. Cllr Eyre congratulated the team on the quick removal of a fallen tree. It was suggested that a response be sent to the Otford Allotment association regarding its inaccurate comments.

503. PROPOSED DIVERSION OF PUBLIC RIGHT OF WAY (PROW)

RESOLVED: Sevenoaks Town Council resolved that the proposed PROW was not in the public interest and would create a precedent for changing historic PROW. The proposed route was considered too steep and unlikely to be used. If there were H&S issues relating to golf balls and pedestrians, the golf course should be adapted and not the PROW.

504. GREATNESS FOOTBALL PAVILION PROPOSALS

RESOLVED: To defer the matter to the next meeting to be held on 6th July 2020 and to invite the Sevenoaks Town Football Club to attend and address the meeting. To notify the club prior to the meeting of the concerns relating to the size and location of the proposed pavilion.

505. OPEN SPACES AND LEISURE COMMITTEE'S ROLLING CAPITAL PROJECT REVIEW

RESOLVED: That the agreed list of capital projects for the Open Spaces and Leisure Committee be included in Sevenoaks Town Council's Financial review for the next five years.

506. CURRENT MATTERS

MINUTE NO.	SUBJECT	UPDATE
366 VI	Vine & Cycle Racks	Cycle planter to be installed.
221 (2018)	Lamp post outside Lloyds Bank	Completed.
223 (2018)	Renovation of St Nicholas War Memorial	Grant received.
226 (2018)	Anti-Litter Campaign	Ongoing. Dates for March to be announced.
319 (2018)	Proposed outdoor gym at Julian's Meadow	Installed. Mayor opened.
176 IV (2019)	Burial Land at Greatness	Noted 60-year provision.
176/5 V (2019)	Sevenoaks Common	Mayor planted tree.

176/5 VI	(2019)	Hillingdon Rise Green	Cllrs to canvass public about parking on the grass.
176/5 VII	(2019)	Tree Planting	Open Spaces Manager to liaise with Enover.
178	(2019)	Friends of Greatness Cemetery	To be launched early March
181	(2019)	Steps in Millpond Wood	Work completed.
182	(2019)	Upper High Street Gardens	Noted insufficient space for tables. Install seat(s) with arms.
352		Greatness Cemetery Messroom	Awaiting quotes
352/1		Pointoise Recreation Ground	Awaiting final payment
355		Quaker Hall Allotments	Working party planned.
353		St Johns Toilets	Awaiting survey
353 /1		Jubilee Clock	Forwarded to F & GP

507. PRESS RELEASE

None suggested.

There being no further business the Chairman closed the meeting at 8.46pm

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Chairman**Dated**

LOCAL COUNCIL AWARD SCHEME

Recommendation:

To resolve that the Council has met all the relevant criteria in place to apply for the Local Council Award Scheme; that it publishes online all the necessary documents to comply with the Award Scheme and has the following documents in place.

A Risk Management Scheme
A Register of Assets
Contracts for all Staff
Disciplinary and Grievance procedures
A policy and record for training new staff and councillors
A qualified clerk who has achieved 12 cpd employed according to nationally and locally agreed terms and conditions
Up-to-date insurance policies and mitigate risks to public money
Addressed complaints received in last year
At least 2/3 rd elected Members
Annual Report distributed across community
Formal Appraisal scheme
Value for money statement
Biodiversity statement
Crime & disorder statement
Leadership in planning for future of community
Performance of council as corporate body
Performance of each individual member of staff

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Sevenoaks Town Council's Strategy 2020 - 2024

1. The aim of the Council *is* to offer community leadership to ensure Sevenoaks develops into the best market town in Kent, the objective will be realised in two ways. First, by engagement in local initiatives and forming relationships with other stakeholders. Secondly, by promoting the well-being of residents of the town through support for leisure, sporting and cultural activities, by improving the environment and infrastructure of the town and by fostering its commercial prosperity.

2. Priorities

To achieve these objectives the Council will each year give priority to:

- i) **Recognising** the Government and KCC declarations for aiming for Zero Carbon.

Consideration of an Environmental Committee (or add to Terms of Reference for Committee) to create an Action Plan to review:

- Reducing cars / traffic particularly in relation to school traffic.
- STC new buildings to be as sustainable and eco-friendly as possible. Existing buildings to be improved to be more sustainable with reduced carbon footprint where practicable.
- **Include** Planting of more trees, where possible fruit and nut trees
- **Continuing** to promote Refill Scheme and Sevenoaks Plastic Free Pledge
- Cycle racks / planters to be installed
- **Installing** drinking fountains where possible at STC sites
- Increased safety for pedestrians and cyclists
- NDP Transport Strategy recommendations including 20 mph, one-way system in town centre and shared space.
- **Linking** STC open spaces together with 'green routes'
- **Encouraging** increased use of public transport – buses and trains by having improved facilities including live running information.
- **Installing** electric car charging points at STC sites
- **Considering** enabling community initiatives for sustainable living e.g. Toy Library, Zero Waste Shop, Community Orchards, Community Cycle Workshops, Repair Café, promotion of alternative resources e.g. nappies.

- ii) *To integrate this within the vision and throughout the Neighbourhood Development Plan (NDP) and within the Town Council's general operation.*

Sevenoaks Town Council's Strategy 2020 - 2024

- iii) New leisure and sporting facilities or the expansion of existing facilities including the Stag Community Arts Centre, those items identified in its Community Investment Plan *and its Neighbourhood Development Plan*.
- iv) Acquiring additional green spaces
- v) Increasing tourism, supporting live cultural events and initiatives to promote commercial activity including the Sevenoaks Town Partnership's initiative to have a monthly calendar of events in the town *and the proposed cultural quarter*.
- vi) Grant aiding voluntary organisations undertaking community activities especially those targeted at marginalised groups
- vii) Actively promoting environmentally friendly procedures for all town council facilities and functions, subject to available resources and quality.
- viii) Conserve and enhance the aesthetics of the town.
- ix) Encourage and promote economic growth including the regeneration of the Bat & Ball area **and** the development of the Bat & Ball Centre **and following on from** the refurbishment of the Bat & Ball Station building.
- x) Provide facilities for marginalised groups.
- xi) Working with Sevenoaks District Council and Kent County Council and neighbouring parishes for assessing impact and coordinating of town facilities.
- xii) Localising local budgets – (Highways etc). investigating new opportunities and initiatives for undertaking operational matters under service level agreements locally to provide enhanced delivery.

3. Achieving our strategic aims

- i) Leisure and sporting activities – The Council will provide additional or improved facilities for its existing sports and recreation grounds and continue its long-term commitment to the provision of the Stag Community Arts Centre. It will also consider assuming responsibility for existing grounds from the District and County Councils.
- ii) Open Spaces – The Council will endeavour to purchase land within the town boundary or land adjacent or near to the boundary which might be used to promote its objectives, including the prevention of unwanted development and to improve public accessibility to Council owned land, creating partnership as appropriate.

Sevenoaks Town Council's Strategy 2020 - 2024

- iii) Commercial Development, Tourism and Cultural events – the Council will continue its support for cultural events and other initiatives which promote community and commercial activities enhancing the image of the town *with the Stag Community Arts Centre and Darent Valley Community Rail Partnership*.
- iv) Voluntary Activities – the Council where appropriate will continue to support and provide grants for voluntary organisations which meet its strategic objectives.
- v) Neighbourhood Plan – ~~the creation of~~ **Progressing** the Neighbourhood Plan ~~will~~ **to referendum** to enable the strategies priorities to be met.
- vi) Community – making Sevenoaks a clean and safe community to live and visit, addressing social cohesion and anti-social behaviour. The Council will also support measures which combat anti-social behaviour.

4. Resources

To achieve these ambitious aims the Council requires a financial strategy to raise additional income and capital. This strategy would combine the following elements, rather than treat the precept as a first recourse to funding:-

- i) Ensuring rents, fees and charges within the limits set by the market in line with trends, and to meet core objectives.
- ii) Using grants, and other resources *to community organisations* in most cases for pump priming
- iii) Contracting out facilities and services where appropriate
- iv) Consider disposing of assets where appropriate which are not relevant to strategic objectives.
- v) Borrowing for major capital projects or purchases.
- vi) Applying where appropriate for external funding to underwrite town projects.
- vii) Consider entering into agency agreements to carry out contracts on behalf of other organisations for the benefit of the town – either through new initiatives, an improved service and, or cost saving.

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Events Accepted/Attended – 2019/2020

Mayor: Councillor Nick Busvine

Day & Time	Date	Organisation & Event/Venue	Attending
Wed 10:30	15 May	Chairman & Vice Chairman Sevenoaks District Council, Chartwell Walk	Mayor
Sat 11:00	18 May	Maidstone's Civic Parade and Service, Maidstone	Mayor
Sun 09:00	19 May	Hill Climb 2019, Friends of Valence School	Deputy Mayor
Sun 7:30	19 May	Sevenoaks Symphony Orchestra, Stag Theatre	Mayor
Fri 7:30	24 May	Kentish Opera, production of Carmen, Stag Theatre	Deputy Mayor
Tues 08:00	28 May	Professionals Networking Breakfast, Rivermere	Deputy Mayor
Wed 10:00	29 May	Love your Local Market, Sevenoaks	Mayor
Thurs – Sun	30 May – 2 June	Friends of Pontoise, visit to Pontoise, France	Deputy Mayor
Fri 3:00	31 May	Bouncy Kingdom, Greatness Recreation Ground	Mayor
Mon 12:00	3 June	Rockdale Housing Association AGM	Deputy Mayor
Tues 7:30	4 June	The League of Friends of Sevenoaks Hospital, Annual General Meeting, Sevenoaks Hospital	Mayor
Thurs 11.00	6 June	D-Day Commemoration Wreath Laying	Mayor
Thurs 6:30	6 June	Annual Exhibition, Sevenoaks Camera Club, Sevenoaks Library	Mayor
Fri 3:00	7 June	Martin Dix Retirement Tea Party, Community Centre	Mayor
Sun 3:00	9 June	Shakespeare's As you Like It, Saint Hill Manor, East Grinstead	Deputy Mayor
Tues 7:00	11 June	Mrs Ann Allen MBE, Civic Reception, Kent County Council, County Hall, Maidstone	Mayor
Thurs 5:30	13 June	Knocker & Foskett, Summer Garden Party	Deputy Mayor
Thurs 6:00	13 June	Kent Armed Forces Briefing 2019, Regimental Headquarters, Maidstone	Mayor
Sun 6:30	15 June	Hospice in the Weald Moonlight Walk, The Vine Gardens TN13 3UH	Mayor & Mayoress
Sun 2.00	16 June	Incoming Mayor of Surrey Heath – Civic Service	Mayor
Tues 8:00	17 June	Sevenoaks Scout Group, AGM, 4 th Sevenoaks Scout Group Headquarters, Mill Lane	Mayor
Wed 10:00	19 June	Spadework, West Malling	Mayor
Wed 2:00	19 June	Sevenoaks Society Heritage Community Exhibition – Kaleidoscope Gallery	Mayor
Wed 3:30	19 June	Vine Ramp Opening	Mayor
Thurs PM	20 June	Lord Lieutenant, Viscount De L'Isle – Farewell Event	Mayor & Mayoress
Sat 11.00	22 June	Open the Sevenoaks Summer Festival	Mayor & Mayoress
Sat 6.30	22 June	Sevenoaks Three Arts Festival – Present the Awards	Mayor
Sun 10:00	23 June	Sevenoaks Festival Eucharist, St Luke's Church	Mayor
Sun 3:00	23 June	Civic Service, St Thomas's	Mayor & Mayoress
Tues 8:00	25 June	Professionals Networking Breakfast, Rivermere	Deputy Mayor
Tues 5:15	25 June	Baldwins Travel Summer Party, Riverhill Gardens	Deputy Mayor
Thurs 6:00	27 June	Summer Reception, Sevenoaks Chamber of Commerce, Wildernes House	Mayor & Mayoress

Day & Time	Date	Organisation & Event/Venue	Attending
Fri 10:30	28 June	Opening Coolings Summer Showcase Flower Exhibition, Coolings Gardeners Garden Centre	Mayor
Fri 12:30	28 June	National Care Home Day, Rivermere	Deputy Mayor
Fri 7:30	28 June	Sevenoaks Welcomes Refugess – Fundraising Guitar Concert at the Vine Baptist Church	Mayor & Mayoress
Sat 10.00	29 June	Armed Forces Day	Mayor
Sat 11:00	29 June	Walthamstow Hall School, Prize Giving	Mayor
Sat 6:30	29 June	Astra 2 Regional Swimming Gala, Sevenoaks Leisure Centre	Deputy Mayor
Sat 7.30	29 June	Fun Quiz Night to raise awareness of Prostate Cancer – Walthamstow Junior School Hall	Mayor & Mayoress
Sun 3:00	30 June	Celebrate 30 Years of Toddler Group, Vine Evangelical Church, Hitchen Hatch Lane	Deputy Mayor
Sun 7:00	30 June	Chance to Dance, Stag Theatre	Mayor
Wed 8:00	3 July	Sevenoaks Summer Festival Quiz, St Lukes Hall	Mayor & Mayoress
Fri 10:00	5 July	In Bloom Judging Day	Mayor
Fri 3:00	5 July	High Sheriff of Kent, Garden Party, The King's School, Canterbury	Mayor
Sat 2:00	6 July	Summer Lawn Party to celebrate 20 th Anniversary, West Heath School	Mayor
Mon	8 July	Mayor's Cocktail Party	Mayor
Wed 11:15	10 July	The Addams Family production at The Oaks Theatre, Knole Academy	Mayor
Thurs 12.00	11 July	Vine Cricket Club – Chance to Shine Charity Cricket Match and Lunch	Deputy Mayor
Fri 7:15	12 July	Scouts Meeting in Council Chamber	Mayor
Sat 7:00	13 July	Friends of Rheinbach Buffet Supper	Deputy Mayor
Sun 2:30	14 July	Mayor of Margate, Civic Service, Margate	Mayor
Mon 4.00	15 Jul	Dorothy Parrott Meeting in the Town Council Chamber	Mayor
Tues 6.30	16 July	Sevenoaks District Scouts – Silver Awards presentation	Deputy Mayor
Fri 5.00	19 July	Live on the Vine	Mayor
Sun 12:00	21 July	Open Summer Fair, Valence School	Deputy Mayor
Wed 3.00	24 July	Mayor of Maidstone – Garden Party at the Orangery, Turkey Mill	Mayor
Wed 7:00	24 July	The Festival Theatre, Hever Castle	Mayor & Mayoress
Wed 7:30	24 July	AGM, West Kent Mind	Deputy Mayor
Thurs 11.20	25 July	Installation of Archbishop John Wilson as the eleventh Bishop of the ~Roman Catholic Archdiocese of Southwark	Mayor
Sat 2:30	27 July	Chairman's Afternoon Tea, Tandridge District Council, Blanchmans Farm, Warlingham	Mayor & Mayoress
Sat 6.15	27 July	Sevenoaks in Bloom Awards at Coolings Nursery, Knockholt	Mayor & Mayoress
Mon 1.45	29 July	Tour of Eltham Palace and afternoon tea	Deputy Mayor and Guest
Tues 8.00	30 July	Rivermere Networking Breakfast	Deputy Mayor
Wed 2:00	31 July	Greatness Playdate, Greatness Recreation	Mayor
Fri TBA	2 Aug	ABF The Soldiers Charity - Beating Retreat, Royal Military Academy Sandhurst	Mayor

Day & Time	Date	Organisation & Event/Venue	Attending
Sat 12:30	3 Aug	Skatepark Jam, Greatness	Mayor
Wed 2:00	7 Aug	Hillingdon Playdate	Mayor
Wed 2:00	28 Aug	Pontoise Playdate	Mayor
Fri 9.40	30 Aug	Chairman SDC – Fly the Red Ensign in advance of Merchant Navy Day	Mayor
Fri 7.00	30 Aug	Sevenoaks District Sports Council – Presentation evening at Hollybush Indoor Bowls Centre	Mayor
Sun	1 Sept	Launch of the Community Rail Partnership	Mayor
Tues 10.00	3 Sept	Merchant Navy Day – Fly the Red Ensign at the Vine Flagpole	Mayor
Tues 2.30	3 Sept	Emerson Grange Care Home – 1 st Birthday	Deputy Mayor
Wed 6./30	4 Sept	The Drive Methodist Church – Service to Welcome new Minister	Mayor
Fri 2.00	6 Sept	Soroptimist International Sevenoaks Literacy Event	Mayor
Wed 7:00	11 Sept	An Evening Vineyard Tour with Wine Tasting, Chairman of Sevenoaks District Council, The Mount Vineyard	Mayor & Mayoress
Fri 6:30	13 Sept	Business Awards, Knole Academy	Mayor & Mayoress
Sun 10:00	15 Sept	Ferrari Event at the Vine	Mayor & Mayoress
Sun 8.00	15 Sept	Stag Art Festival – New Writing Night	Mayor
Wed 3.00	18 Sept	Stag Arts Festival/ 10 th Anniversary of the Stag/Unveil statue of Stag	Mayor
Thurs 11.30	19 Sept	Sevenoaks School Foundation – Opening of the new boarding house	Deputy Mayor
Sat 10.00	21 Sept	Heritage Open Day at Bat and Ball Station	Mayor
Sat 7:00	21 Sept	Royal British Legion, Autumn Dinner & Dance, Tenterden	Mayor & Mayoress
Mon 7.30	23 Sept	Sevenoaks Literary Festival – Kate Williams – Rival Queens	Mayor
Tues 7.30	24 Sept	Sevenoaks Literary Festival – Henry Hemmings – Our Man in New York	Mayor
Wed 7.00	25 Sept	Mayor of Bromley – Charity Appeal Dinner	Mayor & Mayoress
Fri 9.30	27 Sept	Thackray Williams – Macmillan Coffee Morning	Mayor
Fri 11.00	27 Sept	Leaders – Macmillan Coffee Morning	Mayor
Fri 1.00	27 Sept	Harry Garrett, Freeman – Funeral	Mayor
Fri 2.00	27 Sept	Mayor of Swanley – Afternoon Tea	Deputy Mayor
Sat 9.30	28 Sept	Mayor of Tenterden – Archive Day	Mayor & Mayoress
Sun 7.00	29 Sept	Sevenoaks Town Partnership – Book Launch at the Stag Plaza Suite	Mayor
Mon 9.30	30 Sept	Opening of the Ramp at Bat and Ball Station	Mayor
Thurs 4.00	3 Oct	Sevenoaks Bookshop – Young Readers Literary Festival	Mayor
Fri 11.00	4 Oct	The High Sheriff of Kent – Justice Service	Mayor
Sat 9.15	5 Oct	Pink Week Run – Start the Run	Mayor
Mon 10.00	7 Oct	Sevenoaks District Seniors Action Forum – Coffee Morning	Deputy Mayor
Wed 7.10	9 Oct	Frank Marshal Award and Presentation	Mayor
Thurs 11.30	10 Oct	Chamber of Commerce AGM	Deputy Mayor
Sat 5.15	12 Oct	Mayor of Faversham – Faversham Carnival	Mayor & Mayoress
Sun 10.00	13 Oct	The Lewis Project – The Abbey Road Event	Mayor
Fri 7.30	18 Oct	SSAFA Kent Choir Concert in Rochester Cathedral	Mayor & Mayoress

Day & Time	Date	Organisation & Event/Venue	Attending
Fri 7.00	1 Nov	Final Concert Kent International Piano Courses	Mayor & Mayoress
Sat TBA	2 Nov	Fireworks Night	Mayor
Mon 4:00	4 Nov	Dorothy Parrott Meeting in the Town Council Chamber	Deputy Mayor
Fri 7.00	8 Nov	Sevenoaks Players performance of Jesus Christ Superstar at the Stag Theatre	Mayor & Mayoress
Sat 7.00	9 Nov	Murder Mystery event at Bat and Ball station	Mayor & Mayoress
Sun	10 Nov	Remembrance Day – The Vine War Memorial	Mayor & Mayoress
Sun 2.15	10 Nov	Swanley Town Council – Remembrance Day Service and Parade	Mayor
Mon	11 Nov	Armistice Day - Lay crosses on War Graves at Greatness Cemetery	Mayor
Mon 7.00	11 Nov	Mayor of Dartford – Dinner at JAFFALONG	Mayor & Mayoress
Tues 7.15	12 Nov	Re-launch of the Banana Leaf Restaurant	Mayor & Mayoress
Thurs 7.00	14 Nov	Masonic Province of West Kent – Presentation at Giacomo’s Restaurant	Mayor & Deputy Mayor
Sat 3.00	16 Nov	Mayor of Sandwich – Folk & Fizz event	Mayor & Mayoress
Sun 3.00	17 Nov	Sevenoaks Symphony Orchestra – Concert at Stag Theatre	Mayor & Mayoress
Wed 11.00	20 Nov	Rose Planting at Bat and Ball Station	Mayor
Wed 6.30	20 Nov	Cheese and Wine Tasting Evening	Mayor & Mayoress
Thurs 6.15	21 Nov	Sevenoaks Brushworks Annual Exhibition	Mayor
Fri 9.00	22 Nov	Armed Forces Breakfast Meeting at Bat and Ball Station	Mayor
Fri 7.00	22 Nov	Guide Dogs for the Blind Cheese and Wine Evening	Mayor & Deputy Mayor
Sat 10.30	23 Nov	The Friars, Aylesford Priory – Christmas Fayre	Mayor
Sat 7.00	23 Nov	Sevenoaks Lions Charter Dinner Dance at Wildernesse Golf Club	Mayor & Mayoress
Sat 7.30	23 Nov	The Henry Desmond Orchestra – An Evening at the Musicals	Deputy Mayor
Sun 12.00	24 Nov	Chairman SDC – Curry Lunch at Rajdani	Deputy Mayor
Thurs 11:00	28 Nov	Tree Planting – 3rd in stand of 7 at Sevenoaks Common	Mayor
Fri 7.30 am	29 Nov	Emily Jackson House – Breakfast Meeting	Mayor & Deputy Mayor
Fri 2.00	29 Nov	Opening of Hays Travel	Mayor
Fri 7:00	29 Nov	Christmas Light Switch On	Mayor
Sat 7.00	30 Nov	Walthamstow Hall – Performance of Mary Stuart	Mayor
Mon 6.45	2 Dec	Imago – Community Carol Service at St Luke’s Church	Mayor and Mayoress
Tues 4.00	3 Dec	Switch on Christmas Lights at Bat and Ball Station	Mayor
Fri 7.00	6 Dec	Mayor of Bexley – Tudor Christmas Evening	Mayor & Mayoress
Sat 12.00	7 Dec	Emily Jackson House – Christmas Fete	Mayor
Sat 7.00	7 Dec	VIP Launch of Aladdin at the Stag Theatre	Mayor
Sun 6.00	8 Dec	Mencap Sevenoaks – Carols at the Mencap Hall	Mayor
Mon 11.00	9 Dec	Judging Best Dressed Christmas Window	Mayor
Mon 7.00	9 Dec	Christmas Council Meeting	Mayor & Mayoress
Fri	13 Dec	Westerham Sea Cadets – Annual Awards Evening	Mayor

Day & Time	Date	Organisation & Event/Venue	Attending
Sat 12.00	14 Dec	Grand Opening of the Kazoku Restaurant	Mayor
Sun 12.00	15 Dec	Sevenoaks Hockey Club – President’s Cocktail Party	Mayor & Mayoress
Mon 11.00	16 Dec	Present Awards for Best Dressed Window	Mayor
Mon 12.30	16 Dec	Sevenoaks Almshouse Charity – Christmas Lunch at Sevenoaks School	Mayor
Mon 5.00	16 Dec	Tonbridge Grammar School – Annual Prize Giving	Mayor
Mon 6.50	16 Dec	VIP and Media Dinner at the Tamarind Restaurant, Dynes Road, Kemsing	Mayor
Tues 6.30	17 Dec	Knole Academy – Christmas Concert	Mayor & Deputy Mayor
Wed 6.00	18 Dec	Staff Christmas Meal – Pop in and say a few words	Mayor
~~Fri 5.30~~	~~20 Dec~~	~~Rivermere Residential Home – Christmas Concert & Buffet Supper~~ Cancelled	~~Mayor~~
Sat 7.30	21 Dec	The Lydian Orchestra – Winter Concert in the Pamoja Hall	Mayor & Mayoress
Sun 4.00	22 Dec	Swanley Town Council Civic Carol Service at St Mary’s Church	Mayor
Tues 11.15 pm	24 Dec	Midnight Service at St Nicholas Church	Mayor
Wed 10.00	25 Dec	Visit Sevenoaks Hospital to tour wards	Mayor
Wed 12.00	25 Dec	Age UK – Christmas Lunch at Hollybush Court Day Centre	Mayor & Mayoress
2020			
Wed 9.30	8 Jan	Trinity School – Coffee and Tour of the School with Dr Pawson Headmaster	Mayor & Deputy Mayor
Sun 9.00	12 Jan	Margate Charter Trustees– Blessing of the Seas Ceremony	Mayor
Thurs 3.00	16 Jan	Unveiling of Burlington Mews	Mayor
Sat 7.00	18 Jan	Air Cadets – Burns Supper at Hever Golf Club	Mayor & Mayoress
Tues 8.00	21 Jan	Mayor of Tonbridge – Charity Theatre Night at Oast Theatre	Mayor & Mayoress
Thurs 6.30	23 Jan	Mayor of Faversham – Brewery Tour	Mayor
Fri 10.00	24 Jan	Meeting with Investors in People in Chamber	Mayor
Fri 12.00	24 Jan	Mayor of Maidstone – Ploughman’s Lunch and Historical Tour of the Town Hall	Mayor
Sat 1.00	25 Jan	Emily Jackson House – Open Day	Deputy Mayor
~~Tues 6.30~~	~~28 Jan~~	~~Mayor of Croydon – Chinese New Year Extravaganza~~	~~Mayor~~
Tues Eve	28 Jan	Sevenoaks Air Cadets – Awards Evening	Mayor
Wed 6.00	29 Jan	Knole Academy – Annual Dance Show “What is Home?”	Mayor & Mayoress Deputy Mayor
Fri 7.30 am	31 Jan	Emily Jackson – Breakfast Meeting	Mayor
Fri 6.15	31 Jan	Sevenoaks District Scouting awards in the Town Council Chamber	Mayor
~~Sun 10.30~~	~~2 Feb~~	~~Sevenoaks Branch of Dartford Chinese School – Chinese New Year Celebrations – Walthamstow Hall~~	~~Deputy Mayor~~ Cancelled

Day & Time	Date	Organisation & Event/Venue	Attending
Sun 4.45	2 Feb	Chance to Dance – First performance of 2020	Mayor
Fri 1.00	7 Feb	The Celebration of 20 Years of Safer Kent	Mayor
Fri 6.30	7 Feb	Mayor of Tunbridge Wells – Quiz Night	Mayor & Mayoress
Sat 2.00	8 Feb	Opening of Boxing Gym in Riverhead	Mayor
Sat 6:30	8 Feb	Annual Quiz Night in the Plaza	Mayor & Mayoress
Sun 2.00	9 Feb	Mayor of East Grinstead – Charity Concert	Mayor & Mayoress
Wed 7.15	12 Feb	Mayor of Bexley – Chinese New Year Celebrations	Mayor & Mayoress
Thurs TBA	13 Feb	Chairman Sevenoaks DC – Charity Bowls Evening	Mayor
Fri 12.30	14 Feb	Valentine's Day Lunch at Emily Jackson House	Deputy Mayor
Sat 10.00	15 Feb	Public Consultation in the Town Council Chamber	Mayor
Thurs 7.15	20 Feb	Mayor of Swanley – The Full Monty	Mayor & Mayoress
Fri TBA	21 Feb	Mayor of Tonbridge – Quiz Night	Mayor & Mayoress
Mon 3.30	24 Feb	Meeting in Council Chamber with Molly and Anna Burns re Neighbourhood Development Plan – Molly's Ideas	Mayor
Mon 7.00	24 Feb	Mayor of Medway – Curry Night	Mayor & Mayoress
Tues 10.30	25 Feb	Pancake Race in the Vine Gardens`	Deputy Mayor
Thurs 7.00	27 Feb	Mayor of Bromley – Charity Appeal Dinner at Corza Restaurant	Mayor & Mayoress
Sat 5.30	29 Feb	Ice Chamber Challenge	Mayor
Mon AM	2 Mar	Visit to Solefields School for 50 th Anniversary of "Earth Day"	Mayor
Sun 10.30	8 Mar	Sevenoaks Three Arts Festival – Young Musician of the Year Competition	Mayor & Mayoress Deputy Mayor
Mon 10:45	9 Mar	Fly the Flag for Commonwealth Day – Town Council Offices/The Vine?	Mayor
Wed 3.15	11 Mar	Sevenoaks Water Polo Competition at Sevenoaks School	Mayor
Sat 7.00	14 Mar	D'Vine Singers – Annual Concert at Vine Baptist Church	Mayor & Mayoress
Tues 11.00	17 Mar	Lord-Lieutenant of Kent – Civic Service at Canterbury Cathedral	Mayor
Tues 6.00	17 Mar	Sevenoaks District Scouting Awards in the Town Council Chamber	Mayor
Wed 10.00	18 Mar	Mayor of Bromley – Tour of Hill Airport and Down House	Mayor
Fri 1.00	27 Mar	Hard Hat Tour of Bat & Ball Centre	Mayor
Fri 6.30	27 Mar	Mayor of Gravesham – Curry Night	Mayor & Mayoress
Sat 12.30	28 Mar	Soroptimist International Sevenoaks – President's Lunch at St Julian's Club	Mayor & Mayoress
Sat 7.00	28 Mar	Mayor of Tunbridge Wells – Cheese, Wine & Beer Tasting	Mayor & Mayoress
Mon 9.30	30 Mar	Armed Forces Breakfast Meeting	Mayor
Sat 10.15	11 Apr	Easter Egg Hunt in the Vine Gardens	Mayor
Wed TBA	15 Apr	Mayor of Tonbridge – Meal at the Old Fire Station, Tonbridge	Mayor & Mayoress
Thurs 7.00	16 Apr	Mayor of Folkestone – Night at the Museum	Mayor & Mayoress
Fri 7.30	17 Apr	Mayor of Dartford – Dinner and Dance	Mayor & Mayoress
Sat 2.00	18 Apr	Chairman SDC – Civic Service at St Bartholomew's Church, Otford	Mayor & Mayoress

Day & Time	Date	Organisation & Event/Venue	Attending
Tues TBA	21 Apr	Mayor of Maidstone – Scenic Cruise and Visit to Allington Castle	Mayor
Wed 10.00	22 Apr	Tour of Knole House followed by Lunch at Cote Brasserie	Mayor & Mayoress
Fri TBA	24 Apr	Mayor of Tenterden – Climb to the top of St Mildred's Church	Mayor
Sun 2.00	26 Apr	Beavers & Cubs St Georges Day Parade	Mayor
Mon 7.00	4 May	Chairman SDC – Big Community Sing	Mayor
Wed 10.50	6 May	Luncheon at Chevening	Mayor & Mayoress
Fri 7.00	8 May	VE Day Concert live from the Royal Albert Hall	Mayor



2019 – 2020

**The Mayor of Sevenoaks Councillor Nick Busvine OBE
Provisional Dates for Mayoral Events**

May/June 2019 6 th June D-Day Commemoration Wreath Laying 23 rd June Civic Service at St Thomas's Church 29 th June Raise the Flag for Armed Forces Day	July 2019 8 th July Cocktail Party at The Vine 19 th July Live on the Vine	August 2019
September 2019 15 th September 2019 Ferrari Event at The Vine	October 2019	November 2019 10 th November Remembrance Day The Vine War Memorial Cheese & Wine Tasting 20 th November 2019 22 nd November Veterans Breakfast 28 th November Tree Planting 29 th November Christmas Lights Switch On
December 2019 3 rd December Christmas Lights Switch On Bat and Ball Station	January 2020	February 2020 8 th February Quiz Night
March 2020 9 th March Fly the Flag for Commonwealth Day 30 th March Armed Forces Breakfast	April 2020 Tour of Knole House 22 nd April	May 2020 6 th May Luncheon at Chevening 8 th May VE Day 75