

**Minutes of Sevenoaks Town Partnership Meeting held at the Town Council Chamber
On Wednesday 17th April 2019 at 6.30 p.m.**

Executive Board:

Executive Board

Representing	Number	Current Member	Current Organisation	
Sevenoaks Town Council	3	Cllr Maxine Chakowa (Chairman)		Present
		CEO / Town Clerk		Present
		Cllr Stephen Arnold		Apologies
Sevenoaks District Council	1	Cllr Avril Hunter		Present
Transport	2	Tony Clayton	Sevenoaks Rail Travellers Association	Present
		Austin Blackburn	Go Coach	Present
Leisure Facilities	3	Jane Parish CEO	Sencio	Apologies
		Andrew Eyre (Vice Chairman)	Stag	Present
		Knole	To be confirmed	Present
Chamber of Commerce	1	Nick Brooker		Present
Blighs Meadow	1		Savills, agent for Bligh's owners Standard Life Investments	Apologies
Sevenoaks Chronicle	1			Apologies
Sevenoaks Society	1	Roger Walshe		Present
Large Business	2	Vacancy		
		Elizabeth Dolding	Warners Solicitors	Apologies
Small Independent Business	2	Roberta Ware	Francis Jones Jewellers	Present
		Glenn Ball	Local Architect	Present
Resident Association	1			Byron Brown – Bradbourne Residents Association present
Round Table	1			Apologies
Police	1			Apologies
	20			

Also in Attendance:

Stephanie Harrison – My Sevenoaks Community

Bonnie Tarling – Committee Clerk

Cllr Mrs Pam Walshe – Sevenoaks Town Council

Cllr Marilyn Canet – Sevenoaks Town Council & Sevenoaks District Seniors Action Forum

Mary Hayward – National Trust, Knole

Jean Picton Bentley – Blue Flamingo Music

Dan Keeley – Are We Ok?

1. Apologies for Absence

As noted above.

2. Declarations of Interest

There were none.

3. Minutes

The minutes of the Sevenoaks Town Partnership meeting held on 27th February were received and agreed.

4. Sevenoaks Business Hub

The attached report was received and noted.

5. Independent Shopping Day 4th July 2019

The report was received and discussed. It was noted that several businesses had already signed up to the event. A press release and social media campaign would start on 1st May.

6. STP Events Committee

A copy of the minutes of the STP Events Committee meeting held on 3rd April were received and noted.

7. Business Show & Wellbeing Show 2019.

An update was received from the Committee Clerk.

Business Show on Friday 26th April – sponsors had now been confirmed and stand spaces were now sold out. The Sevenoaks and District Chamber of Commerce would be holding a breakfast event at the Stag before the show and the Next Generation Chamber would be hosting a talk during the event. Nominations for the Business Awards 2019 would be launched at the show.

Wellbeing Show on Friday 17th May – sponsors had now been confirmed and only 3 stand spaces were still available. Talks and demonstrations had been confirmed.

8. Friends of Bat & Ball meeting 27th March 2019

A copy of the minutes from the Bat & Ball meeting held on 27th March were received and noted.

Copies of the Evaluation Report on the project were distributed.

9. New STP website

The new website was now up and running. STP Executive Board members had been asked for feedback with the following received to date:

- Very user friendly
- Works very well when viewing on a mobile phone

Members were asked to give further feedback to the Committee Clerk over the coming weeks.

10. Member Organisations

Stag – Business continuing to do well with a very positive article received in the Times newspaper. Discussions were ongoing with STC regarding the 10th Anniversary event at the Stag linking it to the Best Town to Live in Kent, further details to follow.

Glenn Ball – The new sash windows and disabled access ramp had been completed at the Vine Pavilion.

Francis Jones Jewellers – Business had been quiet due to ongoing roadworks in the Town.

Sevenoaks District Council – The new multi-storey car park was open. A review of all parking including on-street would be taking place shortly. It was noted that SDC had retained its Platinum Award for Investors in People.

Sevenoaks Rail Travellers Association – The group were still very concerned regarding rumours that the fast train from Maidstone to London Bridge via Bat & Ball would not happen from December 2019.

Go Coach – Sevenoaks District Council and Knole had initiated a new shuttle bus service from Sevenoaks Station-Bus Station – Sevenoaks Town Centre Car Park – Knole would start during the Summer on Sundays only. The service would run every half hour with £5,000 funding received from Knole to pay for operational costs. There would not be a fare charge for passengers. The service would be advertised through Knole via their website and social media. As the route would not be registered it would not be able to advertise the timetable on bus stops. Users of the shuttle (free of charge) would receive a 15% discount in the Knole Café. New way finding signs to Knole would be placed in the Town Centre Car Park.

It was agreed that the service although welcomed was a different service and did not replace the iconic Vintage Bus which has become an established tourist attraction for the town. Sevenoaks District Council and Knole had discussed with Go Coach the opportunity of operating the Vintage Bus with access to Knole on three or four 'Event Days' per year. It was noted that further details were unknown and the practical and economic viability had not been discussed by the Sevenoaks Town Partnership.

Had taken over routes from Arriva and marking it the only Independent Bus operator in the area. New timetables had been placed around the town to promote the new routes.

Bradbourne Residents Association – Currently working on plans to turn one of the lakes back into a model boating lake. Recent working party days had been very successful. Sevenoaks District Council were currently working on their Vision Plan for the lakes.

Sevenoaks Society – Sevenoaks Society Heritage Exhibition 19th June at 2pm at Sevenoaks Library Gallery. There would also be a launch for an accompanying book.

Sevenoaks & District Chamber of Commerce – Recent Retail Forum meeting had been a great success with lots of discussions and plans for a future meeting in June.

In July there would be an Employee Experience Week for school children in years 9 and 10. The event aims to bring together employers and young people to discuss different career paths.

It was noted that memberships fees had been reviewed and had risen slightly for the first time in two years.

Pink Week – Events for Pink Week had now been arranged with the Pink Run and Quiz Night confirmed.

My Sevenoaks Community – The site continued to go from strength to strength with 30,000 hits across the website and social media in one day. The What's On section of the website continues to be the most popular page on the site. A recent film that was shot in Sevenoaks was featured on the site and had received 20,000 hits in one day.

Sevenoaks Senior District Action Forum – Currently looking for new ways to help tackle loneliness and helping older people get back into the work place.

Dan Keeley – Recent Wellbeing event held at Penshurst had been a great success with people talking about Mental Health Issues. Further projects would be taking place throughout the year with more information to follow.

Knole – After 6 years of conservation work thanks to a £21 million Lottery Fund Grant the whole House had been opened to the public on 2nd March.

To date 3,000 people had taken part in the Easter Egg hunt in the grounds.

There would be several events taking place throughout 2019 with plans for a Paper Artist installations taking place from March to November 2020.

Sevenoaks Town Council – Elections would be taking place on 2nd May.

Sevenoaks In Bloom competition plans were now well underway with judging taking place on 5th July from 10am.

On 29th April an event would take place to mark the start of the work on the new ramp access from Sevenoaks Community Centre to Bat & Ball Station.

Bat & Ball Centre – tenders for the project had now been received and works on the building would start in June.

Single Use Plastic Pledge – the project was now underway with businesses encouraged to sign up to the pledge to cut usage single use plastic in Sevenoaks.

Ferrari Event on the Vine Gardens 15th September – a new event would take place on the Vine Gardens from 10.30-4.00 with Ferrari Cars, musical entertainment and food. The event would be free entry and help to raise money for the Mayor's Fund.

11. Date of next meeting

The next STP meeting would take place on 29th May, 6.30pm at the Town Council Chamber.

12. Press Release

A press release would be issued regarding the Independent Shopping Day.

There being no further business the Chairman closed the meeting at 8.00 pm.

Sevenoaks Town Council

Sevenoaks Town Partnership 17th April 2019

Sevenoaks Business Hub (former Red Cross building)

Planning Permission

Confirmation of approved Planning Permission for the Business Hub was received on 8th April 2019 subject to the following conditions:

- The external seating area shall only be used between the hours of Monday to Friday from 8 a.m. to 6 p.m. and Saturdays from 8 a.m. – 1 p.m. The external seating area shall not be used on Sundays or Bank Holidays.
- Prior to the first occupation of the offices hereby permitted details of the provision of two electric vehicle charging points should be submitted and approved in writing by the Local Planning Authority.

Tenders

Sevenoaks Town Council sought tenders via the Government Contract Finder Website. 14 tenders were returned on 5th April 2019. The capital works element of the project had been budgeted at £159,100 (overall project £265,400). Tenders ranged from £213,950 - £424,529.

Some elements of the specification could be eliminated to reduce the cost. However, it should be noted that the introduction of electric vehicle charging points will increase costs.

Funding

Unfortunately, the Town Council did not receive the approval from SELEP in March 2019 as it was hoped. SELEP has stated that there might be further funding available in June 2019. There may also be the opportunity to apply for CIL funding in July 2019.

Option to Tax

Sevenoaks Town Council has applied to HMRC for Option to Tax on the Business Hub. Due HMRC considering this a commercial venture they are still considering their decision. Option to Tax enables the Town Council to reclaim VAT on refurbishment and construction costs.

