

29th July 2019



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 5th August 2019 following a meeting of the **Finance and General Purposes Committee** meeting 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 if correctly entered, to sign the minutes of the meeting of the Sevenoaks Town Council held on 10th & 17th June 2019 and 1st July 2019 (copies attached).

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577
email: council@sevenoakstown.gov.uk
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- 5 PLANNING COMMITTEE
 - (a) To receive and adopt the minutes of the meetings of the Planning committee held on 17th June and 1st & 15th July 2019 (Copies attached)
 - (b) To receive and adopt the minutes of the meetings of the Planning committee held on 29th July 2019 (Copy to follow)
- 6 COMMUNITY INFRASTRUCTURE COMMITTEE

To receive and adopt the minutes of the meeting of the Community Infrastructure Committee meeting held on 24th June 2019 (copy attached).
- 7 YOUTH SERVICES COMMITTEE

To receive and adopt the minutes of the Youth Services Committee held on 3rd July 2019 (copy attached).
- 8 OPEN SPACES & LEISURE COMMITTEE

To receive and adopt the minutes of the Open Spaces & Leisure Committee held on 22nd July 2019 (copy attached).
9. FINANCE & GENERAL PURPOSES COMMITTEE

To receive and adopt the minutes of the Finance & General Purposes Committee held on 10th June 2019 (copy attached).
- 9 MAYOR'S ENGAGEMENTS

To receive and note

 - a) the functions attended by the Mayor or his representative from June 2019 and July 2019.
 - b) the forthcoming Civic Events being organised by the Mayor during 2019/2020 (copies attached).
- 10 PRESS RELEASE

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

**Minutes of the Sevenoaks Town Council Meeting
Held on 10th June 2019
in the Town Council Chamber**

Meeting Started: 8:25pm

Meeting Concluded: 8:34pm

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

[11]

There was a presentation by Elizabeth Purves to The Mayor of Sevenoaks, Cllr Nicholas Busvine OBE, of a copy of a new book: "Sevenoaks: A Remarkable Town" as a thank you for the recent grant given by Sevenoaks Town Council.

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

118. APOLOGIES FOR ABSENCE

RESOLVED: to receive and note apologies from Cllr Roderick Hogarth, Cllr Mrs Rachel Parry, Cllr Richard Parry, Cllr Lise Michaelides and Cllr Tom Morris Brown.

119. REQUESTS FOR DISPENSATIONS

There were no requests for dispensations.

120. DECLARATION OF INTERESTS

There were no Declaration of Interests

121. MINUTES OF THE TOWN COUNCIL MEETING HELD ON 13TH MAY 2019

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

122. PLANNING COMMITTEE MEETINGS HELD 20th MAY and 3rd JUNE 2019

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

123. ANNUAL RETURN FOR THE YEAR ENDED 31st MARCH 2019

The recommendations, following the preceding meeting of the Finance and General Purposes Committee, regarding the Annual Return and Statement of Accounts for the year ended 31st March 2019 were received and considered.

RESOLVED: unanimously to receive and adopt Minute No 111 as shown below:

- a) Annual Governance Statement – The Town Clerk read out each governance statement receiving approval from the Councillors to confirm governance arrangements were in place.
- b) Statement of Annual Accounts to 31st March 2019
- c) Supporting papers for submission to the External Auditors be signed by the Chairman and Town Clerk.

124. YOUTH SERVICES COMMITTEE (FORMERLY SUB COMMITTEE) TERMS OF REFERENCE
 Councillors reviewed and considered the Town Clerk’s report relating to the Youth Services Sub Committee becoming a full committee following the Resolution at the Annual Council meeting [*minute 62 c refers*].
RESOLVED: unanimously to adopt the Terms of Reference formalising the Youth Services Committee as a full committee as per **APPENDIX A** [attached].

125. MAYOR’S ENGAGEMENTS
 Councillors received and noted the
 a) functions attended by the Mayor or his representatives from May 2019 to current date.
 b) forthcoming Civic Events being organised by the Mayor during 2019/2020.
 c) The Mayor’s Cocktail event to be held on Monday 8th July 2019

126. PRESS RELEASE
 It was agreed to issue a Press Release rating to the Mayor’s Cocktail Party.

There being no further business the Mayor closed the Meeting at 8:34pm.

Signed

Mayor of Sevenoaks

Dated

**Minutes of the Sevenoaks Town Council extra ordinary Meeting
Held on 17th June 2019
in the Town Council Chamber**

Meeting Started: 7pm

Meeting Concluded: 7:02 pm

Cllr Bonin	Present	Cllr Michaelides	Present
Cllr Busvine OBE – Mayor	Present	Cllr Morris Brown	Apologies
Cllr Camp	Present	Cllr Mrs Parry	Present
Cllr Canet - Deputy Mayor	Present	Cllr Parry	Present
Cllr Clayton	Present	Cllr Piper	Not present
Cllr Eyre	Present	Cllr Raikes	Present
Cllr Granville-Baxter	Present	Cllr Shea	Not present
Cllr Hogarth	Not present	Cllr Waite	Apologies

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

127. APOLOGIES FOR ABSENCE

RESOLVED: to receive and note apologies from Cllr Tom Morris Brown, and Cllr Edward Waite.

128. REQUESTS FOR DISPENSATIONS

There were no requests for dispensations.

129. DECLARATION OF INTERESTS

There were no Declaration of Interests

130. MINUTES OF THE FINANCE & GENERAL PURPOSES MEETING HELD ON 21ST JANUARY 2019

RESOLVED: To adopt and sign the minutes as a true record of the meeting.

There being no further business the Mayor closed the Meeting at 7:02pm

Signed

Mayor of Sevenoaks

Dated

**Minutes of the Sevenoaks Town Council extra ordinary Meeting
Held on 1st July 2019
in the Town Council Chamber**

Meeting Started: 7pm

Meeting Concluded: 7:01 pm

Clr Bonin	Present	Clr Michaelides	Present
Clr Busvine OBE – Mayor	Present	Clr Morris Brown	Present
Clr Camp	Apologies	Clr Mrs Parry	Present
Clr Canet - Deputy Mayor	Present	Clr Parry	Present
Clr Clayton	Apologies	Clr Piper	Present
Clr Eyre	Present	Clr Raikes	Present
Clr Granville-Baxter	Present	Clr Shea	Not present
Clr Hogarth	Apologies	Clr Waite	Apologies

Also present: Deputy Town Clerk, Planning Assistant, 5 members of the public

Public Question Time None

147 APOLOGIES FOR ABSENCE

RESOLVED: to receive and note apologies from Cllrs Camp, Clayton, Hogarth and Waite.

148 REQUESTS FOR DISPENSATIONS

There were no requests for dispensations.

149 DECLARATION OF INTERESTS

There were no Declaration of Interests

150 PUBLIC WORKS LOAN

The Council noted that Sevenoaks Town Council had been successful in obtaining permission to borrow a fixed repayment annuity loan of £1.4m over a 25-year period from the Public Works Loan Board for the rebuilding and refurbishment of the Bat and Ball centre (formerly Sevenoaks community centre).

It was UNANIMOUSLY RESOLVED: That delegated authority be granted to the Responsible Finance Officer and Chief Executive to proceed with arrangements to borrow on this basis.

There being no further business the Mayor closed the Meeting at 7:01pm

Signed

Mayor of Sevenoaks

Dated

Minutes of the PLANNING COMMITTEE meeting held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, on Monday 17th June 2019 at 7.02pm

Present:

Committee Members

Clr Bonin	Present	Clr Michaelides	Present
Clr Busvine OBE	Present	Clr Morris Brown	Apologies
Clr Camp - Chairman	Present	Clr Mrs Parry	Present
Clr Canet	Present	Clr Parry	Present
Clr Clayton	Present	Clr Piper – Vice Chairman	Present
Clr Eyre	Present	Clr Raikes	Present
Clr Granville-Baxter	Present	Clr Shea	Present (arrived 7.05pm)
Clr Hogarth	Present (arrived 7.13pm)	Clr Waite	Apologies

Also in attendance:

Deputy Town Clerk
Planning Assistant

PUBLIC QUESTION TIME

None

131 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

132 DECLARATIONS OF INTEREST

None

133 DECLARATIONS OF LOBBYING

Councillors Eyre and Raikes declared that they had been lobbied on:

[Plan no. 2] 19/00901/FUL: 68A High Street

134 MINUTES

The Committee received the minutes of the Planning Committee meeting held on 3rd June 2019.

RESOLVED: That the minutes be received and signed.

[100] The Committee noted that permission had been granted for the following application, considered by Development Control Committee on 6th June 2019:

19/00116/FUL – 95 Dartford Road

135 SPEED INFORMATION DEVICES (SIDS): PROPOSALS FOR SEVENOAKS DEVICE

a) The Committee received and noted the Parish SID Scheme Guide.

b) The Committee received and considered a verbal update on proposals for the purchase of a Speed Information Device and discussed possible locations.

It was RESOLVED that: Sevenoaks Town Council would purchase one SID, subject to Kent County Councillor Margaret Crabtree funding 50% of the cost as previously agreed.

It was noted that Councillors had been invited to submit suggestions for possible locations by Friday 21st June and that a decision would be made at the next Planning Committee Meeting, on Monday 1st July 2019.

Informative: Councillor Hogarth was not present for the initial part of the discussion and therefore abstained from voting.

136 PLANNING APPLICATIONS

- a) The Committee received and noted comments made on planning applications considered under Chairman’s Action, submitted to Sevenoaks District Council.
- b) No Members of the Public had registered to speak.
- c) The Committee considered planning applications received during the two weeks ending 11th June 2019. **It was RESOLVED that** the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

137 PRESS RELEASES

None.

Finished: 8.10pm

Signed
Chairman

Dated

Planning Applications Considered

Applications considered on 17-6-19

1	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	18/00577/HOUSE	Sean Mitchell 27-06-2019	Cllr Bonin	Mr Pain 07506721412
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr S Ali		The Old Bakehouse	Six Bells Lane	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				06/06/19

Conversion of disused outbuildings (washroom and outdoor WC) and an enclosed courtyard into a one-bedroom annexe for The Old Bakehouse.

18/00577/HOUSE - Amended plan

A revised site location plan has been received, together with revised ownership certification.

Sevenoaks Town Council recommended approval.

//Informative// The Committee noted that the proposal description is inaccurate, as the amended plans do not include a separate bedroom.

2	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/00901/FUL	Rebecca Fellows 19-06-2019	Cllr Bonin	Town & Country 020 3957 5000
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr D Willison			68A High Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				30/05/19

Demolition of an existing outbuilding to the rear to create a parking space

19/00901/FUL - Amended plan

An amended red line drawing, revised plans received 28-05-2019.

Sevenoaks Town Council recommended approval.

//Informatives//

The Committee noted that the access to this property is not currently a public right of way and that the applicant would therefore need to seek permission from Waitrose.

Councillor Parry abstained from voting.

3	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/01167/FUL	Holly Pockett 01-07-2019	Cllr Michaelides	Mr J Collinson 01702 567 055
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr Ambrish		A And J Kitchen Designs	14-18 London Road	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				11/06/19

Proposed new windows alterations and rear SVP pipe.

Sevenoaks Town Council recommended refusal, as the proposal does not preserve or enhance the Conservation Area due to the design and materials of the windows.

Planning Applications Considered

Applications considered on 17-6-19

4	<i>Plan Number</i> 19/01226/LBCALT	<i>Planning officer</i> R Fellows 23-06-2019	<i>Town Councillor</i> Cllr Michaelides	<i>Agent</i> N/A
<i>Applicant</i> Mrs Alban Davies		<i>House Name</i>	<i>Road</i> 28 Lime Tree Walk	<i>Locality</i> Town
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 30/05/19	
Replacement of 2nd floor window.				

Sevenoaks Town Council recommended approval.

5	<i>Plan Number</i> 19/01269/HOUSE	<i>Planning officer</i> Alexis Stanyer 23-06-2019	<i>Town Councillor</i> Cllr Camp	<i>Agent</i> Carmen Austin 07866 962
<i>Applicant</i> Mr & Mrs Taylor		<i>House Name</i>	<i>Road</i> 52 Woodside Road	<i>Locality</i> St Johns
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 30/05/19	
New front porch to replace existing. New rear double storey extension.				

Sevenoaks Town Council recommended approval, provided the Arboricultural Officer is satisfied that there are no TPOs currently in force on site and subject to the tiles, render and creasing being in keeping with the existing property.

6	<i>Plan Number</i> 19/01350/FUL	<i>Planning officer</i> Rebecca Fellows 26-06-2019	<i>Town Councillor</i> Cllr Clayton	<i>Agent</i> Mr Leggeat 01227 76206
<i>Applicant</i> Mr Harris		<i>House Name</i> 1 The Mews	<i>Road</i> 16 Holly Bush Lane	<i>Locality</i> Eastern
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 06/06/19	
New fence for improved privacy and security along site boundary with adjacent road.				

Sevenoaks Town Council recommended refusal on this retrospective application, on the following grounds:

The fence is out of character with both the street scene and the locally listed building to which it is attached.

It in no way conserves or enhances the Conservation Area, for which the site is a gateway.

It blocks the sight lines for cars exiting the next-door house.

Planning Applications Considered

Applications considered on 17-6-19

7	<i>Plan Number</i> 19/01352/HOUSE	<i>Planning officer</i> Alexis Stanyer 23-06-2019	<i>Town Councillor</i> Cllr Piper	<i>Agent</i> Miss Nash 01303 656001
<i>Applicant</i> Mr G McNamara		<i>House Name</i>	<i>Road</i> 5 Greenwood Way	<i>Locality</i> Kippington
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 30/05/19	
Demolition of existing garage and rear extension. Erection of two number two storey extensions, changes to fenestration and landscaping changes.				

Sevenoaks Town Council recommended approval.

8	<i>Plan Number</i> 19/01355/HOUSE	<i>Planning officer</i> Samantha Simmons 23-06-201	<i>Town Councillor</i> Cllr Clayton	<i>Agent</i> Coleman Anderson 01892
<i>Applicant</i> Mr & Mrs Chandler		<i>House Name</i>	<i>Road</i> 2 Hillside Road	<i>Locality</i> Eastern
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 30/05/19	

Single storey rear extension and internal alterations.

Sevenoaks Town Council recommended approval, provided the Planning Officer is satisfied that houses in Seal Hollow Road will not suffer overlooking or loss of privacy.

9	<i>Plan Number</i> 19/01373/HOUSE	<i>Planning officer</i> Samantha Simmons 28-06-201	<i>Town Councillor</i> Cllr Clayton	<i>Agent</i> Mr J Bacon 455831
<i>Applicant</i> Mr & Mrs M Levett		<i>House Name</i>	<i>Road</i> 91 Hillingdon Avenue	<i>Locality</i> Eastern
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 04/06/19	

Rear single storey extension.

Sevenoaks Town Council recommended approval.

10	<i>Plan Number</i> 19/01379/FUL	<i>Planning officer</i> Alexis Stanyer 26-06-2019	<i>Town Councillor</i> Cllr Mrs Parry	<i>Agent</i> N/A
<i>Applicant</i> Mrs C Thompson		<i>House Name</i> Lone Oak	<i>Road</i> Parkfield	<i>Locality</i> Wilderness
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 06/06/19	

Demolition of greenhouse.

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 17-6-19

11	<i>Plan Number</i> 19/01381/FUL	<i>Planning officer</i> Alexis Stanyer 23-06-2019	<i>Town Councillor</i> Cllr Clayton	<i>Agent</i> Mr M Bush 740778
<i>Applicant</i> Mr M Martins		<i>House Name</i> Land North Of	<i>Road</i> 119 Wickenden Road	<i>Locality</i> Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 05/06/19
Demolition of existing 3 garages; erection of a single storey building to be used as offices.				

Sevenoaks Town Council recommended approval, unless the Planning Officer considers that parking provision associated with the new offices is inadequate to contain any new demand on site.

//Informative// Councillors Parry and Piper abstained from voting.

12	<i>Plan Number</i> 19/01398/HOUSE	<i>Planning officer</i> Samantha Simmons 27-06-201	<i>Town Councillor</i> Cllr Bonin	<i>Agent</i> Mr R Sonnex 455066
<i>Applicant</i> Mr T Grinstead		<i>House Name</i> 2 Waterworks Villa	<i>Road</i> Oak Lane	<i>Locality</i> Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 10/06/19
First floor extension above utility creating a covered area.				

Sevenoaks Town Council recommended approval.

13	<i>Plan Number</i> 19/01411/FUL	<i>Planning officer</i> Emma Gore 28-06-2019	<i>Town Councillor</i> Cllr Canet	<i>Agent</i> Mr Wells 01634 786728
<i>Applicant</i> Mr T Kinghorn		<i>House Name</i> Land West Of	<i>Road</i> 11 Hill Crest	<i>Locality</i> Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 10/06/19
Erection of 2 new semi-detached dwellings with new vehicular access and crossover.				

Sevenoaks Town Council recommended refusal on the following grounds:

Overdevelopment of the site.

Inappropriate design which does not comply with guidelines set out in the Residential Character Area Assessment SPD.

Highway safety implications regarding the access onto Lambarde Road.

//Informative// Councillor Mrs Parry abstained from voting.

Planning Applications Considered

Applications considered on 17-6-19

14	<i>Plan Number</i> 19/01414/HOUSE	<i>Planning officer</i> Holly Pockett 26-06-2019	<i>Town Councillor</i> Cllr Granville-Baxter	<i>Agent</i> Mr D Dennis 240140
<i>Applicant</i> Mr & Mrs John		<i>House Name</i> The Mulbury	<i>Road</i> Ash Platt Road	<i>Locality</i> Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 06/06/19
Garage conversion and driveway size increased to accommodate car parking.				

Sevenoaks Town Council recommended approval.

15	<i>Plan Number</i> 19/01424/MMA	<i>Planning officer</i> Holly Pockett 27-06-2019	<i>Town Councillor</i> Cllr Michaelides	<i>Agent</i> Miss George 0759980744
<i>Applicant</i> Mr & Mrs Hunt		<i>House Name</i>	<i>Road</i> 30 Gordon Road	<i>Locality</i> Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 06/06/19

Variation of Condition 4 of application reference 18/03802/HOUSE.

Sevenoaks Town Council recommended approval.

16	<i>Plan Number</i> 19/01444/HOUSE	<i>Planning officer</i> Samantha Simmons 27-06-2019	<i>Town Councillor</i> Cllr Mrs Parry	<i>Agent</i> Mr R Ranson 753333
<i>Applicant</i> Mr G Phillips		<i>House Name</i> Briarwood	<i>Road</i> Blackhall Lane	<i>Locality</i> Wilderness
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 06/06/19

Demolition of the existing side garage. The erection of a two storey side and front and rear extension with a single storey rear extension.

Sevenoaks Town Council recommended approval.

Minutes of the PLANNING COMMITTEE meeting held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, on Monday 1st July 2019 at 7.05pm.

Present:

Committee Members

Cllr Bonin	Present	Cllr Michaelides	Present
Cllr Busvine OBE	Present	Cllr Morris Brown	Present
Cllr Camp - Chairman	Apologies	Cllr Mrs Parry	Present
Cllr Canet	Present	Cllr Parry	Present
Cllr Clayton	Apologies	Cllr Piper – Vice Chairman	Present
Cllr Eyre	Present	Cllr Raikes	Present
Cllr Granville-Baxter	Present	Cllr Shea	Present (arrived 7.15pm)
Cllr Hogarth	Apologies	Cllr Waite	Apologies

Also in attendance:

Deputy Town Clerk
 Planning Assistant
 5 Members of the Public

PUBLIC QUESTION TIME

None

151 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

152 DECLARATIONS OF INTEREST

Councillors Eyre and Raikes declared a non-pecuniary interest in:

- [Plan no. 13] 19/01542/CONVAR: 5 Carlton Parade, St Johns Hill

Councillor Morris Brown declared a non-pecuniary interest in:

- [Plan no. 17] 19/01568/HOUSE: Daytor, 87 Kippington Road

153 DECLARATIONS OF LOBBYING

Councillors Raikes declared that he had previously been lobbied on the following site:

- Tanglewood, Parkfield

154 MINUTES

The Committee received the minutes of the Planning Committee meeting held on 17th June 2019.

RESOLVED: That the minutes be received and signed.

Informative: Councillor Bonin declared that he had subsequently been lobbied on:

- [Plan no. 1] 18/00577/HOUSE: The Old Bakehouse, Six Bells Lane

155 SPEED INFORMATION DEVICES (SIDS): PROPOSALS FOR SEVENOAKS DEVICE

The Committee considered possible locations for the proposed mobile Speed Information Device, from the following list of suggestions previously submitted by Members:

- Bradbourne Road, above Sevenoaks Primary School
- Quakers Hall Lane, close to St John's Primary School
- Bradbourne Vale Road, close to Knole Academy
- A location on St John's Hill (tbc)
- A location on Tonbridge Road (tbc)
- Towards the bottom of Seal Hollow Road

It was **RESOLVED** that the SID would cover the following three locations, to be submitted to Kent Highways:

- Bradbourne Road, above Sevenoaks Primary School
(Just below the entrance to Sevenoaks Adult Education Centre, facing uphill)
- Bayham Road, close to St John's 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)

Informative: Cllr Parry abstained from voting

156 PLANNING APPLICATIONS

The Committee considered planning applications received during the two weeks ending 1st July 2019. It was **RESOLVED** that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

157 PRESS RELEASES

None.

Finished: 9.28pm

Signed
Chairman

Dated

Planning Applications Considered

Applications considered on 1-7-19

1	<i>Plan Number</i> 19/01341/HOUSE	<i>Planning officer</i> Emma Gore 03-07-2019	<i>Town Councillor</i> Cllr Mrs Parry	<i>Agent</i> Mr Ball 01892 231172
<i>Applicant</i> Mr T Metcalfe		<i>House Name</i> Little Blackhall	<i>Road</i> Blackhall Lane	<i>Locality</i> Wilderness
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 13/06/19
Single-storey extension with basement to rear of listed property, internal alterations to existing house. New location of external swimming pool.				

Sevenoaks Town Council recommended approval.

Informative: Councillor Michaelides abstained from voting.

2	<i>Plan Number</i> 19/01342/LBCALT	<i>Planning officer</i> Emma Gore 03-07-2019	<i>Town Councillor</i> Cllr Mrs Parry	<i>Agent</i> Mr Ball 01892 231172
<i>Applicant</i> Mr T Metcalfe		<i>House Name</i> Little Blackhall	<i>Road</i> Blackhall Lane	<i>Locality</i> Wilderness
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 13/06/19
Single-storey extension with basement to rear of listed property, internal alterations to existing house. New location of external swimming pool.				

Sevenoaks Town Council recommended approval.

Informative: Councillor Michaelides abstained from voting.

3	<i>Plan Number</i> 19/01412/FUL	<i>Planning officer</i> Alexis Stanyer 04-07-2019	<i>Town Councillor</i> Cllr Parry	<i>Agent</i> Mr Whitehead 020718310
<i>Applicant</i> Mr & Mrs Daunt		<i>House Name</i>	<i>Road</i> 66 Brattle Wood	<i>Locality</i> Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 14/06/19
Replacement dwelling with erection of boundary fence and gate, shed, garden walls, sunken seating area, slide, decking and landscaping.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 1-7-19

4	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/01449/CONVAR	Sean Mitchell 06-07-2019	Cllr Canet	Mr Cornish 02035 971068
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
c/o Agent		Unit B	2 Cramptons Road	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				12/06/19

Variation of condition 3 (vehicle parking) and condition 15 (approved plans) of 17/01815/FUL to Demolition of existing buildings and erection of 1no. commercial building for storage and distribution purposes (Class B8) with trade counter and ancillary showroom and a builders' merchant (sui generis) for the display, sales and storage of building, timber and plumbing suppliers, plant and tool hire, including outside display and storage along with storage racking; access and servicing arrangements, car parking, landscaping and associated works with amendment to car parking, installation of secure store and associated works.

A motion for approval was made, seconded and lost at the vote.

Sevenoaks Town Council recommended refusal, on the following grounds:

That the proposal seeks to remove a condition which was introduced to allow safe and easy access to the site.

The reduction in parking spaces is too great for a residential area and would have an unacceptable impact on the on-street parking demands in the local area.

Informative: Sevenoaks Town Council would like to see the addition of a notice inside the site exit to warn drivers that there are large numbers of pedestrians in this mostly residential area.

5	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/01462/FUL	Emma Gore 03-07-2019	Cllr Shea	N/A
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr N Roberts			63 Robyns Way	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				14/06/19

Erection of two bedroom detached dwelling. New garage and associated parking to facilitate a dropped kerb. Bin and cycle storage. Associated landscaping.

Sevenoaks Town Council recommended approval.

6	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/01474/HOUSE	Rebecca Fellows 02-07-2019	Cllr Parry	Mr Connolly 07967 80246
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs R Coxon		Crossgates	Oak Lane	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				12/06/19

New double garage and alterations to driveway.

Sevenoaks Town Council recommended approval, subject to the roadside hedge being retained and minimally modified to allow for the new gates.

Informative: Cllr Canet abstained from voting.

Planning Applications Considered

Applications considered on 1-7-19

7	<i>Plan Number</i> 19/01497/FUL	<i>Planning officer</i> Emma Gore 06-07-2019	<i>Town Councillor</i> Cllr Piper	<i>Agent</i> Mr Mamalis 760076
<i>Applicant</i> Mrs L Butterworth		<i>House Name</i> The New Beacon School	<i>Road</i> Brittains Lane	<i>Locality</i> Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 13/06/19
Erection of new canopy to existing play area. Replacement of existing concrete paving with artificial grass play surface. Installation of 2 no. 1500mm high access gates.				

Sevenoaks Town Council recommended approval, subject to condition to preclude further increases in the number of pupils attending the combined educational facilities on site due to highway safety concerns.

8	<i>Plan Number</i> 19/01507/FUL	<i>Planning officer</i> Rebecca Fellows 04-07-2019	<i>Town Councillor</i> Cllr Bonin	<i>Agent</i> Mr M Barrett 452200
<i>Applicant</i> KALMAX LTD		<i>House Name</i> Oak House	<i>Road</i> London Road	<i>Locality</i> Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 17/06/19
Part roof top extension to form a three bedroom apartment with rear terrace and raising the roof.				

Sevenoaks Town Council recommended refusal on the following grounds:

Loss of privacy and overlooking in at least 2 flats in neighbouring Bouchier Court.

Loss of light and overshadowing in many flats in neighbouring Bouchier Court.

Overdevelopment of the site: The height of the building from street level would be excessive.

9	<i>Plan Number</i> 19/01511/HOUSE	<i>Planning officer</i> S Simmons 05-07-2019	<i>Town Councillor</i> Cllr Granville-Baxter	<i>Agent</i> Miss Nash 01303 656001
<i>Applicant</i> Mr C Watson		<i>House Name</i>	<i>Road</i> 9 Oakdene Road	<i>Locality</i> Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 17/06/19
Single storey front extension, hip to gable roof and extend existing flat roof dormers.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 1-7-19

10	Plan Number 19/01525/HOUSE	Planning officer Rebecca Fellows 08-07-2019	Town Councillor Cllr Piper	Agent Mr D Dennis 240140
Applicant Mr & Mrs Robson		House Name Fallowfield	Road 2 Letter Box Lane	Locality Kippington
Town		County	Post Code	Application date 18/06/19
Two storey side extension, Rear extension with Rooflights, Juliet Balcony, Alterations to Fenestration, Landscaping and Widened driveway.				

Sevenoaks Town Council recommended approval.

11	Plan Number 19/01536/HOUSE	Planning officer Holly Pockett 04-07-2019	Town Councillor Cllr Mrs Parry	Agent Mr Lovell 01883 733955
Applicant Mr Brown		House Name Elysia	Road Blackhall Lane	Locality Wilderness
Town		County	Post Code	Application date 17/06/19
Part demolition of existing side bay window and addition of single storey extension to side elevation.				

Sevenoaks Town Council recommended approval.

12	Plan Number 19/01538/HOUSE	Planning officer S Simmons 08-07-2019	Town Councillor Cllr Parry	Agent Mr Coleman 01892 53712
Applicant Mr & Mrs Warburton		House Name	Road 19 Kippington Road	Locality Kippington
Town		County	Post Code	Application date 18/06/19
Demolition of porch, side and rear extensions. Single storey rear extension. Porch extension with garage conversion and removal of garage door, to be replaced with window. South facing dormer window with roof lights. Masonry boundary wall with metal entrance gates.				

Sevenoaks Town Council recommended approval.

13	Plan Number 19/01542/CONVAR	Planning officer Alexis Stanyer 14-07-2019	Town Councillor Cllr Raikes	Agent Mr M Bush 740778
Applicant Mr B Chakowa		House Name 5 Carlton Parade	Road St Johns Hill	Locality St Johns
Town		County	Post Code	Application date 20/06/19
Variation of Condition 2 of 99/01283/FUL to allow hours of opening from 7am to 11pm Monday to Sunday.				

Sevenoaks Town Council recommended approval, subject to the Environmental Health Officer being satisfied that there would be no increase in noise disturbance for neighbouring properties.

Planning Applications Considered

Applications considered on 1-7-19

14	<i>Plan Number</i> 19/01548/HOUSE	<i>Planning officer</i> S Simmons 05-07-2019	<i>Town Councillor</i> Cllr Eyre	<i>Agent</i> MKA Architects 850995
<i>Applicant</i> Mr & Mrs Crittenden		<i>House Name</i>	<i>Road</i> 20 Downsvie Road	<i>Locality</i> Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 17/06/19
Demolition of single-storey side extension and partial demolition of garage; erection of a two-storey side extension and garage conversion.				

Sevenoaks Town Council recommended approval.

15	<i>Plan Number</i> 19/01562/HOUSE	<i>Planning officer</i> Holly Pockett 15-07-2019	<i>Town Councillor</i> Cllr Morris Brown	<i>Agent</i> Mr Geoghegan 07391418
<i>Applicant</i> Mr & Mrs Clapham		<i>House Name</i>	<i>Road</i> 91 Seal Hollow Road	<i>Locality</i> Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 25/06/19
Erection of single storey side extension with 3 roof lights; demolition of front bay window and single storey extension to front with hipped style roof.				

Sevenoaks Town Council recommended refusal, on the following grounds:

Overdevelopment of the site

The creation of a terracing effect contrary to guidance set out in the residential extensions SPD

The proposal is not in keeping with the street scene and does not comply with guidance set out in the Residential Area Character Assessment SPD

16	<i>Plan Number</i> 19/01567/HOUSE	<i>Planning officer</i> S Simmons 11-07-2019	<i>Town Councillor</i> Cllr Canet	<i>Agent</i> Mr R Sonnex 455066
<i>Applicant</i> Ms L St Clair		<i>House Name</i>	<i>Road</i> 28 Lambarde Road	<i>Locality</i> Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 21/06/19

Single storey rear extension.

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 1-7-19

17	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/01568/HOUSE	S Simmons 05-07-2019	Cllr Piper	Mr B Best 455029
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr P Healey		Daytor	87 Kippington Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				18/06/19

2 storey side extension and single storey rear extension. Front entrance gates.

Sevenoaks Town Council recommended approval.

Informative: Councillors Michaelides and Morris Brown abstained from voting.

18	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/01586/LBCALT	Emma Gore 09-07-2019	Cllr Michaelides	N/A
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr R Zildjian		The Chantry	19 High Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				17/06/19

Installation of a new kitchen in a room currently used as a low status living area.

Sevenoaks Town Council recommended approval, subject to the Conservation Officer being satisfied that the proposals are not detrimental to the character of this listed building.

19	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/01591/HOUSE	Alexis Stanyer 08-07-2019	Cllr Camp	Mr M Bush 740778
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr J Dickins			42 Camden Road	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				18/06/19

Demolition of rear workshop and garage, conversion of garage and passageway, erection of garden store, alterations to fenestration with rooflight, weatherboarding to front & rear elevations, decking, new side entrance and extension of driveway with permeable surface.

Sevenoaks Town Council recommended approval.

Informative: Sevenoaks Town Council would request that the grey cladding and fenestration be substituted with white or natural wood, in line with the Residential Area Character Assessment SPD.

20	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/01613/ADV	Alexis Stanyer 12-07-2019	Cllr Mrs Parry	Ms Bakunowicz 0783408
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr P Bakunowicz		Tanglewood	Parkfield	Wildernesse
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				24/06/19

Advertising board of 3 hoarding signs.

Sevenoaks Town Council recommended refusal on the grounds that the proposal does not improve or enhance the Wildernesse Conservation Area.

Planning Applications Considered

Applications considered on 1-7-19

21	<i>Plan Number</i> 19/01641/FUL	<i>Planning officer</i> Alexis Stanyer 12-07-2019	<i>Town Councillor</i> Cllr Mrs Parry	<i>Agent</i> N/A
<i>Applicant</i> Mr & Mrs Bakunowicz		<i>House Name</i> Tanglewood	<i>Road</i> Parkfield	<i>Locality</i> Wilderness
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 24/06/19

Replacement of the existing dwelling and new single storey rear and side extensions & conversion of the existing internal garage into habitable space.

Sevenoaks Town Council recommended approval.

Informative: Cllr Michaelides abstained from voting.

22	<i>Plan Number</i> 19/01651/HOUSE	<i>Planning officer</i> S Simmons 09-07-2019	<i>Town Councillor</i> Cllr Eyre	<i>Agent</i> Mrs Austin 07866 962268
<i>Applicant</i> Mr & Mrs Hobbs		<i>House Name</i> Arden	<i>Road</i> Ashgrove Road	<i>Locality</i> Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 19/06/19

Rear single storey extension and first floor shower room extension with new gable to the rear. Demolition of chimney, replacement of roof tiles, new patio and alterations to fenestration.

Sevenoaks Town Council recommended approval.

23	<i>Plan Number</i> 19/01659/HOUSE	<i>Planning officer</i> S Simmons 09-07-2019	<i>Town Councillor</i> Cllr Eyre	<i>Agent</i> Mr W Glass 832430
<i>Applicant</i> Mr M Sylvester		<i>House Name</i>	<i>Road</i> 14 Hurst Way	<i>Locality</i> Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 20/06/19

Part single storey and part two storey extension to the rear elevations. Formation of vehicular access and car space.

Sevenoaks Town Council recommended approval.

24	<i>Plan Number</i> 19/01669/HOUSE	<i>Planning officer</i> Holly Pockett 09-07-2019	<i>Town Councillor</i> Cllr Granville-Baxter	<i>Agent</i> Mr Fryer 07958 255649
<i>Applicant</i> Mr S Kimber		<i>House Name</i>	<i>Road</i> 26 Robyns Way	<i>Locality</i> Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 20/06/19

Single storey flat roof extension to side/rear.

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 1-7-19

25	<i>Plan Number</i> 19/01671/HOUSE	<i>Planning officer</i> S Simmons 12-07-2019	<i>Town Councillor</i> Cllr Waite	<i>Agent</i> Mr C Jones 07736 58900
<i>Applicant</i> Mr N Jones		<i>House Name</i>	<i>Road</i> 30 Quakers Hall Lane	<i>Locality</i> Eastern
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 25/06/19	
Loft conversion and dormer with material change.				

Sevenoaks Town Council recommended approval.

26	<i>Plan Number</i> 19/01689/FUL	<i>Planning officer</i> Alexis Stanyer 15-07-2019	<i>Town Councillor</i> Cllr Piper	<i>Agent</i> Mr Alderman 01689 8363
<i>Applicant</i> Mr & Mrs Algar		<i>House Name</i>	<i>Road</i> 15 Garth Road	<i>Locality</i> Kippington
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 25/06/19	
Demolition of existing dwelling and construction of a replacement dwelling, provision of additional vehicular access plus associated landscaping.				

Sevenoaks Town Council recommended approval.

27	<i>Plan Number</i> 19/01690/LBCALT	<i>Planning officer</i> Alexis Stanyer 10-07-2019	<i>Town Councillor</i> Cllr Bonin	<i>Agent</i> Mr Waters 02920 342688
<i>Applicant</i> Halifax Bank		<i>House Name</i> Halifax	<i>Road</i> 100-102 High Street	<i>Locality</i> Town
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 21/06/19	
Remove the existing ATM and replace with a new ATM model. The works require the aperture in the non-load bearing, non-original timber stud wall to be adapted.				

Sevenoaks Town Council recommended approval, subject to the Conservation Officer being satisfied that the external brickwork to fill the 55mm gaps at the side meets the standards of a listing building.

28	<i>Plan Number</i> 19/01694/HOUSE	<i>Planning officer</i> Holly Pockett 10-07-2019	<i>Town Councillor</i> Cllr Shea	<i>Agent</i> Mr Burn 07815 133732
<i>Applicant</i> Mr & Mrs G Diggins		<i>House Name</i>	<i>Road</i> 115 Cramptons Road	<i>Locality</i> Northern
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 20/06/19	
Two storey side extension, single storey rear conservatory extension, new garage and alterations to fenestration.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 1-7-19

29	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/01714/HOUSE	Alexis Stanyer 12-07-2019	Cllr Eyre	N/A
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Rothery			11 Julians Way	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				24/06/19

Proposed porch, first floor side and loft extension.

Sevenoaks Town Council recommended approval.

30	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/01771/LBCALT	Mr M Mirams 15-07-2019	Cllr Michaelides	Mr R Sonnex 455066
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr C Upsher		Land to the Rear	26 High Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				25/06/19

Removal of flat roof areas to existing workshops, a first floor rear extension and re-instatement of roof to a pitched.

While Sevenoaks Town Council were sympathetic to the development in principle, Sevenoaks Town Council recommended refusal as information provided was inadequate to assess the proposals.

Informative: It was questioned why the application had been validated by the District Council without existing elevations or any floor plans being supplied to support the application.

Minutes of the PLANNING COMMITTEE meeting held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, on Monday 15th July at 7.18pm.

Present:

Committee Members

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

Also in attendance:

Deputy Town Clerk
Planning Assistant

The Chairman announced to the Committee that Pat Moore had sadly passed away and a prepared statement was read which detailed Pat's involvement with Sevenoaks and his contribution to the Town. A minute's silence was held in his memory.

PUBLIC QUESTION TIME

None

164 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

165 DECLARATIONS OF INTEREST

Councillors Piper and Hogarth declared an interest in the following application as members of Sevenoaks District Council:

- [Plan nos. 15 and 16] The Black Boy, 13 Bank Street

166 DECLARATIONS OF LOBBYING

Councillor Michaelides declared that she had been lobbied on:

- [Plan nos. 1 and 2] Ephesus, 57-59 High Street

167 MINUTES

The Committee received the minutes of the Planning Committee meeting held on 1st July 2019.

- [Minute no. 156] [Plan no. 20] Tanglewood, Parkfield:

It was noted that the wording of the recommendation should be changed from "...does not *improve* or enhance..." to "...does not *preserve* or enhance..."

RESOLVED: That the minutes be received and signed.

168 A25 BRADBOURNE VALE ROAD SCHEME

(a) The Committee received and noted the email dated 4th July 2019 from Geoff Bineham at Kent County Council regarding the proposed scheme for Bradbourne Vale Road.

(b) The Committee received and noted the following drawings for the scheme:

- i. Existing Layout
- ii. Proposed Layout (Rev A)
- iii. Take Downs (Rev A)
- iv. Kerbing, Footway and Pedestrian Refuge Details (Rev A)
- v. Pedestrian Refuge Standard Details
- vi. Lining Installs (Rev B)
- vii. Sign Installs
- viii. Proposed New Street Lamp Columns

It was **RESOLVED unanimously**:

- That Sevenoaks Town Council would contact Kent Highways outlining members' concerns regarding the scheme and requesting a meeting with Mr Bineham, prior to the works commencing.

Councillors indicated that they were supportive of the new proposed crossing location, however would prefer a more formal zebra or pelican crossing. Councillors objected to the loss of the tree, even if this meant there would be a direct impact on car parking provision on the road. Councillors objected to the proposed removal of the existing crossing to the west.

169 HIGHWAY IMPROVEMENT PLAN (HIP)

(a) The Committee received and noted the email dated 2nd July 2019 from Geoff Bineham at Kent County Council regarding the Highway Improvement Plan.

(b) The Committee received and noted the template provided by KCC.

It was **RESOLVED unanimously**:

- That Sevenoaks Town Council request a meeting with Mr Bineham to discuss members' concerns around multiple highway safety issues affecting the town.

Informative: It was proposed that such a meeting should take place separately from the anticipated meeting regarding the proposed Bradbourne Vale Road scheme, to enable all issues to be adequately addressed.

- That the matter be considered again at a future Planning Committee meeting.

170 PLANNING APPLICATIONS

(a) No members of the public had registered to speak.

(b) The Committee considered planning applications received during the two weeks ending 9th July 2019. **It was RESOLVED that** the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

171 PRESS RELEASES

A press release would be issued regarding the passing of Pat Moore.

Finished 8:45pm

Signed
Chairman

Dated

Planning Applications Considered

Applications considered on 15-7-19

1	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/01123/FUL	Holly Pockett 22-07-2019	Cllr Michaelides	Delta Tech 07974 145604
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Surucu		Ephesus	57-59 High Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				02/07/19

Single storey rear extension.

19/01123/FUL - Amended plan

Amended plans submitted.

Sevenoaks Town Council recommended approval.

2	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/01124/LBCALT	Holly Pockett 25-07-2019	Cllr Michaelides	Delta Tech 07974 145604
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Surucu		Ephesus	57-59 High Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				05/07/19

Single storey rear extension.

19/01124/LBCALT - Amended plan

Amended plans submitted.

Sevenoaks Town Council recommended approval.

3	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/01355/HOUSE	S Simmons 22-07-2019	Cllr Morris Brown	Coleman Anderson 01892
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Chandler			2 Hillside Road	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				02/07/19

Single storey rear extension and internal alterations.

19/01355/HOUSE - Amended plan

Existing and Proposed drawings with "Side Elevation" updated to "Rear Elevation" for Drawing No. 7 within each sheet.

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 15-7-19

4	<i>Plan Number</i> 19/01504/FUL	<i>Planning officer</i> Mr M Mirams 19-07-2019	<i>Town Councillor</i> Cllr Bonin	<i>Agent</i> Mr Wynn 07807 887034
<i>Applicant</i> Mr C Smith		<i>House Name</i>	<i>Road</i> 140A And 140B High Street	<i>Locality</i> Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 01/07/19
Conversion of existing 2 flats (140A and 142A) to create 4 one bedroom flats, parking, waste and cycle storage.				

Sevenoaks Town Council recommended approval, subject to:

The Planning Officer being satisfied that the bathroom windows will be appropriately obscured.

All windows being in keeping with the Conservation Area.

5	<i>Plan Number</i> 19/01585/HOUSE	<i>Planning officer</i> S Simmons 19-07-2019	<i>Town Councillor</i> Cllr Piper	<i>Agent</i> Mr B Best 455029
<i>Applicant</i> Mr A Black		<i>House Name</i>	<i>Road</i> 88 Weald Road	<i>Locality</i> Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 01/07/19
Conversion of roof space into living space.				

Sevenoaks Town Council recommended approval.

6	<i>Plan Number</i> 19/01613/ADV	<i>Planning officer</i> Alexis Stanyer 16-07-2019	<i>Town Councillor</i> Cllr Mrs Parry	<i>Agent</i> Ms Bakunowicz 0783408 0007
<i>Applicant</i> Mr P Bakunowicz		<i>House Name</i> Tanglewood	<i>Road</i> Parkfield	<i>Locality</i> Wilderness
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 27/06/19

Advertising board of 3 hoarding signs.

19/01613/ADV - Amended plan

Amended Site Location Plan.

Sevenoaks Town Council recommended refusal as the proposal would be detrimental to the character of the Conservation Area.

Informative: Councillors Bonin, Granville-Baxter and Shea abstained from voting.

Planning Applications Considered

Applications considered on 15-7-19

7	<i>Plan Number</i> 19/01632/HOUSE	<i>Planning officer</i> S Simmons 25-07-2019	<i>Town Councillor</i> Cllr Piper	<i>Agent</i> Mrs Austin 07866 962268
<i>Applicant</i> Mr & Mrs Deol		<i>House Name</i>	<i>Road</i> 22 Redlands Road	<i>Locality</i> Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 05/07/19
Side double storey extension. Loft development. Roof and fenestration alterations.				

Sevenoaks Town Council recommended approval.

Informative: Councillor Michaelides abstained from voting.

8	<i>Plan Number</i> 19/01722/HOUSE	<i>Planning officer</i> Emma Gore 18-07-2019	<i>Town Councillor</i> Cllr Mrs Parry	<i>Agent</i> Mr Simmons 07760 4951
<i>Applicant</i> Mr & Mrs Beesley		<i>House Name</i> Craigower	<i>Road</i> Woodland Rise	<i>Locality</i> Wilderness
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 01/07/19
Construction of a drop in, prefabricated swimming pool for recreational purposes; raised 160mm height composite decking with associated planting borders & specimen tree planting.				

Sevenoaks Town Council recommended approval.

9	<i>Plan Number</i> 19/01757/HOUSE	<i>Planning officer</i> Emma Gore 19-07-2019	<i>Town Councillor</i> Cllr Piper	<i>Agent</i> Mr McMillan 01342 83806
<i>Applicant</i> Mr & Mrs Knight		<i>House Name</i> Meadow House	<i>Road</i> 102 Oakhill Road	<i>Locality</i> Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 01/07/19
Demolition of existing detached garage & outbuilding. Construction of replacement detached garage with link attached extension to existing dwelling.				

Sevenoaks Town Council recommended approval, provided the new accommodation remains ancillary to the main dwelling.

10	<i>Plan Number</i> 19/01773/FUL	<i>Planning officer</i> Alexis Stanyer 16-07-2019	<i>Town Councillor</i> Cllr Parry	<i>Agent</i> Mr Mckay 01892 882228
<i>Applicant</i> Walter Global Holdings Ltd		<i>House Name</i>	<i>Road</i> 53 And 55 Oakhill Road	<i>Locality</i> Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 26/06/19
Creation of new access route to rear and erection of two dwellings and garages. Associated landscaping.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 15-7-19

11	<i>Plan Number</i> 19/01790/HOUSE	<i>Planning officer</i> Holly Pockett 16-07-2019	<i>Town Councillor</i> Cllr Parry	<i>Agent</i> Mr De Pascalis 760712
<i>Applicant</i> Mr Munro		<i>House Name</i>	<i>Road</i> 50 Brittain Lane	<i>Locality</i> Kippington
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 28/06/19	
Proposed extension of over existing single storey (sic).				

Sevenoaks Town Council recommended approval.

12	<i>Plan Number</i> 19/01820/HOUSE	<i>Planning officer</i> Alexis Stanyer 16-07-2019	<i>Town Councillor</i> Cllr Parry	<i>Agent</i> Mr Harman 01303 23776
<i>Applicant</i> Mr S Ainsworth		<i>House Name</i>	<i>Road</i> 14 Braeside Avenue	<i>Locality</i> Kippington
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 26/06/19	
Conversion of loft space with dormer, first floor front extension and hip to gable changes to roof.				

Sevenoaks Town Council recommended approval.

13	<i>Plan Number</i> 19/01829/FUL	<i>Planning officer</i> Alexis Stanyer 22-07-2019	<i>Town Councillor</i> Cllr Raikes	<i>Agent</i> Mr Brown 01622 320197
<i>Applicant</i> Mrs T Hutton		<i>House Name</i>	<i>Road</i> 11 Woodside Road	<i>Locality</i> St Johns
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 02/07/19	
The creation of an independent residential flat at first floor level within the existing dwelling.				

Sevenoaks Town Council recommended refusal of this retrospective application, recommending that habitable space should remain ancillary to the main dwelling.

The proposal is not consistent with guidance set out in the Residential Character Area Assessment and would set an undesirable precedent.

14	<i>Plan Number</i> 19/01843/HOUSE	<i>Planning officer</i> Holly Pockett 18-07-2019	<i>Town Councillor</i> Cllr Waite	<i>Agent</i> Mr D Dennis 240140
<i>Applicant</i> Dennis		<i>House Name</i>	<i>Road</i> 2 Nursery Close	<i>Locality</i> Eastern
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 26/06/19	
Garage conversion, open porch to become an internal porch, driveway to be increased and dropped kerb to be extended and alterations to fenestration.				

Sevenoaks Town Council recommended approval, subject to the additional off-street parking being of a permeable material.

Planning Applications Considered

Applications considered on 15-7-19

15	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/01877/LBCALT	Alexis Stanyer 18-07-2019	Cllr Bonin	Mr Ladd 01233 625538
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Ms R Critchley		The Black Boy	13 Bank Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				28/06/19

Replacement of external staircase.

Sevenoaks Town Council recommended approval.

16	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/01877/LBCALT	Alexis Stanyer 19-07-2019	Cllr Bonin	Mr Ladd 01233 625538
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Ms R Critchley		The Black Boy	13 Bank Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				02/07/19

Replacement of external staircase.

19/01877/LBCALT - Amended plan

Certificate B has been signed.

Sevenoaks Town Council recommended approval.

17	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/01911/FUL	Mr M Mirams 24-07-2019	Cllr Bonin	Mr Wynn 07807 887034
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr Smith & Mr McMillan			138-140 High Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				05/07/19

Construction of a new flat above rear roof of 140 High Street and new undercroft parking area. Access to cycle, waste and parking.

Sevenoaks Town Council recommended 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.

18	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	KCC/SE/0117/2019	Mrs A Hopkins 16-07-2019	Cllr Canet	N/A
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs S Holland (Enovert)		Greatness Quarry	Bat and Ball Road	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				05/07/19

Section 73 application to vary condition 3 (to allow additional time for completion of landfill to enable restoration to approved levels) and 10 (a) (to update the phasing scheme to reflect the amended operational period) of planning permission SE/15/315.

Sevenoaks Town Council recommended approval.

**Minutes of the Community Infrastructure Committee
Held on 24th June 2019 at Sevenoaks Town Council**

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 7.39 p.m.

Committee Members Present: Cllr Parry (Chairman), Cllr Clayton (Vice Chairman), Cllr Canet, Cllr Hogarth, Cllr Mrs Parry, Cllr Shea (Arrived 7:08pm)

In Attendance: Cllr Eyre, Cllr Raikes, Deputy Town Clerk

138. Election of Chairman

RESOLVED: That Cllr Parry be elected as Chairman of the Community Infrastructure Committee.

139. Election of Vice Chairman

RESOLVED: That Cllr Clayton be elected as Vice Chairman of the Community Infrastructure Committee.

140. Apologies for Absence

It was noted that Cllr Shea would be late.

141. Requests for Dispensation

There were no requests for dispensations.

142. Declaration of Interests

Both Cllrs Canet and Clayton noted that they had already declared their association with Sevenoaks Rail Travellers Association in their register of interest forms.

143. Community Infrastructure Committee Amended Minutes of the Meeting held on 15th April 2019.

RESOLVED: That the Minutes were a true record of the meeting and to be signed by the Chairman.

144. 2019 Community Investment Plan

ii)	Bat & Ball Centre	<p>Planning Permission had been approved without any conditions. An amended planning application with some change of details to exterior finishes had been submitted.</p> <p>The Town Council has agreed to progress a Public Works Loan Board application for £1.4m. The application was approved on 18th June 2019 and an</p>
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		<p>Extra Ordinary Council meeting would take place on 1st July 2019 to reconfirm Sevenoaks Town Council's intention to borrow the funds.</p> <p>A successful funding application had been agreed from the SDC CIL Board for £1.2m.</p> <p>Tenders for the project were received on 15th April 2019. All contractors were asked to review tenders. Contractors were interviewed on 3rd June 2019. Due diligence tests are currently being undertaken. Approval of contractor has been delegated to Chairman of Community Infrastructure Committee, Chairman of Finance & General Purposes Committee and Town Clerk.</p> <p>The building is now closed to the public with a schedule of re-opening in December 2020.</p>
ii)	<p>Multi Use Games Area</p> <p>Once the new Bat & Ball Centre is completed a Multi-Use Games Area can be installed to upgrade the current tennis courts.</p>	<p>Intention when centre and new nursery completed to install new MUGA in new location on current site.</p>
iii)	<p>Neighbourhood Development Plan</p> <p>The Masterplan for Northern Sevenoaks initial consultation has been completed with positive feedback. Draft final NDP policies and document to be reviewed by SDC Planning prior to public consultation and referendum.</p> <p>In December 2017 STC requested SDC's assistance in commissioning an Economic Study to enable to be incorporated into the draft NDP prior to</p>	<p>SDC made available final version of Economic Development Review. STC to arrange timetable for reviewing NDP and EDR during 2019 with consultants.</p>

	consultation. It is understood a draft report has been completed and SDC are meeting with the consultant.	
iv)	Stag Community Arts Centre	Agreed to continue to support and invest where possible.
v)	<p>Sevenoaks Business Hub</p> <p>The project is to refurbish the old Red Cross building to provide a Business Hub to provide affordable office space for small and new businesses.</p> <p>The facility will provide – 16 x desk spaces; 5 individual office hubs; meeting room for 8 – 10; additional STC staff accommodation.</p> <p>An Economic Impact Assessment has been carried out and an application to SELEP made.</p> <p><u>Planning Permission</u> Confirmation of approved Planning Permission for the Business Hub was received on 8th April 2019 subject to the following conditions:</p> <ul style="list-style-type: none"> • The external seating area shall only be used between the hours of Monday to Friday from 8 a.m. to 6 p.m. and Saturdays from 8 a.m. – 1 p.m. The external seating area shall not be used on Sundays or Bank Holidays. • Prior to the first occupation of the offices hereby permitted details of the provision of two electric vehicle charging points should be submitted and approved in writing by the Local Planning Authority. <p><u>Tenders</u></p>	<p>It is understood that the SELEP fund will be reconsidered on 28th June 2019.</p> <p>It is also understood that SDC are reviewing the criteria for CIL applications.</p>

	<p>Sevenoaks Town Council sought tenders via the Government Contract Finder Website.</p> <p>14 tenders were returned on 5th April 2019. The capital works element of the project had been budgeted at £159,100 (overall project £265,400). Tenders ranged from £213,950 - £424,529.</p> <p>Some elements of the specification could be eliminated to reduce the cost. However, it should be noted that the introduction of electric vehicle charging points will increase costs.</p> <p><u>Funding</u></p> <p>Unfortunately, the Town Council did not receive the approval from SELEP in March 2019 as it was hoped. SELEP has stated that there might be further funding available in June 2019 (meeting arranged for 28th). There may also be the opportunity to apply for CIL funding in July 2019 – now likely to be deferred.</p> <p><u>Option to Tax</u></p> <p>Sevenoaks Town Council has applied to HMRC for Option to Tax on the Business Hub and been successful. Option to Tax enables the Town Council to reclaim VAT on refurbishment and construction costs.</p>	
vi)	<p>Community Rail Partnership</p> <p>As part of the regeneration of Bat & Ball station and the Northern Sevenoaks Masterplan Sevenoaks Town Council, endorsed by the Friends of Bat & Ball Station have proposed to create a Community Rail Partnership (CRP) with the following key aims:</p>	<p>Meetings were currently taking place with potential stakeholders for funding towards the project.</p> <p>It was hoped that a meeting of the Steering Committee would be arranged for early July with a launch date for the Community Rail Partnership of 1st September 2019.</p>

	<ol style="list-style-type: none"> 1. Bring together 5 separate stations & Darent Valley Partnership to create the scenic route – Samuel Palmer Line 2. Share promotion to encourage passengers to use the stations to visit local tourism attractions 3. Increased footfall to local tourism attractions at each station 4. Create a distinctive 'brand' for the line 5. Link the use of the train to other non-car form of transport e.g. walking and cycling. 6. Raise awareness of the local heritage relating to Samuel Palmer artist. <p>Sevenoaks Town Council has formally 'adopted' the Bat & Ball Station and Sevenoaks Station.</p> <p>STC and SDC are jointly working on a Business Plan to be consulted on and used to encourage investment.</p>	<p>It was noted that GTR were keen to engage with the CRP, once established, to identify spending priorities and that this was a subject which needed to be raised at the inaugural meeting to ensure a discussion takes place within the consultation period which runs to the end of July.</p>
vii)	<p>Electric No. 8 Bus</p> <p>Following a recent trial, the Town Council would like to purchase with grant funding an electric bus for the award-winning No. 8 route to make it more economically viable and for environmental benefits.</p>	<p>It was hoped that the Town Council could make a CIL application in the autumn of 2019.</p>
viii)	<p>Tarmac Site Community Development</p> <p>The proposals for the Tarmac site within the Local Plan / Neighbourhood Development Plan are long term and unlikely to be developed in total within the next ten years.</p>	<p>It was noted that Enovert, the operators of the Greatness Integrated Waste Management Facility, had submitted a planning application seeking to extend the functional timescale of the site. A presentation would be made prior to the Town Council's Planning Committee</p>

	<p>There is a possibility however that some areas of development may happen in advance of that time period.</p> <p>Sevenoaks Town Council wants to ensure that the proposals continue to have a community focus and not be led by developers. The Town Council will continue to invest in community plans relating to the site and its future uses. This will include the community development of related infrastructure, the Oast House, leisure facilities and integration with the town.</p>	<p>meeting on 15-07-19 commencing at 6:30pm.</p>
ix)	<p>Business Improvement District (BID) including elements if possible, to improve Public Realm.</p> <p>The BID would build on the successes of the Sevenoaks Town Partnership and take the projects to an enhanced level bringing together local businesses to add value and make a tangible difference to Sevenoaks.</p>	

145. Bat & Ball Station

Refurbishment Project

The majority of the HLF Refurbishment project has been completed. There are some snagging works taking place, however the building including the café is operational and being promoted.

It was confirmed that the remedial works to the external toilet door locks had been completed and it was anticipated this facility would open to the public within the week.

The HLF Activity Plan continues throughout 2019.

Access Ramp

Work on the ramp commenced in April 2019. Unfortunately, as soon as access was possible to Network Rail land and works commenced a High Voltage cable was detected with the result that works had to be initially stopped. Work recommenced keeping a safe distance from the cable. Considerable amount of time was being invested into negotiations and consultations with Network Rail and Southeastern in relation to the construction of the

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ramp in relation to the HV cable. This would unfortunately result in additional costs; discussions were also taking place with Network Rail regarding these.

Ancillary Works

The Cycle Racks, additional streetlight and signage post had been installed adjacent to platform 2. It was noted that remedial works to the slab which the cycle racks on platform 2 sit on would be taking place w/c 1st July 2019 and would necessitate a 2-3day closure of the racks.

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

Access to Otford Road. Details to be drawn up. It was noted that land ownership was complex in the area, and that there was an active dialogue with Kent County Council to identify methods of delivering this project.

146. 3G Rugby Pitch at Knole Paddock

The need for a 3G rugby pitch at Knole Paddock was identified as part of Sevenoaks Sports Strategy. The facility would be available primarily for rugby but should also be available for other compatible sports. The project was part of the Sevenoaks Mayor’s Fund.

Sevenoaks Town Council were currently awaiting a decision on the planning application.

There being no further business the Chairman closed the meeting.

Signed
Chairman

Dated

Sevenoaks Town Council
Minutes of the Youth Services Committee
Held on 3rd July 2019 in the Council Chamber

Meeting Started: 7.00 p.m.

Meeting Concluded: 7.30 p.m.

Cllr Rachel Parry, Chairman	Present	Cllr Claire Shea, Vice Chairman	Present
Cllr Roderick Hogarth	Apologies	Cllr Tom Morris Brown	Absent
Cllr Keith Bonin	Present	Cllr Victoria Granville Baxter	Apologies
Cllr Simon Raikes (Chairman F&GP)	Present	Cllr Edward Waite	Apologies
Cllr Richard Parry (substitute for Cllr Hogarth)	Present	Cllr Dr Merilyn Canet (substitute for Cllr Granville Baxter)	Present
Mrs Caroline Berry, SAYT	Present		

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

158. Requests for Dispensations

There were no requests for dispensations.

159. Declarations of Interest

There were no Declarations of Interest at the meeting.

160. Minutes

i) Minutes of the Youth Services Sub Committee held on 22nd May 2019

RESOLVED: To accept and sign the Minutes as a true record subject to the following amendments:

- Noting that there were two Minute 89 and one to be altered to 89a)
- Minute 91 was not considered a true reflection of the discussion and to be deleted.
- The Minutes to record the amount of grant received for Live on the Vine - £1,000.

ii) Minutes of the Youth Council Meeting held on 22nd May 2019

RESOLVED: To note the Minutes.

161. Terms of Reference

RESOLVED: to note the Terms of Reference changing the Youth Services Sub Committee to the Youth Services Committee and to note that future meetings would receive financial reports as outlined in the Terms of Reference.

162. House in the Basement Youth Café

The following report was received from the Youth Café Manager:
 Opening times had been increased on Wednesdays and Fridays to 4-9pm and Saturday from 3-9pm.

We have also set up new clubs including Tuesday Club SEN (Special Educational Needs). The Chess club that has been going strongly for several months now, bringing new Young People into Hitb, and becoming regular attendees. Thanks to the Council and other organisations

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for supplying the necessary funding for the lovely chess equipment. The pool tournament on the first Friday of the month had been bringing in a lot of new Young People, which are of a higher age range. The Stag had very kindly supported the pool tournament by providing complimentary cinema tickets to the winner.

HitB had also purchased some beautiful drawing equipment and some adult colouring books, which created a nice and relaxed finish for the session. It meant we can all sit down and discuss what had happened in the week, topics in the news or just a stress-free hour with no technology.

Numbers seem to have increased in the last few months making HitB have a real buzz when you enter! There also seems to be a rise in numbers regarding Young People who are interested in Volunteering with our 8-week program we offer.

Open spaces staff have planted lots of beautiful vegetables and herbs, which we hope to be able to use in HitB when ripe enough! In preparation to Sevenoaks In Bloom. It really brightens our Café up and makes a great first impression! HitB is still regularly receiving Fare share, using this in our own meals or supporting the YP of HitB.

Also, thanks to the council for supplying HitB with a new work phone, thus making it much easier to set up new trending social media accounts or just getting in contact with fellow colleagues.

RESOLVED: The Youth Café Manager, Town Clerk and Youth Councillors be complimented on the recent initiatives that had increased attendance numbers at the youth café.

It was noted that statistics and finance report was not available due to shortage of staff.

163. Reports from Co Opted Partners

- i) Kent County Council:** Representative not present and report not provided.
- ii) SAYT:** Planning a beach trip for the summer holidays. Following on from the success of the art project held at HitB Youth Café a further art project was being arranged to take place at Bat & Ball Station.
- iii) Community Safety Unit:** Representative not present and report not provided.
- iv) West Kent Communities:** Representative not present and report not provided.

There being no further business the Chairman closed the meeting.

Signed
Chairman

Dated

Sevenoaks Town Council
Minutes of the FINANCE & GENERAL PURPOSES COMMITTEE
Held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks
On Monday 10th June 2019

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8.25 p.m.

Cllr Simon Raikes, Chairman	Present	Cllr Tony Clayton, Vice Chairman	Present
Cllr Keith Bonin	Present	Cllr Sue Camp	Present
<i>Cllr Nicholas Busvine, OBE [ex officio]</i>	<i>Present</i>	Cllr Dr Merylyn Canet	Present
Cllr Andrew Eyre	Present	Cllr Tom Morris Brown	Apologies
Cllr Roderick Hogarth	Apologies	Cllr Edward Waite	Present <i>[arrived 7:28pm]</i>
Cllr Robert Piper	Present		[10]

In Attendance:

Cllr Victoria Granville-Baxter, Cllr Claire Shea *[arrived 7:50pm]*, Linda Larter MBE, Town Clerk, Christine Franklin, Responsible Finance Officer and Michèle MacDonald, Committee Clerk

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

The Town Clerk advised that Town and Parish Councils had a legal duty to publish all expenditure over £500. The Town Council took the decision to publish all expenditures on its website. The software used by the Town Council is specific for Town and Parish Councils to ensure all are legally compliant.

103. APOLOGIES FOR ABSENCE

RESOLVED to accept apology of absence received from Cllrs Roderick Hogarth and Tom Morris Brown.

104. REQUESTS FOR DISPENSATIONS

There were no requests for Dispensations

105. DECLARATION OF INTERESTS

There were no Declarations of Interest

106. MINUTES OF THE MEETING HELD ON 29TH MARCH 2019

RESOLVED: to receive and sign the Minutes, which were **resolved** to be a true record of the meeting at the Annual Council Meeting held on 13th May 2019 *[Minute 58 refers]*.

107. SUB COMMITTEES

- a) Youth Council Meeting held on 22nd May 2019 – **RESOLVED** to note the Minutes of the meeting.
- b) Youth Services Sub Committee Meeting held on 22nd May 2019 – **RESOLVED** to adopt the minutes of the meeting.

108. FINANCE REPORTS

RESOLVED: that the Responsible Finance Officer provide a written report relating to agreed CIL allocation and the Committee adopt the following reports:

a) Statement of Accounts

The Committee received and considered the management accounts for the period 1st to 30th April 2019.

It was noted that the Town Council receives its Precept twice annually from the District Council which is allocated monthly [£95,116] to the management accounts.

The Chairman elaborated on the accounting system for the benefit of the newly elected members.

b) Suppliers Accounts

The payment of the accounts listed in the periods:

- i. 1st to 31st March 2019 of £189,874.75
- ii. 1st to 30th April 2019 of £87,647.51

c) Payroll Account

The payment from the accounts listed in the schedule for the periods:

- i. 1st to 31st March 2019 of £67,939.93
- ii. 1st to 30th April 2019 of £71,654.68

d) Petty Cash Account

The payment from the account listed in the schedule for the periods:

- i. 1st to 31st March 2019 of £1,054.40
- ii. 1st to 30th April 2019 of £1,056.28

e) Hospitality and Gift Register

To receive and note that no hospitality or gifts were received by employees for the period 1st to 30th April 2019.

109. REVIEW OF FINANCIAL MATTERS IN ACCORDANCE WITH THE TOWN COUNCIL'S STANDING ORDERS

RESOLVED: To receive and note the following financial matters in accordance with the Town Council's Standing Orders, adopted at Annual Council Meeting on 13th May 2019 [Minute 62 refers]:

a) <u>Inventory</u> - A review of land and assets, including buildings and office equipment.	RESOLVED: to defer to 2020 when next valuation was due.
b) The Town Clerk advised that a professional valuation is undertaken every five years and presented to the committee.	

c) <u>Insurance Cover – 2019/2020</u>	RESOLVED: to note it had been arranged for the 2019/2020 year [2019 04 29 - Minute number 44a refers]
It was noted that a contract for 3 years had been arranged with annual premium reviews.	

Cllr Waite arrived at 7:28pm and confirmed he had no Declarations of Interest to declare.

d) <u>Complaints Procedure</u>	RESOLVED: to receive and re-adopt the current complaints procedure.
e) <u>Freedom of Information</u>	RESOLVED: to receive and re-adopt the current Town Council's procedure for handling requests made under the Freedom of Information Act 2000
f) <u>Press/Media Policy</u>	RESOLVED: to defer review of policy to next meeting.

110. REVIEW OF INTERNAL CONTROLS

RESOLVED: unanimously to adopt the following:

- a) Internal Audit Report for the year end Visit – the Committee congratulated the Responsible Finance Officer and the Finance team for a clean audit.
- b) Annual Review of Internal Audit
- c) Statement of the System of Internal Control – which was **agreed** to be signed in approval of the statement of the system of internal control.

111. ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2019

RESOLVED: unanimously to adopt the following:

- a) Annual Governance Statement – The Town Clerk read out each governance statement receiving approval from the Councillors to confirm governance arrangements were in place.
- b) Statement of Annual Accounts to 31st March 2019
- c) Supporting papers for submission to the External Auditors be signed by the Chairman and Town Clerk.

112. PUBLIC WORKS

A Progress Report relating to Public Works Loan Board application was received and noted.

RESOLVED unanimously that the Responsible Financial Officer and Chief Executive proceed with the arrangements to borrow a fixed repayment annuity loan of £1.4m over a 25-year period from the Public Works Loan Board for the rebuilding and refurbishment of the Bat & Ball Centre (previously known as Sevenoaks Community Centre).

The Town Clerk advised the committee that the Town Council's Investment Policy would be adhered to following receipt of the £1.4m.

113. GRANT

It was **agreed** that pages 201 to 204 of the agenda be ignored due to distribution error.

RESOLVED: in accordance with the General Power of Competence [Localism Act 2011 Sections 1-8 refers], the Kent Painters Group were awarded £436.00 to pay for the printing of 2000 coloured brochures [20 pages] subject to the Town Council’s usual grant terms and conditions.

114. SEVENOAKS MARKETS

The Committee Clerk’s report was received and considered.

a) Wednesday Market:

RESOLVED: unanimously to proceed with Option iii: to pursue legal avenues for Sevenoaks Town Council to operate a ‘charter’ market on the High Street without permission or payment to Sevenoaks District Council.

b) Bligh’s Saturday Market:

RESOLVED: unanimously to continue to use the 5 green and white units and 5 traders’ gazebos.

115. SEVENOAKS TOWN PARTNERSHIP MEETING HELD ON 29TH MAY 2019

RESOLVED: to receive and accept the minutes.

116. CURRENT MATTERS AND PRIORITIES

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

It was noted that the new Town Council would review its priorities at the Blue Skies Day on Saturday 7th September 2019.

RESOLVED: To receive and accept the reports.

117. PRESS RELEASE

It was agreed not to issue a press release.

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 22nd July 2019
In the Council Chamber commencing at 7.00 p.m.

Committee Members present:

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

Substitutes	For
Cllr A Clayton	Cllr V Granville-Baxter
Cllr Mrs Parry	Cllr Bonin

Attendance: Two Members of Public, Cllr Waite, (7.30pm) Town Clerk, Open Spaces Manager and Committee Clerk.

Note: The meeting was not recorded.

Public Question Time

Two members of the public attended and addressed Councillors raising their concerns and distress at the current condition of the cemetery which has deteriorated from its previous maintenance programme.

172. Apologies for Absence

As noted above.

173. Requests for Dispensation

There were no requests for dispensations.

174. Declaration of Interests

There were no declarations of interest.

175. Minutes of the Open Spaces & Leisure Committee held on 30th June 2019

RESOLVED: Noted were previously approved by the Town Council.

176. Open Spaces & Cemetery Manager's report

A report was received and discussed.

i) Staff

This spring we recruited two staff to fill vacancies.

ii) The Vine

On Friday the 5th of July we learnt that we were successful in retaining our Green Flag status for the Vine, as normal the results come with a list of

recommendations for future improvements which will be studied carefully. Copy of the judging assessment included. Appendix A

iii) S.E.I.B.

The 5th of July was also the day of Judging for South East in Bloom.

The day went well and have not received any adverse comments from the judges. Gratitude was expressed to all those who helped and took part, not only STC staff, and the District Council cleansing team lead by Mick Hood, but also volunteers who came to the working party days at the Stag, Upper High Street Gardens and Cemetery and also the Soroptimists and Sevenoaks Allotment Holders Association. The community involvement was a major reason for the strong entry.

The results and presentation take place in September

Due to ongoing maintenance matters at the Cemetery (see below) the site was withdrawn from S.E.I.B.

iv) Greatness Cemetery:

Ground Water Pollution Assessment – We have now received the results of the trial digging and study of the geology at Greatness Cemetery. The results of the samples extracted and the fact that groundwater was not experienced whilst digging to twice the depth that we usually bury at means that our risk is low despite the fact that the soil is very permeable, the second part of the survey is a desk based flux modelling using the data gathered along with burial numbers and rainfall statistics to consider the rate and distance that potential pollutants will migrate from the site.

The report writers for this work are reasonably confident that when the Environment Agency do introduce a Permitting system later this year, STC will be able to continue burying and at a similar rate to what has been done in the past.

It must also be remembered that if there was any problem of pollution at present; South East Water would have contacted STC at some time in the recent past.

It has been made clear to STC by the surveyor that it was extremely unlikely that the Environment Agency would allow STC to extend the Cemetery at any time in the future.

The western half of the Cemetery is within a Special Protection Zone level 1 for protection of drinking water supplies and any increase in burials closer to bore holes would not be tolerated.

It is anticipated that STC proactive approach in carrying out a Tier 2 Risk Assessment will mean it is better placed to avoid any service disruption when the Environment Agency introduce permitting.

NOTED: 30-40 years of burial land should be available, full analysis to be carried out.

RESOLVED: i) To be part of the blue skies debate in September 2019.

ii) Open Spaces Manager to review anticipated timescale for burials.

Grass management

A member of staff at the Cemetery exhibited symptoms of Vibration White finger which resulted in STC being investigated by the HSE as Vibration White Finger or Hand Arm Vibration Syndrome is a notifiable industrial disease.

Since the legislation came into effect, STC have sought to reduce exposure by modern equipment with quoted figures on vibration levels which are measured as metres per second i.e. 3.5 m/s

The HSE consider less than 2.5m/s multiplied by an 8 hour working day to be acceptable in preventing any damage, most modern mowers and strimmer's produce a figure around 5 m/s but this reduces the amount of time that the equipment can be used safely to around 2 hours before the Action value is met when we must be aware that damage is occurring and 5 hours to the Exposure limit for the day is reached.

The HSE have told STC to us their researched list of average values which allows for wear and damage, to equipment using this it was clear that with the staff available an adjustment to the way the site was maintained was necessary.

Rather than ideally cutting all the site twice a month and strimming the edges once a month, those areas with a high number of recent burials would receive this service, whilst older sections would be cut around the edge and along straight pathways between rows and only be strimmed once towards the end of the season. Appendix B

Even with this regime staff using their trigger time record sheet every day to record their exposure were still exceeding the Action limit most days and regularly getting near to the Exposure limit on other days.

Much of the grass is cut by tractor as possible to reduce hand mowing. However, there is a significant amount of grass to maintain. There have been some adverse comments about the areas not being strimmed, however we have done some hand pulling of weeds from these areas so that we have in effect a meadow but without pernicious species.

If we are to improve public confidence in the site,

we could consider some changes to the current system.

1) Employ an additional member of staff for the spring/ summer months, In the past we have employed a summer seasonal, this sometimes suits a University age student who can commit to the post in the winter with a clear start date in June.

Likely cost £5000 pa

2) Employ an additional member of staff full time

Cost £22,300 (including employer costs)

3) Purchase more Cordless electrical equipment, we have trialled electric strimmer's and they work well, but at present we have not had a success with mowers as they need up to 4 batteries a day to provide continuous use.

Likely cost £2000 pa for two years

4) Adjust the number of areas cut at a reduced amount, As the oldest least visited areas are around the Chapel most people drive around this area as the come into the site

Likely to require additional staff, but difficult to quantify.

5) Respond to individual requests to increase maintenance around a grave or those areas noted to be visited regularly, some regular visitors to a grave in an older section, are disadvantaged, by chance of position.

Once identified these areas could be kept on the higher mowing frequency

Use some of the Town wardens available time to target and deal with these specific requests, at present little of their time is spent using tools producing vibration.

RESOLVED: Unanimous to proceed with options 2 & 3.

v) Sevenoaks Common

A sketch was provided of the Mayors Charter Oak glade near Letter box lane It showed details of one existing Oak of poor shape and form to be removed One of good shape and form to be retain and rededicated and spacings for new oak saplings to be planted by the Mayor for the next 4 years.

RESOLVED: The Mayor would plant a new tree.

vi) Hillingdon Rise Green:

A request had been received by a member of the public concerned with the amount of vehicles parking on the pavement near The Green at Hillingdon. The cars were causing obstruction to other road users and were considered dangerous for children using the area as they cannot see past them when crossing the road. It had been requested that wooden bollards like those used on other areas such as Julian's Meadow be installed to make the site safer for all users. The estimated cost for the work was similar to Julian's Meadow at around

£4,000 That the situation is re-appraised now the gas works are finished, and reminders put on vehicle found to be parking on the grass unnecessarily.

RESOLVED:

- i) That the situation was re-appraised as the gas works was finished, and reminders put on vehicles found to be parking on the grass unnecessarily. Leafleting of local residents to be undertaken through letterboxes.
- ii) Await review of Sevenoaks District council parking review in autumn 2019. Review in a year.

vii) Tree Planting

Each year STC try to plant trees to replace those lost or enhance specific areas concentrating on trees that flourish under the main canopy in this silvian town, this always includes a good number of fruiting trees such as apple and Hazel that provide valuable food for humans or wildlife, This winter STC intend to carry out the following.

Sevenoaks Common

Beechmont Rd.

An area which previously had several over mature Birch trees close to a neighbour's fence, two of the birch fell last year and a further two have been remove on safety grounds this leaves around .05ha which will be planted with Apple, Cherry and Hazel as an understory.

Letter box lane

In 2018 we planted 50 Hazel and hornbeam under a large Veteran Beech tree, Parking was beginning to take place under the tree causing compaction to the root zone, unfortunately some of the saplings died in the drought last summer despite watering, and so replacements will be planted this autumn.

Greatness Recreation ground

Several years ago, STC planted three fruit trees to the West of the play area, the 2 surviving trees are now establishing, but a further 3 could be planted to help provide valuable shade.

RESOLVED: To note also being considered by Sevenoaks In Bloom and that Enovert had offered trees to the Town Council.

viii) St Nicholas Churchyard

STC had been contacted by Paul Williams of St Nicholas Church ,who was instrumental in starting the small wildflower meadow area to the immediate South west of the church, the church would like to extend the actions that they take to help wildlife and were considering enlarging the meadow, installing bug boxes and a closed compost bin for garden pruning's and kitchen waste.

The Open Spaces Manager met with the church representatives on Friday 26th of July when a judge from Kent Wildlife Trust's, 'wild about gardens' competition will be on site with the hope that they can also offer advice, once the churches ideas have progressed a little further he would report back to committee.

ix) GREEN FLAG

RESOLVED: To note that Sevenoaks Town Council had been successful in reaccreditation of a Green Flag for the Vine and record the Committee's gratitude to everyone who helped make it happen. To note the feedback as per Appendix.

177. STATEMENT OF ACCOUNTS

RESOLVED: To receive and note the accounts as distributed with the agenda.

178. FRIENDS OF GREATNESS CEMETERY

RESOLVED: To create a Friends of Greatness Cemetery as per following terms of reference to be launched in the autumn of 2019.

SEVENOAKS TOWN COUNCIL
TERMS OF REFERENCE

Sevenoaks Town Council
Friends of Greatness Cemetery

1. Name

The Organisation will be called the 'Sevenoaks Town Council Friends of Greatness Cemetery (referred to as The Friends of Greatness Cemetery or FOGC).

2. Aim

The aim of the Friends of Greatness Cemetery is to promote the Cemetery as a place of quiet reflection and to enhance the aesthetics and information provided at the Cemetery site.

3. Objectives

- A. Improve signage and information boards
- B. Improve planting areas around the grounds and Chapel.
- C. Promote the Cemetery to a wider audience.
- D. Encourage integration with other community/business projects e.g. Sevenoaks In Bloom, Historical Talks, Nature Trails and Talks
- E. Protect and inform re Historical/Conservation importance.
- F. Provide information to the public.
- G. Provide further information regarding War Graves and Mausoleum via leaflets and talks and volunteering days

It must be noted that some of these activities require a Faculty from the Diocese and must not be undertaken without this in place.

4. Membership

4.1 Members to be welcomed from a wide range of different sectors to reflect the diverse aspirations of people in the town.

4.2 Governance.

Members who are appointed by organisations should be clear that they act to represent their own organisation and in doing so should obtain from their organisation the necessary consent or ratification for any commitment or decision to which they are party on behalf of. Members may also be known as an 'Individual Member' when they are not representing an organisation.

The Executive Board will consist of membership from:

- Chairman – Chairman/Vice Chairman of Open Spaces & Leisure Committee
- Sevenoaks Town Council
- Local Residents Associations
- Members of the public

SEVENOAKS TOWN COUNCIL TERMS OF REFERENCE

- Local Historians

The Friends of Greatness Cemetery will ensure that it remains a fully representative body;

The Friends of Greatness Cemetery will seek to ensure the full participation of the community wherever possible and seek to inform the community of the progress of its work`;

4.3

The Friends of Greatness Cemetery will comply with the Sevenoaks Town Council Equal Opportunities statement and Health & Safety policies.

4.4

The Friends of Greatness Cemetery will operate in an environment which is fully accountable and transparent;

4.5

5.0 Any alterations to the terms of reference must be agreed by Sevenoaks Town Council.

Meetings and Decision Making

5.1

Sevenoaks Town Council Committee Clerk, in consultation with the Chairman of the Friends of Greatness Cemetery, will timetable at least 4 full Friends of Greatness Cemetery meetings at regular intervals throughout the financial year.

5.2

5.3 Additional meetings may be called by 5 or more members indicating to the Chairman that a meeting is needed.

5.4 Agenda items for such a meeting should be agreed in consultation with the Chairman and notice given to the Clerk at least 10 days in advance.

5.5 Decisions will be made by consensus of those present on a majority vote

6 It is recognised that many members of the Friends of Greatness Cemetery will have a personal interest in promoting the best interests of the business of the partnership and that conflicts of interest are therefore difficult to identify. However partners should declare a personal interest that might represent a conflict with the best interests of the Friends of Greatness Cemetery.

6

6.1 Administration

Sevenoaks Town Council will undertake the administrative functions necessary for the co-ordination of the Friends of Greatness Cemetery.

179. Sevenoaks In Bloom 2019

Minutes of meeting held on 13th June 2019.

RESOLVED: To note the minutes of the meeting.

180. Management of Sevenoaks Town Council Open Spaces & Allocation of Councillors

Two years ago, the Town Council undertook a comprehensive review of how it has managed its open spaces and produced updated management plans for each site.

It was agreed that in addition to the management plan a Councillor would be nominated for each site to review and provide additional feedback.

With a new Open Spaces & Leisure Committee membership, Councillors are asked if they wish to continue with the process and consider new allocation of Councillors.

SITE	PREVIOUS CLLR.	NEW COUNCILLOR
Cemetery	Cllr Andrew Eyre	Cllrs Eyre & Camp
Vine (Inc. Fencing)	Cllr Stephen Arnold	Cllr Granville Baxter
Upper High St. Gardens	Cllr Robert Piper	Cllr Michaelides
St. Nicholas Church	Cllr Robert Piper	Cllr Waite
Kippington Meadow	Cllr Richard Parry	Cllr Richard Parry
Sevenoaks Common	Cllr Richard Parry	Cllr Richard Parry
Knole Paddock	Cllr Simon Raikes	Cllr Raikes
Greatness Rec. Grounds	Cllr Roderick Hogarth	Cllr Canet
Allotments	(Not Allocated)	Cllr Brown
Pointoise/Mount Close		Cllr Shea
Millpond Wood		Cllr Camp

181. Current Matters

MINUTE NO.	SUBJECT	UPDATE
366VI	Vine & Cycle Racks	Work would start in the new year once work for the chair storage unit had commenced.
372	Vine Pavilion Ramp and restoration of sash windows	All works have been completed
221	Lamp post outside Lloyds Bank	Funding had now been received from KCC Cllr

		Margaret Crabtree and repainting would be completed in June.
223	Renovation of St Nicholas War Memorial	Initial conversations had taken place with St Nicholas Church. Grant pre application form submitted and successful at first round, next round of funding decisions in March 2019.
226	Anti-Litter Campaign	Several litter picking days had taken place and a new recycling bin would be installed at Greatness Recreation Ground shortly.
314	Greatness Cemetery – Environment Agency Groundwater Testing	Testing was carried out at the Cemetery in January 2019. A report had now been received as detailed in Open Spaces & Cemetery Manager’s report
314	Greatness Cemetery Faculty	A Faculty was applied for during January and currently awaiting feedback had been received.
319	Proposed outdoor gym at Julian’s Meadow	A grant had been obtained and the equipment would be installed during July.
321	9 Week Horticultural Course with West Kent Mind	The course had now completed with a new planting area behind the pavilion at the Vine

RESOLVED:

- i) Steps in Millpond Wood to be added to the current list.
- ii) To receive and accept the report.
- iii) Consider bike planters instead of cycle racks.

182. Request for use of Upper High St Gardens by Neighbourhood Café

RESOLVED: To review the provision of fixed tables and spaces available for general public use in Upper High Street Gardens without losing the character of the site and not provide a licence to Otto and review at next meeting.

183. Press Release

RESOLVED: To distribute a press release relating to the successful re-accreditation of the Green Flag Award to the Vine.

There being no further business the Chairman closed the meeting at 8.35pm

.....
Chairman

Dated



Green Flag Award 2019

Name of Site: The Vine

Managing Organisation: Sevenoaks Town Council

Desk Assessment Feedback (Management Plan and supporting documentation)

Criteria	Strengths	Recommendations
Presentation	Easy to read, good layout and appropriate use of photographs with historical content	Some context missing. Legends by maps could be clearer. Recommend shouting more about achievements! From the visit, it is clear this site has seen a renaissance in the last 5 years and is now a very popular town park. That should be in the introduction - that Council investment has instigated the change. And there are ongoing commitments to improve, with growing community support – as demonstrated in the 5yr plan.
Health, Safety & Security	Clear narrative on Health and Safety regime. Security issues addressed with reference to anti-social behaviour and dog control	Unclear if fitness classes are licensed. This should be considered to protect site in case of any litigation.
Maintenance of equipment, buildings & landscape	Works programme covered to building structures. In depth narrative to smaller structure works.	

Litter, cleanliness, vandalism	<p>Vandalism reporting system in place detailing working partnership with district community</p> <p>Litter picking is undertaken daily by Town Council Staff. A volunteer litter picker works on a Sunday</p>	<p>It would be interesting to know what happens to the litter once it is collected and what success to encourage recycling in future management plan.</p>
Environmental Management	<p>Clear narrative with reference to pesticides/herbicides, noting all staff are COSHH qualified. Good reference in looking to source locally grown plants and shrubs for bedding</p> <p>Recognise ambitions to source plants peat free where possible.</p> <p>Great eg of collaboration – coffee grounds from café collected and used by allotment users.</p>	<p>Need to identify measure of success with reference to recycling, e.g. percentage terms in how many pots and trays are returned to supplier</p>
Biodiversity, Landscape and Heritage	<p>Tree survey audit as part of Management Plan included. Interesting narrative and use of photos of heritage features</p>	<p>Biodiversity records could be included- recordings of nesting birds Suggest exploring whether interested members of the community could become involved in recording biodiversity across the site. Could keep a record for people to update in the café and/or online?</p> <p>Include a paragraph and photo of the woodland area – it's a great asset for biodiversity but hardly mentioned in the plan (nor were we shown it at the site visit)</p>
Community Involvement	<p>Development of educational visits in partnership with National Trust</p> <p>Good community involvement from the cricket club to the cafe on the Vine and the bandstand concerts</p> <p>Good community involvement from various local groups. Not clear from the plan whether a Friends of group is in place – a flyer at the back of the plan suggests a meeting was held to gauge interest – did this not materialise?</p>	<p>Recommendations from Neighbourhood Plan need to be included in future management plans</p> <p>Continue the good work of encouraging local people to visit the site. Continue to encourage local schools to use the site for outdoor education and play.</p>

	Need to update plan and document and whether this is an aspiration for the future.	Update required to the establishment of the Friends of Vine Gardens Opportunities for the cricket club to engage more now that the park is a popular community asset and recognise the potential of the club house as a further asset, especially given recent Council investment
Marketing & Communication	Examples of posters advertising events and site. Narrative of other ways of promoting site, through usual media channels, covered in depth. A strong aspect of the management plan, events are advertised locally and are effective	Could provide more weblinks in the management plan which would demonstrate the communication channels being used. Also a link to the relevant page(s) on the Council's website would be useful.
Overall management	Action plan as part of continuous assessment Overall a good management plan with scope for improvements	However, the Action Plan is confusing as it also includes work that has been completed. Suggest having two tables – one showing work completed and the other showing work to be achieved over the next 5 years.

Additional comments

Field Assessment Feedback

Criteria	Strengths	Recommendations
A Welcoming Place	Entrances were clean and tidy. Signage in formal Garden area to indicate site. Good access for all abilities. Many school children were at the site at the time of the visit.	Potential of further signage (as that in formal garden area) at the Park Lane entrance Some minor repairs to the barriers around the site needed.
Healthy, Safe and Secure	Despite being a very open area and off the main road the site is well used to negate major security issue (near to residential properties)	
Well Maintained and Clean	Very little in the way of litter on inspection. The buildings and facilities were generally well maintained. Recent works to the cricket pavilion were a good addition – window refurbishment and access ramp.	A few minor repairs required to the thatched storage building at the car park end of the cricket pitch.
Environmental Management	Aware of no peat use where possible in horticulture process. Hoping to upgrade vehicles to electric in the near future.	Should now consider recycling bins or bin stations for visitors to appreciate litter issues. Cannot rely on visitors taking their litter home with them.
Biodiversity Landscape and Heritage	Good presentation of the cricket pavilion, with new disabled ramp access, tea-house and bandstand with no visible defects. Planting regime to aid those with disabilities viewed. Signage to explain historic features. Bandstand is well used and in good condition. The café is a great asset to the park and a key focus for the community. The cricket pitch is central to the park and its history and is well kept and well used.	Habitat survey of woodland area, off Holly Bush Lane recommended. The arbour feature beyond the bridge looks as though it needs some repairs and may need replacing soon.
Community Involvement	Clearly a hub for local community and schools for sports and explore green spaces	Need to change narrative in Management Plan. If no

	<p>Good links with the community through organisations such as MIND and school groups visiting the site. Also successful programme of music events. The café is already embedded in the culture of the local community, which is great to see.</p>	<p>Friends Group is in the pipeline then mention those who volunteer for site</p> <p>Keep up the good work!</p>
<p>Marketing and Communication</p>	<p>Established links with other local attractions to promote site. Marketing and communications tend to focus on putting up local posters – this seems to be working as the park used and its events well attended. Local knowledge of regular activities at the park is growing.</p>	<p>Maybe expand online presence?</p>
<p>Management</p>	<p>Evidence that the attraction is well managed by a small dedicated team who take pride in their work in and around the site and results are clearly visible for all to see</p>	

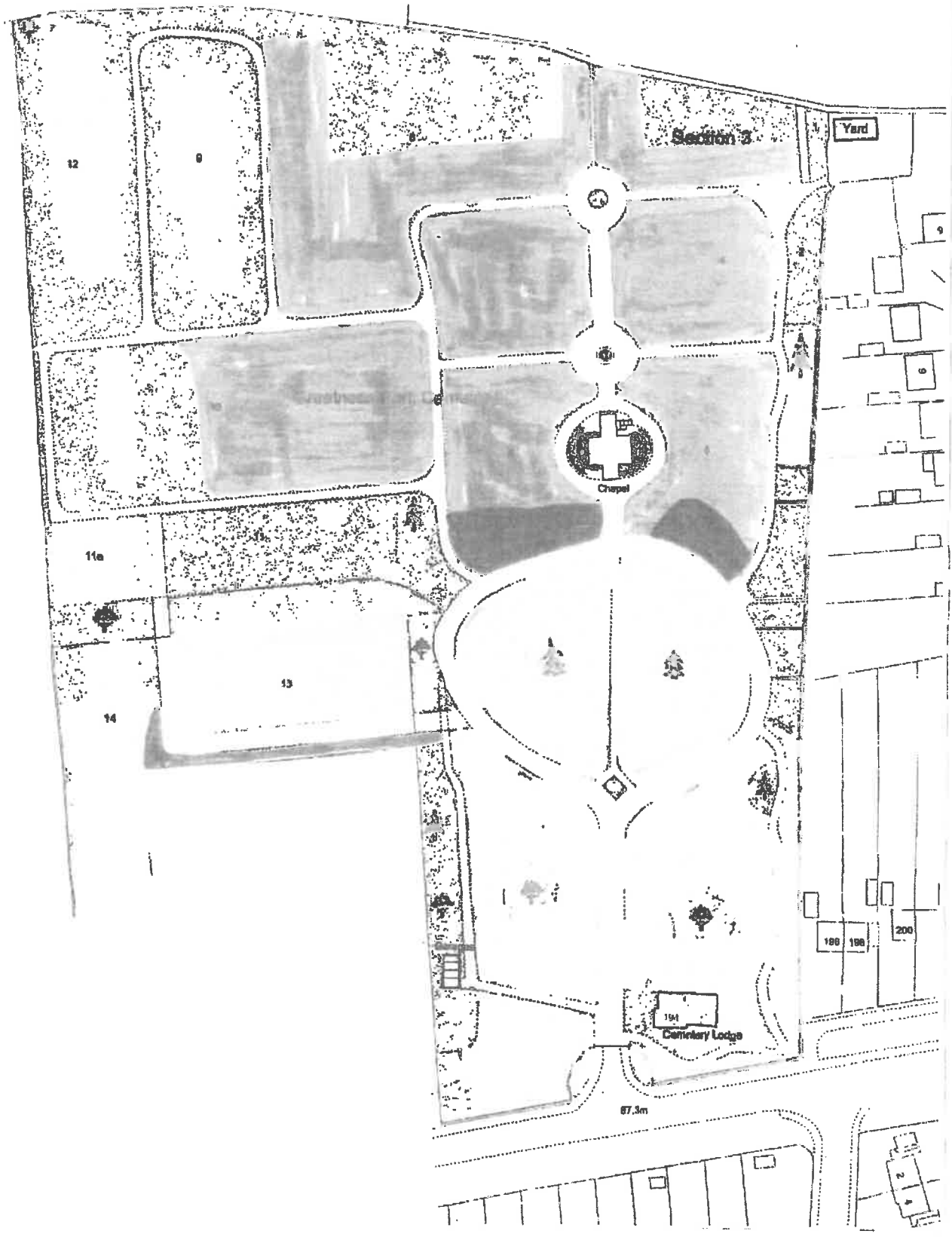
Additional Comments

Disappointing that, again, no representative from the cricket club was present on the day of our visit to give their aspect to the site, and supporting the Green Flag application ,to perhaps view the inside of the pavilion, if we had so wished.

Continue the good work of promoting the site for the benefit of the local community

LANDSCAPE PLAN
PROPOSED DEVELOPMENT
SITE PLAN & EXISTING UTILITIES

EXISTING UTILITIES (SEE PLAN FOR DETAILS)
PROPOSED UTILITIES (SEE PLAN FOR DETAILS)
TYPICAL LANDSCAPE PLANTING
NO EXISTING PLANTING



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Sevenoaks Town Council
Minutes of the FINANCE & GENERAL PURPOSES COMMITTEE
Held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks
On Monday 10th June 2019

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8.25 p.m.

Cllr Simon Raikes, Chairman	Present		Cllr Tony Clayton, Vice Chairman	Present
Cllr Keith Bonin	Present		Cllr Sue Camp	Present
<i>Cllr Nicholas Busvine, OBE [ex officio]</i>	<i>Present</i>		Cllr Dr Merylyn Canet	Present
Cllr Andrew Eyre	Present		Cllr Tom Morris Brown	Apologies
Cllr Roderick Hogarth	Apologies		Cllr Edward Waite	Present <i>[arrived 7:28pm]</i>
Cllr Robert Piper	Present			

[10]

In Attendance:

Cllr Victoria Granville-Baxter, Cllr Claire Shea *[arrived 7:50pm]*, Linda Larter MBE, Town Clerk, Christine Franklin, Responsible Finance Officer and Michèle MacDonald, Committee Clerk

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

The Town Clerk advised that Town and Parish Councils had a legal duty to publish all expenditure over £500. The Town Council took the decision to publish all expenditures on its website. The software used by the Town Council is specific for Town and Parish Councils to ensure all are legally compliant.

103. APOLOGIES FOR ABSENCE

RESOLVED to accept apology of absence received from Cllrs Roderick Hogarth and Tom Morris Brown.

104. REQUESTS FOR DISPENSATIONS

There were no requests for Dispensations

105. DECLARATION OF INTERESTS

There were no Declarations of Interest

106. MINUTES OF THE MEETING HELD ON 29TH MARCH 2019

RESOLVED: to receive and sign the Minutes, which were **resolved** to be a true record of the meeting at the Annual Council Meeting held on 13th May 2019 *[Minute 58 refers]*.

107. SUB COMMITTEES

- a) Youth Council Meeting held on 22nd May 2019 – **RESOLVED** to note the Minutes of the meeting.
- b) Youth Services Sub Committee Meeting held on 22nd May 2019 – **RESOLVED** to adopt the minutes of the meeting.

108. FINANCE REPORTS

RESOLVED: that the Responsible Finance Officer provide a written report relating to agreed CIL allocation and the Committee adopt the following reports:

a) Statement of Accounts

The Committee received and considered the management accounts for the period 1st to 30th April 2019.

It was noted that the Town Council receives its Precept twice annually from the District Council which is allocated monthly [£95,116] to the management accounts.

The Chairman elaborated on the accounting system for the benefit of the newly elected members.

b) Suppliers Accounts

The payment of the accounts listed in the periods:

- i. 1st to 31st March 2019 of £189,874.75
- ii. 1st to 30th April 2019 of £87,647.51

c) Payroll Account

The payment from the accounts listed in the schedule for the periods:

- i. 1st to 31st March 2019 of £67,939.93
- ii. 1st to 30th April 2019 of £71,654.68

d) Petty Cash Account

The payment from the account listed in the schedule for the periods:

- i. 1st to 31st March 2019 of £1,054.40
- ii. 1st to 30th April 2019 of £1,056.28

e) Hospitality and Gift Register

To receive and note that no hospitality or gifts were received by employees for the period 1st to 30th April 2019.

109. REVIEW OF FINANCIAL MATTERS IN ACCORDANCE WITH THE TOWN COUNCIL'S STANDING ORDERS

RESOLVED: To receive and note the following financial matters in accordance with the Town Council's Standing Orders, adopted at Annual Council Meeting on 13th May 2019 [*Minute 62 refers*]:

a) <u>Inventory</u> - A review of land and assets, including buildings and office equipment.	RESOLVED: to defer to 2020 when next valuation was due.
b) The Town Clerk advised that a professional valuation is undertaken every five years and presented to the committee.	

c) <u>Insurance Cover – 2019/2020</u>	RESOLVED: to note it had been arranged for the 2019/2020 year [2019 04 29 - Minute number 44a refers]
It was noted that a contract for 3 years had been arranged with annual premium reviews.	

Cllr Waite arrived at 7:28pm and confirmed he had no Declarations of Interest to declare.

d) <u>Complaints Procedure</u>	RESOLVED: to receive and re-adopt the current complaints procedure.
e) <u>Freedom of Information</u>	RESOLVED: to receive and re-adopt the current Town Council's procedure for handling requests made under the Freedom of Information Act 2000
f) <u>Press/Media Policy</u>	RESOLVED: to defer review of policy to next meeting.

110. **REVIEW OF INTERNAL CONTROLS**

RESOLVED: unanimously to adopt the following:

- a) Internal Audit Report for the year end Visit – the Committee congratulated the Responsible Finance Officer and the Finance team for a clean audit.
- b) Annual Review of Internal Audit
- c) Statement of the System of Internal Control – which was **agreed** to be signed in approval of the statement of the system of internal control.

111. **ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2019**

RESOLVED: unanimously to adopt the following:

- a) Annual Governance Statement – The Town Clerk read out each governance statement receiving approval from the Councillors to confirm governance arrangements were in place.
- b) Statement of Annual Accounts to 31st March 2019
- c) Supporting papers for submission to the External Auditors be signed by the Chairman and Town Clerk.

112. **PUBLIC WORKS**

A Progress Report relating to Public Works Loan Board application was received and noted.

RESOLVED unanimously that the Responsible Financial Officer and Chief Executive proceed with the arrangements to borrow a fixed repayment annuity loan of £1.4m over a 25-year period from the Public Works Loan Board for the rebuilding and refurbishment of the Bat & Ball Centre (previously known as Sevenoaks Community Centre).

The Town Clerk advised the committee that the Town Council's Investment Policy would be adhered to following receipt of the £1.4m.

113. GRANT

It was agreed that pages 201 to 204 of the agenda be ignored due to distribution error.

RESOLVED: in accordance with the General Power of Competence [Localism Act 2011 Sections 1-8 refers], the Kent Painters Group were awarded £436.00 to pay for the printing of 2000 coloured brochures [20 pages] subject to the Town Council’s usual grant terms and conditions.

114. SEVENOAKS MARKETS

The Committee Clerk’s report was received and considered.

a) Wednesday Market:

RESOLVED: unanimously to proceed with Option iii: to pursue legal avenues for Sevenoaks Town Council to operate a ‘charter’ market on the High Street without permission or payment to Sevenoaks District Council.

b) Bligh’s Saturday Market:

RESOLVED: unanimously to continue to use the 5 green and white units and 5 traders’ gazebos.

115. SEVENOAKS TOWN PARTNERSHIP MEETING HELD ON 29TH MAY 2019

RESOLVED: to receive and accept the minutes.

116. CURRENT MATTERS AND PRIORITIES

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

It was noted that the new Town Council would review its priorities at the Blue Skies Day on Saturday 7th September 2019.

RESOLVED: To receive and accept the reports.

117. PRESS RELEASE

It was agreed not to issue a press release.

There being no further business the Chairman closed the Meeting.

Signed Dated
Chairman

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, Wildernesse 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 Refuggess – 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	
Sun	1 Sept	Launch of the Community Rail Partnership	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 2.00	15 Sept	Mayor of New Romney – Garden Party	Mayor & Mayoress
Thurs 11.30	19 Sept	Sevenoaks School Foundation – Opening of the new boarding house	Deputy Mayor
Sat 7:00	21 Sept	Royal British Legion, Autumn Dinner & Dance, Tenterden	Mayor & Mayoress
Mon 4:00	4 Nov	Dorothy Parrott Meeting in the Town Council Chamber	Mayor
Fri 7.00	8 Nov	Sevenoaks Players performance of Jesus Christ Superstar at the Stag Theatre	Mayor & Mayoress
Sun	10 Nov	Remembrance Day – The Vine War Memorial	Mayor & Mayoress
Wed 6.30	20 Nov	Cheese and Wine Tasting Evening – Provisional Date	
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
Thurs 11:00	28 Nov	Provisional date for Tree Planting	Mayor
Fri 7:00	29 Nov	Christmas Light Switch On	Mayor
Mon 12.30	16 Dec	Sevenoaks Almshouse Charity – Christmas Lunch at Sevenoaks School	Mayor
Fri 5:30	20 Dec	Rivermere Residential Home – Christmas Concert & Buffet Supper	Mayor
Sat 6:30	8 Feb	Annual Quiz Night in the Plaza	Mayor & Mayoress
Mon 10:45	9 Mar	Fly the Flag for Commonwealth Day – Town Council Offices/The Vine?	Mayor
Fri PM	24 Mar	Mayor of Tenterden – Climb to the Top of St Mildred’s Church Tower	Mayor



2019 – 2020

The Mayor of Sevenoaks Councillor Nick Busvine OBE

Provisional Dates for Mayoral Events

<p>May/June 2019</p> <p>6th June D-Day Commemoration Wreath Laying</p> <p>23rd June Civic Service at St Thomas's Church</p> <p>29th June Raise the Flag for Armed Forces Day</p>	<p>July 2019</p> <p>8th July Cocktail Party at The Vine</p> <p>19th July Live on the Vine</p>	<p>August 2019</p>
<p>September 2019</p> <p>15th September 2019 Ferrari Event at The Vine</p>	<p>October 2019</p>	<p>November 2019</p> <p>10th November Remembrance Day The Vine War Memorial</p> <p>Cheese & Wine Tasting Provisional date 20th November 2019</p> <p>28th November Provisional date for Tree Planting</p> <p>29th November Christmas Lights Switch On</p>
<p>December 2019</p>	<p>January 2020</p> <p>Staff Fundraising Lunch</p>	<p>February 2020</p> <p>8th February Quiz Night</p>
<p>March 2020</p> <p>9th March Fly the Flag for Commonwealth Day</p> <p>Tour of Knole House To be confirmed</p>	<p>April 2020</p>	<p>May 2020</p> <p>8th May VE Day 75</p> <p>Luncheon at Chevening To be confirmed</p>

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