AMENDED Minutes of the Extra Ordinary Meeting of Sevenoaks Town Council Held on Monday, 7 September 2026 in the Council Chamber, Town Council Offices, Bradbourne Vale Road, TN13 3QG

Livestreamed and available to view on Youtube until approved by Council: https://www.youtube.com/@sevenoakstowncouncil1647

Meeting commenced 8:30 PM Meeting Concluded 8:41 PM

Attendance

Present: Councillors Granville (Mayor) (Chair), Ancrum, Camp, Dr Canet, Clayton, Daniell (Deputy Leader), Dr Dixon, Layne, Michaelides, O'Hara (Deputy Mayor), Shea (Leader), Skinner OBE, Wightman, Willis

Apologies: Councillors Gustard, Varley

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

Members of the public present: 1

PUBLIC QUESTIONS

It was NOTED that no public questions had been submitted prior to the meeting.

345 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Gustard and Cllr Varley.

346 REQUESTS FOR DISPENSATIONS

Noted that all Councillors who were also Stag Trustees had a pre-approved dispensation, reference Minute 349 below regarding the Community Asset Transfer request for the Stag Community Arts Centre freehold.

347 DECLARATIONS OF INTEREST

There were no declarations of interest.

348 MINUTES OF MEETINGS OF SEVENOAKS TOWN COUNCIL HELD ON 1ST SEPTEMBER 2026

The minutes of the meeting of Sevenoaks Town Council held on 1st September 2026 were presented to the Council for consideration.

It was **RESOLVED** that the minutes of the meeting of Sevenoaks Town Council held on 1st September 2026 be received, adopted and signed as a true record.

349 PUBLIC WORKS LOAN BOARD

At the Extra Ordinary Meeting of Sevenoaks Town Council held on 1st September 2026 it was **RESOLVED**:

1. That Sevenoaks Town Council acquire the freehold of the Stag Community Arts Centre, at the cost of £650,000, the purchase being contingent on a successful community fundraising campaign and satisfactory agreement on heads of terms

2. That authority be delegated to the Town Clerk in consultation with the Leader of the Council to begin negotiations with Sevenoaks District Council

*It was also noted that the Town Council had previously **RESOLVED** that if the Freehold could not be negotiated it would opt for the 30-year lease, even noting all the difficulties relating to this.*

It had been agreed that the purchase price could be met as follows:

Public Works Loan £350,000
Town Council Capital Reserves £200,000
Community Fundraising target £100,000
Total £650,000

The Town Council considered a report setting out the Public Works Loan Board (PWLB) borrowing process for the acquisition of the Stag Community Arts Centre through Community Asset Transfer. It was noted that as the acquisition constituted a capital expenditure, the Town Council could seek approval to borrow funds from the PWLB, and that Parish and Town Councils required borrowing approval from the Secretary of State before any loans could be taken out.

The key stages in the borrowing process were noted together with the Ministry of Housing, Communities and Local Government indication that assessment and approval stages typically take between 6 and 12 weeks following submission of a complete application. It was noted that the Town Council would be expected to submit a Resolution to Borrow and a Business Case.

It was noted that public consultation formed a key part of the borrowing process and that the Town Council had been consulting and updating the public for 18 months and would continue to do so. The agreed financial model would not result in any increase to the precept.

At the Extra Ordinary Sevenoaks Town Council meeting of 7th September 2026, it was RESOLVED to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of £350,000 over the borrowing term of 25 years for the purpose of acquiring The Stag Theatre through a Community Asset Transfer arrangement. The annual loan repayments will come to around £28,150.74.
It is not intended to increase the council tax precept for the purpose of the loan repayments.

It was further noted that:

- The Town Council's the annual grant to the Stag would be redirected to pay for the loan.
- Sevenoaks Town had been consulting and updating the public over a period of 18 months regarding the Community Asset Transfer of the Stag Theatre, and would continue to do so.

350 PRESS RELEASE

It was noted that a press release had previously been issued regarding the Town Council's decision to purchase the freehold of the Stag and that updates regarding the fundraising would continue.

The meeting closed at 20:41.

Signed: _____

Chair of Sevenoaks Town Council

Date: _____