

Tuesday, 18 August 2026



You are hereby summoned to attend an **Extra Ordinary Meeting of Sevenoaks Town Council** to be held in the **Harry Garrett Hall, Bat & Ball Centre, Cramptons Road, TN14 5DN** on **Monday, 24 August 2026** at **7:00 PM**.

Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note that the proceedings of this meeting will be streamed live to YouTube via the following link: <https://www.youtube.com/@sevenoakstowncouncil1647> and 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 of meetings is available online at sevenoakstown.gov.uk or by request.

Members of the public wishing to address the Council Meeting should notify the Town Council by 12 noon on the day of the meeting. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.


Town Clerk

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

Committee Members – Quorum minimum of six members

Cllr Libby Ancrum	Cllr Sally Layne
Cllr Sue Camp	Cllr Lise Michaelides
Cllr Dr Marilyn Canet	Cllr Lionel O'Hara (Vice Chair) – Deputy Mayor
Cllr Tony Clayton	Cllr Claire Shea – Leader
Cllr Catherine Daniell – Deputy Leader	Cllr David Skinner OBE
Cllr Dr Peter Dixon	Cllr Nicholas Varley
Cllr Victoria Granville (Chair) – Mayor	Cllr Gareth Willis
Cllr Chloe Gustard	Cllr Nigel Wightman

Sevenoaks Town Council Offices,
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Sevenoaks, Kent TN13 3QG

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PUBLIC QUESTIONS

To enable any representation or questions previously submitted by members of the public on any matter to be drawn to the attention of the Town Council.

AGENDA

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 any items of business included in this report.

4. MINUTES OF EXTRA ORDINARY MEETING OF SEVENOAKS TOWN COUNCIL HELD ON 10TH AUGUST 2026

To receive, adopt and sign the minutes of the Extra Ordinary Meeting of Sevenoaks Town Council held on 10th August 2026 as a true record.

5. SEVENOAKS BUSINESS IMPROVEMENT DISTRICT (BID)

To consider the intention to take the Business Improvement District proposal to ballot.

6. PRESS RELEASE

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

7. EXCLUSION OF PUBLIC AND PRESS

To RESOLVE that, under the Public Bodies (Admission to Meetings) Act 1960 s.1(2), the public and press be excluded from the remainder of the meeting by reason of the confidential nature of the business to be transacted.

8. COMMUNITY ASSET TRANSFER - THE STAG *(Exempt)*

In accordance with Sevenoaks Town Council Standing Order 7, written notice of a special motion was given to the Proper Officer:

To review the resolution in Minute No 284 of the Extra Ordinary Meeting of the Town Council held on 10th August 2026.

Signed: Cllr Ancrum, Cllr Shea, Cllr Skinner and Cllr Wightman

APPENDIX I — Public Documents

4. MINUTES OF EXTRA ORDINARY MEETING OF SEVENOAKS TOWN COUNCIL HELD ON 10TH AUGUST 2026

2026 08 10 DRAFT Minutes of STC's Extra Ordinary meeting.pdf

5. SEVENOAKS BUSINESS IMPROVEMENT DISTRICT (BID)

SEVENOAKS BID " PROPOSED TIMETABLE FOR REFERENDUM.pdf



**Minutes of the Extra Ordinary Meeting of Sevenoaks Town Council
Held on Monday, 10 August 2026 in the Council Chamber, Town Council
Offices, TN13 3QG**

(Unfortunately, due to a technical issue, the planned livestream of this meeting on YouTube was unsuccessful).

Meeting commenced: 19:55

Meeting Concluded: 20:37

Attendance

Present: Cllr Libby Ancrum, Cllr Sue Camp, Cllr Catherine Daniell (Deputy Leader), Cllr Dr Peter Dixon, Cllr Chloe Gustard, Cllr Sally Layne, Cllr Lionel O'Hara (Deputy Mayor), Cllr Claire Shea (Leader), Cllr David Skinner OBE, Cllr Nick Varley (Remote Attendance*), Cllr Nigel Wightman

Apologies: Cllr Dr Marilyn Canet, Cllr Tony Clayton, Cllr Victoria Granville (Mayor), Cllr Lise Michaelides, Cllr Gareth Willis

Also present: Town Clerk / Chief Executive, Planning Committee Clerk

Members of the Public Present: None.

PUBLIC QUESTIONS: None.

278 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Dr Marilyn Canet, Cllr Tony Clayton, Cllr Victoria Granville (Mayor), Cllr Lise Michaelides, and Cllr Gareth Willis.

*Cllr Nick Varley attended remotely via Zoom and took part in discussions but did not vote on matters under consideration as remote attendance does not legally constitute him being "present" at the meeting.

279 REQUESTS FOR DISPENSATIONS

Noted that all Councillors who were also Stag Trustees had a pre-approved dispensation, reference Minute 284 below regarding the Community Asset Transfer request for the Stag freehold.

280 DECLARATIONS OF INTEREST

There were no declarations of interest.

281 MINUTES OF MEETINGS OF SEVENOAKS TOWN COUNCIL HELD ON 20TH & 27TH JULY 2026

RESOLVED: to receive, adopt and sign the following minutes as true records:

- Sevenoaks Town Council Meeting held on 20th July 2026
- Extra Ordinary Meeting of Sevenoaks Town Council held on 27th July 2026

282 PRESS RELEASE

None.

283 EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED** that, under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following item of business by reason of the confidential nature of the business to be transacted.

284 COMMUNITY ASSET TRANSFER - THE STAG

Town Councillors noted the recent correspondence between Warners Solicitors on behalf of Sevenoaks Town Council and Sevenoaks District Council legal department.

Town Councillors were disappointed that the District Council had not agreed to the numerous requests for negotiations and conversations regarding the concerns surrounding the Community Asset Transfer of the Stag. Also, that formal legal requests for mediation to date had been rejected.

It was **RESOLVED** unanimously but with regrets that such action is necessary to proceed with legal action in relation to the Sevenoaks District Council's decision for the Community Asset Transfer of the Stag Community Arts Centre.

There being no further business the Deputy Mayor closed the meeting.

Signed: _____

Chair

Date: _____

Extra Ordinary Meeting of Sevenoaks Town Council – 24th August 2026**SEVENOAKS BID – PROPOSED TIMETABLE FOR REFERENDUM****Background**

Development of the Sevenoaks BID (www.sevenoaksbid.co.uk) has taken on new importance with the announcement about Local Government Re-organisation (LGR). Kent will soon become four new Unitary Authorities with the dissolution of Kent County Council and the District Councils, including Sevenoaks District Council. In their place, Sevenoaks will join Maidstone, Tonbridge and Tunbridge Wells in creating West Kent Council. All the parish councils, including Sevenoaks Town Council (being a parish council) will remain.

Sevenoaks is on the verge of creating a Business Improvement District (BID), an independent body run by the Town's businesses, raising its own funding which is then used to support and boost businesses of all kinds. The monies from Business Rates are collected by national Government and then distributed according to its priorities with local councils having no say in their allocation.

A BID keeps its levy funds, expected to be approximate £270,000 per annum, for investing it in line with the wishes of local business.

Tunbridge Wells and Maidstone already have BIDs, so under the new council configuration it is vital that Sevenoaks keeps up, and all qualifying businesses are being urged to vote "Yes".

Following lengthy consultation, a Steering Group comprised of owners and managers of a variety of Sevenoaks businesses, representatives of youth and senior residents, and local councillors has developed the BID Business Plan which sets out the principles of the BID and informs businesses of "What's in it for me" in their business sector. The BID Business Plan takes in all areas of the town and every business type.

After legal formalities have been completed the BID will enter the stage where in Spring 2027 businesses will receive the Business Plan before voting in a ballot. A positive outcome requires 50% or more of those who vote to say "Yes" and of those businesses, their combined rateable values need to exceed those of any "No" voters.

Though all businesses will receive the benefits of a BID, those with a rateable value under £15,000, charities, public car parks and NHS hospitals will not be required to pay anything unless they volunteer to do so. All others would pay at 1% of their rateable value.

24th August 2026	Extra Ordinary Sevenoaks Town Council Meeting
25th August 2026	Letter to Secretary of State (a minimum of 84 days prior to the Letter of Notification to the local authority to instruct the ballot holder to hold a ballot)
17th November 2026	Letter to Local Authority (SDC) requesting Go To Ballot (minimum of 84 days after the issue to Letter stated above)
30th December 2026	Ballot Date Ballot Period 3 rd December – 30 th December

Extra Ordinary Meeting of Sevenoaks Town Council – 24th August 2026

Obviously, the December date is not practical for the ballot, but this is the earliest date.

The alternative is to go for a ballot in January / February after the Christmas / New Year period (subject to LGR regulations).

RECOMMENDATION: To proceed with the actions required to progress the BID referendum.