

11th January 2022

Arrangements During COVID 19

Sevenoaks Town Council is endeavouring where possible to continue with its day-to-day activities. There are still public health restrictions and "Council Meetings" via Zoom are not currently permitted.

This advisory meeting is being held by electronic means in accordance with the emergency measures agreed at the meeting of the Town Council held on 6th December 2021 (*Minute 411 refers*).

You are hereby summoned to attend a virtual meeting of the **SEVENOAKS TOWN COUNCIL** to be held via Zoom on **Monday 17th January 2022** at the conclusion of the virtual meeting of the Finance & General Purposes Committee commencing 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 will be streamed live to YouTube for the public to watch via the following link: <https://youtu.be/OtPmLMfpHjI> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by request.

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



Town Clerk

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

AGENDA

PUBLIC QUESTIONS

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

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1	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	-
2	<u>REQUESTS FOR DISPENSATIONS</u> 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	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.	-
4	<u>MINUTES</u> To receive, adopt and sign the minutes of the meeting of the Sevenoaks Town Council held on 6 th December 2021 as a <u>true</u> record.	Attached
5	<u>MINUTES OF COMMITTEES</u> Council is asked to consider and adopt the minutes of the following Committee meetings: <u>Planning Committee:</u> 13 th December 2021 20 th December 2021	Copies previously circulated and available on request
6	<u>MAYOR'S ENGAGEMENTS</u> To receive and note: a) the functions attended by the Mayor or her representative during December 2021. b) the forthcoming Civic Events being organised by the Mayor during 2021/2022	Attached Attached
7	<u>PRESS RELEASE</u> To consider any agenda item which would be appropriate for a press release.	

Sevenoaks Town Council

Minutes of the Town Council Meeting held on 6th December 2021 At Bat & Ball Centre, Crampton's Road, Sevenoaks TN14 5DN

Livestreamed on YouTube <https://youtu.be/g5YXxh5L3aQ>

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 7.52 p.m.

Cllr Keith Bonin	Present	Cllr Nicholas Busvine	Present
Cllr Sue Camp	Present	Cllr Dr Merilyn Canet, Mayor	Present
Cllr Tony Clayton	Present	Cllr Andrew Eyre	Present
Cllr Victoria Granville-Baxter	Present	Cllr Roderick Hogarth	Present
Cllr Lise Michaelides	Apologies	Cllr Tom Morris Brown	Apologies
Cllr Rachel Parry, Deputy Mayor	Apologies	Cllr Richard Parry	Present Left 7.35pm
Cllr Robert Piper	Apologies	Cllr Simon Raikes	Present
Cllr Claire Shea	Apologies	Cllr Edward Waite	Apologies

In Attendance: Town Clerk, Responsible Finance Officer, Deputy Town Clerk, KCC Cllr Streatfeild.

Present: 37 members of the public

Prior to the commencement of the meeting there was a presentation from students from Sevenoaks School 'Ways to Improve Sevenoaks Town' including ideas for ameliorating the environment and combatting climate change.



A question-and-answer session followed, and Councillors congratulated the students for undertaking the interesting survey and their thought-provoking professional presentation. It was hoped that the students would continue to be involved with the Town Council working with them and the community on the Green Community Investment Plan and the

Neighbourhood Development Plan Action Plan when it is progressed.

Representations received from Members of the Public

- i. Kent County Councillor Richard Streatfeild addressed the meeting regarding the following matters:
 - Adult Social Care being under severe pressure

Sevenoaks Town Council

- Croudace planning application on Brittain's Lane
 - ii. A Resident from Eardley Road asked for support for a pilot scheme to be introduced for electric charging points to be installed in Eardley Road to be used by business users during the day and residents at night
 - iii. A Representative of SCAN (Sevenoaks Climate Action Network), Sophie Howells, introduced herself and expressed the group's interest in helping and contributing to climate change initiatives
- 405 Apologies for Absence** as shown above.
It was **RESOLVED** to accept the long-term apologies for Cllr Piper for personal reasons and wish him well from everyone at Sevenoaks Town Council.
- 406 Requests for Dispensations:** none received.
- 407 Declarations of Interest:** none received.
- 408 Minutes of the Town Council Meeting held on 22nd November 2021**
RESOLVED: to accept and sign the Minutes of the Sevenoaks Town Council Meeting held on 22nd November 2021 as a true record.
- 409 Minutes of Committees**
Council was asked to consider and adopt the Minutes of Committees as follows:
- 409.1 Planning Committee**
RESOLVED: To receive and adopt the minutes of the meeting of the Planning Committee held on 29th November 2021 as a true record.
- 409.2 Finance and General Purposes Committee**
RESOLVED: To receive and adopt the minutes of the meeting of the Finance & General Purposes Committee held on 22nd November 2021 as a true record.
- 410 Sevenoaks Town Council's Green Community Investment Plan 2021**
RESOLVED: To adopt the draft Green Community Investment Plan 2021 (as per Appendix) and put it out for a six-week public consultation period.
- 411 Covid -19 Emergency Measures for Operation of Sevenoaks Town Council**
RESOLVED:
- i) To accept Apologies for Absence in accordance with the Local Government Act 1972 s.85 (1) for long term absence due to being identified by Public Health as at increased risk of severe illness from coronavirus (COVID-19)
 - ii) To accept Apologies for Absence in accordance with the Local Government Act 1972 s.85 (1) for long term absence due to the restrictions from coronavirus (COVID-19) preventing Council Meetings taking place.

Sevenoaks Town Council

- iii) To note the continued Pandemic Crisis Management Team to be operational if needed. The team to consist of Cllr Busvine, Cllr Eyre, Cllr Parry (reserves Cllr Bonin, Cllr Hogarth), Cllr Dr Canet, Cllr Shea, Cllr Clayton (reserves Cllr Morris Brown, Cllr Camp), Town Clerk, Deputy Town Clerk, Responsible Financial Officer.
- iv) To agree emergency measures that if it was not possible to convene an in-person meeting of the Council or Committee in reasonable time or where restrictions are in place, the Town Clerk (and Deputy Town Clerk) shall have the delegated authority under s.101 of the Local Government Act 1972 to make decisions on behalf of the Council where such a decision cannot be reasonably deferred and must be made in order to comply with a commercial or statutory deadline.

This will normally be carried out following an online advisory meeting or where possible by consultation with members by electronic means or telephone. The delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations. Any decision made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations.

412 Sevenoaks Town Council Precept Recommendations For 2022 – 2023

Proposed by Cllr Clayton and seconded by Cllr Bonin, it was

UNANIMOUSLY RESOLVED:

To agree the precept of £1,295,675 which is a 4.5% increase to the 2021/22 precept. The impact on Band D to be confirmed once Sevenoaks District Council releases the number of Band D households.

Councillors congratulated the Town Clerk and the Responsible Finance Officer for putting the figures together at such short notice to protect service delivery for residents.

413 Mayor of Sevenoaks – Annual Presentation of Painting towards The Council’s Community Art Collection

The Mayor presented an oil painting of The Vine by local artist Roland Courtney to the Council’s Community Art Collection

414 Mayors Engagements

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

- a) the functions attended by the Mayor or her representative during November 2021. The Mayor was congratulated on the number of engagements she had managed to attend in such difficult times.
- b) the forthcoming Civic Events being organised by the Mayor during 2021/2022

Sevenoaks Town Council

415 Presentation of South & South East in Bloom Certificates of Excellence

The Mayor presented Certificates of Excellence to:



Soroptimist International



Sevenoaks Living Landscapes &
Adrian Cheeseman



West Kent Housing Association

416 Press Release

RESOLVED to issue a press release

- i) Announcing Sevenoaks Town Council's Green Community Investment Plan 2021 going out to Public Consultation
- ii) The adoption of the 2022/23 Precept

There being no further business the Mayor closed the meeting.

Signed

Mayor

Dated



Sevenoaks
TOWN council

DRAFT Green Community

Investment Plan 2021

Extension to Community Investment Plan 2019 – 2023

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Draft Green Community Investment Plan 2021
Extension to Community Investment Plan 2019 – 2023

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Draft Green Community Investment Plan 2021

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1. Summary

In November 2019 Sevenoaks Town Council (STC) resolved to make the following its Number 1 Priority:

- To recognise the Government and KCC declarations for aiming for Zero Carbon.
- To integrate this within the vision and throughout the Neighbourhood Development Plan (NDP) and within the Town Council's general operation.

Unfortunately, the COVID-19 pandemic had disrupted some of the STC original plans from 2019. However, STC has used the time to refocus its draft Neighbourhood Development Plan on climate and green issues, identifying policies which would contribute to a more sustainable town.

At a meeting in November 2021, Councillors met to review STC's original 2019 climate change initiatives and considered additional and new proposals. It was agreed that STC should communicate more to the public about the practical local initiatives it was already undertaking and its plans for the future and that STC should take a local leadership role, providing information about simple measures that can be taken in helping the local community to Reduce, Reuse and Recycle to help the planet.

Friends of the Earth states: *"Parish and Town Councils may not be as powerful as local authorities, but they can 'do their bit' in addressing the climate and nature emergency and be a force for change."*

Impact: Community Carbon Calculator – provides the following information as at November 2021

Sevenoaks	
20.1t CO₂e* per-household consumption footprint (p.a.)	
EMISSIONS BREAKDOWN (t CO₂e)	
Consumption of goods and services	7.17
Housing	4.48
Food and diet	4.36

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Travel	4.02
Waste	0.03
*CO2e stands for "carbon dioxide equivalent" and is a standard unit of measurement in carbon accounting. It expresses the impact of a number of different gases collectively as a common unit.	

For further information see the Impact calculator developed by Exeter University

<https://impact-tool.org.uk>

STC's overall aim is to put in place affordable and practical initiatives with long term green benefits for the local community and to support and encourage residents to pursue individually. Little steps together, reducing Sevenoaks carbon consumption footprint = big changes to the planet.

STC's Green Community Investment Plan (appendix to STC Community Investment Plan 2019 – 2023) brings together all of its climate change initiatives to publicise to and involve the local community and progress practical delivery under the following five themes:

- Theme 1 Buildings
- Theme 2 Transport & Movement
- Theme 3 Making Sevenoaks Greener
- Theme 4 Consumption
- Theme 5 Information & Access to information

2. STC Community Investment Plan 2019 - 2023

In 2014 Sevenoaks Town Council (STC) set out its first ambitious £4m Community Investment Plan to restore and improve community facilities. Building on the success of that Community Investment Plan the 2019 second document continued with the original 2014 plan and set out additional priorities for the next four years which increased investment to £6.5m+, for further details see appendix.

The STC 2021 Green Community Investment Plan moves away from primarily investing in community facilities and towards investing in the local environment and making Sevenoaks greener.

3. Theme 1 - Buildings

3.1 Sevenoaks Town Council's buildings and assets

STC when constructing new buildings will aim for them to be as



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sustainable and eco-friendly as possible. Existing buildings to be more sustainable with reduced carbon footprint where practicable.

The new Bat & Ball Centre is as eco-friendly as possible.

- Rebuild instead of new build.
- Eco friendly and sustainable materials.
- Solar panels.
- Motion sensor lighting.
- Additional insulation.
- Improved heating and ventilation systems.



STC has agreed to research costs and practicalities for the following for its buildings:

- Solar panels.
- Motion sensor lighting.
- Additional insulation.
- Improved heating and ventilation systems.
- Energy audit for each building

3.2. Draft Sevenoaks Neighbourhood Development Plan

The Sevenoaks Neighbourhood Development Plan (NDP) can be viewed at sevenoaksndp.wordpress.com and is currently at draft stage in preparation for a referendum. Following a hoped-for successful referendum an Action and Implementation Plan would be the next step.

The NDP is based upon a vision and accompanying set of objectives. An important focus for the plan is to improve the health and well-being of the people that live within the NDP area. The plan also recognises the importance of addressing the nationally declared climate emergency and supporting sustainability.

The NDP draws upon the town’s existing strengths, reflects the positive qualities identified by the local community and identifies the following number of challenges and opportunities.

Respond positively to climate change and encourage a more sustainable approach to both land use and lifestyle choices.	Deliver a sustainable expansion at Greatness, on land currently being worked to extract gravel by Tarmac Ltd (subject to release from Green Belt) in order to deliver new homes to meet local needs.
Enhance and preserve the town’s heritage assets and special open spaces.	Unlock new opportunity for leisure, recreation, and community infrastructure – including a new watersports lake as part of this development.
Enhance the arrival experience into the town to create a more welcoming impression.	Grow the town’s economy and support the creation of new jobs.

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Enhance the town’s network of roads, footpaths and cycling routes to improve connections and create a safer and more attractive environment for users.	Deliver new community assets including a new community centre at Bat & Ball and new health and education provision.
Improve access to, and better connect, the town’s open spaces	Deliver enhanced recreational and sports facilities for the town.
Regenerate and revitalise the Northern Sevenoaks area around Bat & Ball Station	Enhance the town’s thriving cultural scene.

Objective 14: to promote high quality development that enhances the town and consolidates vacant or underutilised land.

Objective 15: to deliver a range of new homes to meet local needs.

Objective 16: to provide homes that are energy efficient and minimise environmental impact.

3.3. Energy Audits for Buildings

STC will carry out Energy Audits for its buildings. It is noted that other Transition Towns (*Transition Towns is a voluntary movement focusing on benefits of Local Money, Local Skills, Local Power with the aim to improve the local climate*) had initiated Energy Audits for homes. STC will research further and signpost residents to such initiatives and provide practical cost effective solutions for residents to improve energy use in their own homes.

4. Theme 2 – Transport & Movement

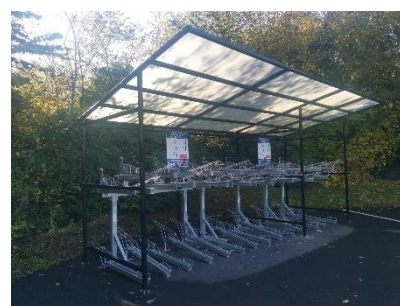
4.1 Reducing cars / traffic particularly in relation to school traffic

The NDP is progressing to referendum and includes relevant proposals. It was noted that subject to a successful referendum the NDP would then move to an Action and Implementation Plan – see section 3.2. for further details.

4.2. Cycle Racks

New facilities to park 30 bikes have been installed at the Bat & Ball Centre. Previously also at Bat & Ball Station.

Plans are in place with KCC for the installation of cycle racks, which double as planters, in the town centre. Cycle planters will be installed at STC office / Business Hub site.



STC will consider opportunities to install cycle racks on the rest of its estate and public open spaces.

4.3 Increase safety for pedestrians and cyclists

The NDP is progressing to referendum and includes relevant proposals. It was noted that subject to a successful referendum the NDP would then move to an Action and Implementation Plan – see section 3.2. for further details.

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4.4. Proposals for 20 mph, one way systems, and shared space

The NDP is progressing to referendum and includes relevant proposals. It was noted that subject to a successful referendum the NDP would then move to an Action and Implementation Plan – see section 3.2. for further details.

4.5. Encourage increased use of public transport – buses and trains – by having improved Facilities

STC wants to encourage increased use of public transport – buses and trains – by having improved facilities.

STC is committed to working with the Darent Valley Community Rail Partnership (DVCRP) to encourage more local sustainable travel. The DVCRP aims to

- Brings together six separate stations: Swanley, Eynsford, Shoreham, Otford, Bat & Ball and Sevenoaks
- Encourages passengers to visit local tourism attractions along the line
- Connecting communities to their railway and boosting local economy
- Working to improve station facilities, accessibility, and the natural environment
- Linking the use of the train to sustainable modes of transport e.g., walking and cycling
- Raising awareness of local heritage and culture including the artist Samuel Palmer

Subject to funding availability – STC considers proposals to increased bus usage is important. Building on the success of the introduction of the No 8 Bus and subject to funding availability STC would want the provision to move to a half hourly provision and available in the evening. STC would also support where possible other bus initiatives. STC provides the wooden bus shelters within the town.

4.6. Electric Vehicles & Charging Points

STC has purchased its first electric vehicle and will continue to invest in electrical vehicles and equipment where possible as it replaces its vehicles.

STC aims to install electric car charging points at its sites. Electric charging points have been installed at the Bat & Ball Centre and it is hoped will soon be installed at the STC Office / Business Hub site.



4.7. Car Club and Car Sharing

A Car Club operating similar to other towns should be supported by STC, potentially by grant funding, but not operated by STC.

4.8. Create liaison between individual schools' safety and travel schemes to reduce overall town congestion

STC are supportive of School Safety & Travel Schemes and will seek to arrange a meeting between schools to discuss these and review the overall school travel congestion.

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- 4.9 Programme of installing QR codes on signposts identifying walking and cycling routes
STC will include and encourage other providers to provide information on signage to include walking and cycling routes – include QR codes where possible.
- 4.10 Continue to support Cycling Strategy for Sevenoaks
STC would continue wherever possible to work with SDC / KCC and other agencies to improve local cycling provision. STC would also support schemes that enables cycle renting.
- 4.11 Feasibility study for cycle path from Bat & Ball Station to Dunton Green Station
Within the Northern Sevenoaks Masterplan commissioned by STC was a proposal to link Bat & Ball Station and Dunton Green Station via a cycle path. STC believes there are potential benefits to current and new residents, commuting to London, commuting locally to schools and for shopping and leisure. STC want to continue to investigate the feasibility of this and will be obtain costs for a professional Feasibility Study.
- STC will also lobby for the inclusion of the proposal in KCC / SDC Cycling Strategies / Movement Strategy / LC WIP and also liaise with Dunton Green Parish Council.
- 4.12 Encourage cycle path across Knole Estate
STC to liaise with and encourage Knole Estates to create a leisure cycle path across its land, alongside the existing path/route from the main entrance gate to the rear gate at the junction of St Julian Road and Fawke Wood Road.
- 4.13 Draft Sevenoaks Neighbourhood Development Plan
Objective 6: to work with the District Council, and Kent County Council, in consultation with neighbouring Parish Councils, to identify a long term strategic approach to transport in Sevenoaks to respond to and mitigate any impact of new development on the existing network.
Objective 7: to promote a co-ordinated approach to transport and movement that encourages use of sustainable transport modes, including walking and cycling, and reducing pollution levels, whilst ensuring that the centre is still accessible by car.

5 Theme 3 – Making Sevenoaks Greener

- 5.1 Trees (Noting: Right Tree – Right Place)
A particular feature of Sevenoaks is its trees. Sevenoaks is famed for its oaks but there are many other species and individual trees that are important to the character and ecology of the town.
- STC maintains and manages more than 38 hectares of public open space of which approximately 26 hectares are covered in trees. STC wants to plant more trees and where possible fruit and nut trees.

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In 2020 STC planted 790 trees and plans for 2021 are progressing with over 300 planned up to November. STC would keep a running total – clearly available for public to view e.g., on its website and linked to the national database.

Where there used to be tree lined avenues, STC will encourage the public via resident associations to plant trees in their front gardens (subject to KCC permission). STC will consider providing grants for trees to voluntary organisations and will support the Queen’s Jubilee Tree Canopy initiative.

When there is a need to fell trees STC will repurpose for posts and bollards where possible.

5.2. Adopt a Tree

In 2021 STC launched an Adopt a Tree in Sevenoaks project.

Why Adopt a Tree?

- Trees benefit the local environment
- Help improve air quality
- Provide homes for wildlife
- Food for insects
- are visually attractive

Where can the trees be planted?

There is a list available of land owned and maintained by Sevenoaks Town Council. These areas vary in size and many of the trees to be planted would be understorey trees and hedgerow bushes, but all of them would be extremely beneficial to the local environment.

Can I plant the tree myself?

If your tree is going to be planted in a Town Council park or open space, then you can come along and help with the planting. If your tree is going on a roadside verge, unfortunately you will not be able to help as safety guidelines must be followed when working on a public highway.

The Choice of Tree

It is important that the right tree is chosen for the right location to enhance its chance of flourishing. Native species will be chosen for the most part with an emphasis on fruit and nut trees. You are encouraged to water and nurture your tree and watch it grow over the years.

The Cost

Your tree can be planted at one of our parks and following the planting, you will receive a certificate with a picture of the newly planted tree and a plan showing its location. If you would like to be in the photograph, this can be arranged. Individual plaques are not provided, but if you would like to provide your own, we can attach to the stake. Standard tree - £100 (10/12 cm bare root wrapped tree). This price includes purchase of the tree, digging a hole for its roots, adding compost, installing an irrigation pipe, backfilling, mulching, and staking.

Planting

The best months for planting trees are December and January. So that we can plant new trees during this time, our deadline for applications is 30th September. This gives enough time to order the trees, agree and mark the final locations and organise planting.

Once the tree is planted Sevenoaks Town Council will be responsible for maintaining the tree. Please be aware that we cannot guarantee the lifetime of the tree, and we will not be able to replace any trees, which do not establish themselves. If the tree is near your home, you can increase its chances of survival by giving it water during periods of drought and hot weather. For queries, please email osl@sevenoakstown.gov.uk

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5.3 Link Sevenoaks open spaces together with ‘green routes’
Via its NDP proposals STC will Improve access to, and better connect, the town’s open spaces

5.4 Give it a Grow project
In 2020 the Mayor, Cllr Dr Canet launched the Give it a Grow project encouraging all residents to become involved in making Sevenoaks greener.



5.5. Sevenoaks in Bloom and STC Planting
The annual Sevenoaks in Bloom garden competition plays a vital role in celebrating and directing focus onto the value of plants and their impact on the community and environment. This in turn transforms areas into better places to live, work and visit and help to make residents, businesses, and communities proud of their town. STC will continue with its edible gardening project. Including edible foods within planting in public open spaces and encouraging residents to pick and use. Planting will be chosen that encourages bees. STC are indebted to its many volunteers who participate in helping to make Sevenoaks in Bloom a success.

STC in its horticultural processes will minimise the use of fungicides and pesticides and create a Biodiversity Policy. Sustainable planting will also be used.

5.6 Sustainable boundaries
STC is aware of the considerable environmental benefits to creating sustainable boundaries to properties e.g., hedging compared to fencing. STC will review its following policies for Planning Committee recommendations (it should be noted that STC does not make the final decision relating to planning applications, this is with Sevenoaks District Council, the Planning Authority):

- Sustainable boundaries e.g., hedging
- Porous front drives
- Trees – planting 2 for each 1 removed
- Signs – not internally illuminated – light pollution and energy.
- 1m boundary distance

5.7 Streetlighting to LED provision
STC owns and maintains some of the streetlighting in Sevenoaks and has been putting in place a plan of conversion to LED.

Where floodlights are provided on STC land it will be planned to move to LED and decrease light pollution.

Christmas Lights will also be planned to move to LED.

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5.8 Acquisition of Land

Very rarely, but occasionally land does come up for sale in Sevenoaks. STC will consider putting in place process and ‘in principle’ resolution to enable STC to obtain additional land if it could be used for community benefit e.g., additional woodland or community orchard.

5.9. Draft Sevenoaks Neighbourhood Development Plan

Objective 4: to recognise the significant contribution that trees and hedgerows make to the town’s character and biodiversity.

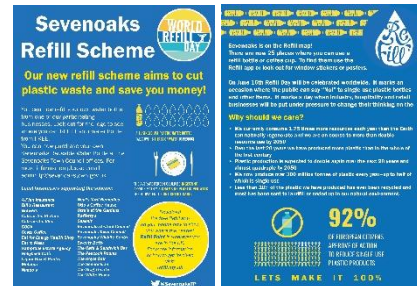
Objective 5: to protect, improve and enhance access to existing publicly accessible open spaces and create new publicly accessible open spaces and green infrastructure.

6 Theme 4 - Consumption

6.1 Promote Refill Scheme

STC will continue to promote the Refill Scheme encouraging people to use refillable bottles rather than plastic; install as many drinking water facilities as possible and encourage businesses to provide free drinking water.

STC will continue to lobby for drinking fountains to be provided at Railway Stations.



6.2. Sevenoaks Plastic Free Pledge

In response to the global problem of plastic pollution, Sevenoaks Town Council and Sevenoaks Youth Council have committed to phasing out single-use plastic across all its facilities. This also means it strongly encourages groups and organisations to find alternatives to single use plastic when using Town Council venues.



We recognise that crowded events such as fetes, parties etc real glasses can provide a safety hazard. In these circumstances STC encourages the use of sturdy plastic cups that can be cleaned and reused and ultimately can be recycled.

Where single use items are unavoidable, we encourage the public to provide genuine compostable alternatives, and take responsibility for their proper disposal.

STC will continue to campaign and support campaigns for reducing litter and encouraging more recycling.

STC will raise awareness of these matters to all users of its facilities.

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STC would be participating in a recycling scheme for the banners for them to be used as flooring for horse stables, dumbbells, traffic cones, punch bags etc. It was also noted that they could be used on allotments to suppress weeds.

6.3. Installation of drinking fountains

Drinking water refill facilities have been installed at the new Bat & Ball Centre and Bat & Ball Station Café.

External drinking water refill facilities will be installed at The Vine Gardens and Greatness Recreation Ground during 2021 / 2022.

6.4. Enabling community initiatives for sustainable living e.g., Toy Library, Community Orchards, Community Cycle Workshops, Repair Café, promotion of alternative resources e.g., nappies.

STC will – where possible – support and develop community initiatives for sustainable living. STC will work with partners including KCC, SDC and Abacus to progress this provision.

6.5. Zero Waste Shop – research viability and support provision in Sevenoaks

STC would support the provision of a Scrapbox* facility, working to reduce waste. It was noted that a building and volunteers would be needed. STC to work with KCC, SDC and Abacus to try and progress a project.

Good example in Norwich: - The aim of Scrapbox is to educate people about the re-use of clean, safe Commercial and Industrial 'waste' as re-usable resources. Scrapbox collects from businesses waste materials such as 'overs', reject goods, ends of ranges etc. which would otherwise be thrown away and makes them available for art, craft, drama, technology and even recycling lessons. The project helps to delay resources being sent to landfill or incineration, which takes time and energy.

Organisations and individuals then pay affordable amounts for the resources they purchase for their projects. Particularly useful to groups who provide art, crafting, music, drama, and technology activities for communities such as schools, nurseries, care homes, crafting groups for the elderly and vulnerable plus community artists etc.

6.6. Food Waste

Sevenoaks currently operates a Foodsafe scheme where supermarkets and other businesses offer surplus, close to sell by date to voluntary organisations. STC will support this where possible.

6.7. Supporting Businesses

Via the Town Team which includes membership from Sevenoaks District Council, Chamber of Commerce, local stakeholders, and businesses there is an appetite to coordinate and support local businesses in progressing likeminded climate change initiatives. This could include commercial waste services, recycling, green electricity, carbon offsets. Sevenoaks doesn't currently have a BID (Business Improvement District), however there is much that can be learned from BIDs in other locations on such projects.

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7. Theme 5 – Information & Access to Information

- 7.1 Signpost residents to existing schemes e.g., compost provision, energy audits
Bearing in mind that “Household consumption is responsible for more than 60% of global greenhouse gas emissions.” (Gale, 2020, *The Sustainable(ish) Living Guide*). STC will research how to signpost residents to existing schemes, including subsidised compost bins. STC is aware that there is considerable information available from many sources and that sometimes public want this filtered and diluted to enable them to consider their own personal practical measures to make a difference to the climate change agenda.
- 7.2 Facilitate a Reduce, Reuse & Recycle programme of informal education events – sewing / mending; repairs; plant based home cooking; gardening
STC could facilitate a programme of informal education events – sewing / mending; repairs; home cooking; gardening etc, with the aim of Reduce, Reuse & Recycle
- 7.3. Information to enable residents to make practical and changes
STC will aim to increase communication to the public about the practical local initiatives it was already undertaking and its plans for the future and to take a local leadership role, providing information about simple measures that can be taken in helping the local community to Reduce, Reuse and Recycle to help the planet.

STC’s overall aim was to put in place affordable and practical initiatives with long term green benefits for the local community and to encourage residents to pursue individually. Little steps together = big changes to the planet.

STC will clearly identify its Green Initiatives and plans on its website and on social media however is also aware that not all its residents have easy access to or able to use ‘smart phones’, ‘apps’ and the ‘wider internet’ and will bear in mind methods of communication to avoid where possible ‘digital exclusion’.

8. Implementation

- 8.1. Produce Green Community Investment Plan and publicise widely
STC to create a ‘Green’ Community Investment Plan setting out aims and objectives – to be an appendix to the current 2019 – 2023 Community Investment Plan.
- The ‘Green’ Community Investment Plan to be heavily promoted providing information about STC aims and objectives and encouraging stakeholders, partner organisations, resident associations, community and voluntary groups, schools, and residents to work with STC on these and other initiatives they may have.
- 8.2 Create STC Green Grant Fund for voluntary organisations
STC to create Grant Fund (similar to Community Resilience Fund) to be able to provide grant funding for Green Initiatives e.g., planting trees.

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- 8.3 Recruitment of Kickstart employee (government funded) to work on projects identified within the Green Community Investment Plan
STC to recruit additional resource / 6 month Kickstart employee (government funded) for administration relating to progressing projects identified within the Green Community Investment Plan aims and objectives.
- 8.4 Neighbourhood Development Plan (NDP) referendum if successful move to NDP Action Plan
The Sevenoaks Neighbourhood Development Plan (NDP) is currently at draft stage in preparation for a referendum. Following a hoped for successful referendum an Action and Implementation Plan would be the next step.
- 8.5 Review STC Planning Committee Recommendations policy
STC is aware of the considerable environmental benefits to creating sustainable boundaries to properties e.g., hedging compared to fencing. STC will review its following policies for Planning Committee recommendations (it should be noted that STC does not make the final decision relating to planning applications, this is with Sevenoaks District Council, the Planning Authority):
- Sustainable boundaries e.g., hedging
 - Porous front drives
 - Trees – planting 2 for each 1 removed
 - Signs – not internally illuminated – light pollution and energy.
 - 1m boundary distance
- 8.6 Agree procedure for appropriate Land Acquisition
STC will consider putting in place process and ‘in principle’ resolution to enable STC to obtain additional land if it could be used for community benefit e.g., additional woodland or community orchard.
- 8.7. Involve the next generation
The Youth in a Changing Climate Report 2021 from Groundwork indicates the following key findings:
- Young people do not need convincing about the threat posed by climate change; almost all young people feel that tackling climate change is important to them personally.
 - Most young people want to be involved in climate action and feel that knowing more about local environmental activity would help them to do so.
 - Young people are less confident in their knowledge about climate change; most feel that they do not learn enough about climate change in school, with documentaries and social media more likely to be their primary source of knowledge.

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- The pandemic created a greater opportunity for some young people to explore nature and learn about climate change independently and by connecting with groups online, but also made it more difficult for some other young people to engage because of worries about work and health.

STC will continue to work with Sevenoaks Youth Council, local schools, local youth groups to encourage involvement in local community environment and climate change initiatives.

9. Where does the money come from?

Wherever possible Sevenoaks Town Council aims to provide community facilities at the lowest cost possible to reduce the burden on the tax payer. At the same time providing the facilities that the community wants and needs. This is often achieved by volunteers assisting in this for which the Town Council continues to remain grateful.

There are some facilities which are not commercially viable including maintenance of public open spaces and play areas, these do not generate income as they are free for public use.

Sevenoaks Town Council has a policy that wherever possible external funding should be sought initially for Capital Projects. External funding could be from grants, sponsorship, and Community Infrastructure Levy (CIL). The Sevenoaks Town Council has a good track record for obtaining external funding for projects.

Where does the £1,858,154, 2021 – 2022 Sevenoaks Town Council budget come from?

<p>Annual Precept £1,239,898</p> <p>67%</p> <p>Of the budget comes from the domestic ratepayer’s precept (council tax). The Town Council does not receive any portion of business rates or government grants.</p>	<p>Income from Services £557,482</p> <p>30%</p> <p>Of the budget comes from fees and services such as community halls, sports pitches, markets, cemetery, and cafes.</p>	<p>Earmarked Reserves £60,774</p> <p>3%</p> <p>Of the budget will be from Town Council’s Earmarked Reserves. £41,075* supports Bat & Ball Station project during initial years of opening, and £39,700* funds the No 8 bus, offset by an increase of (£20,000) revenue reserves. External grant funds*</p>
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10. How can I make a comment or become involved?

Sevenoaks Town Council are inviting comments on the initial Green Community Investment Plan up to 30th January 2022, these will then be reviewed. Comments can be forwarded to the Town Clerk, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG. Alternatively emailed to townclerk@sevenoakstown.gov.uk

The Town Council and its Committees meet most weeks, and each meeting has a time allotted for the public to address Councillors. A schedule of meetings can be obtained from the website at www.sevenoakstown.gov.uk or by contacting the Town Council on 01732 459953 or emailing council@sevenoakstown.gov.uk

The Town Council will work with community, voluntary groups including Resident Associations and businesses which would like to make a contribution towards Greening Sevenoaks.

Sevenoaks Town Council wherever possible will include public participation in its projects and currently there are opportunities for the public to be involved via the following – please contact the offices if these are of interest to you:

- Friends Groups – Cemetery, Parks & Open Spaces, Bat & Ball Station
- Bat & Ball Centre / Bat & Ball Station User Group
- Sevenoaks Youth Council (11-18 Age)
- Sevenoaks in Bloom
- Give it a Grow campaign – using and learning gardening skills
- Sevenoaks Town Team
- Repair Café proposal – volunteers would be needed with sewing, woodwork etc repair skills

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Appendix
Sevenoaks Town Council Community Investment Plan 2019 – 2023
Further information

In 2014 Sevenoaks Town Council (STC) set out its first ambitious £4m Community Investment Plan to restore and improve community facilities. Building on the success of that Community Investment Plan the 2019 second document continued with the original 2014 plan and set out additional priorities for the next four years which increased investment to £6.5m+, for further details see appendix.

The STC 2021 Green Community Investment Plan moves away from primarily investing in community facilities and towards investing in the local environment and making Sevenoaks greener.

STC remains mindful of the financial resources required to maintain current community facilities and meet the ambitions of its Community Investment Plan and also to be adaptable for future opportunities which benefit residents of the town.

The Community Investment Plan enables public and partner organisations to be aware and comment on the STC’s long term plans. The Community Investment Plan and related strategies has also assisted STC in being successful in obtaining external funding for its capital projects.

It should be noted that capital projects are in addition to STC’s provision and maintenance of community facilities, for a full list of these community facilities please see www.sevenoakstown.gov.uk. The capital projects are normally delivered ‘in house’ by professional staff supported by appropriate paid professionals e.g., architects, and quantity surveyors. The STC staff carry out these roles in addition to their ‘day job’ which is maintaining and administering community facilities. This creates real value for money but does mean the availability of all resources need to be considered when implementing ambitious plans.

Ref	Project	Funds Invested	Funded by	Status
1	Replacement of Raleys Gym – investment into new facilities at Sencio Leisure Centre	£95,000	Sale of Raleys	Completed
2	Replacement of Indoor Cricket School – funds provided to Sevenoaks District Council in s.106 agreement	£150,000	Sale of Raleys	Funds moved to SDC as part of s.106 agreement
3	Café on the Vine – restored historic building and brought back into useful community use.	£150,000	ICET grant and STC reserves.	Completed
4	New Play Area near the Town Centre – Buckhurst Play Area	£100,000	Sale of Raleys CETB grant	Completed

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5	Greatness Recreation Ground – new public toilet, fencing, additional benches and play equipment.	£50,000	CIL ICET grant	Completed
6	Multi Use Games Area (to replace tennis courts at Community Centre) awaiting construction of new centre	£100,000	Sale of Raleys	Completed
7	'Free' recreational facilities – additional play equipment at Kippington Meadow	£4,000	Kent County Council Cllr Crabtree Member grant.	Completed
8	Sports Strategy The Sports Strategy involving 40 local sports clubs has been completed and is an appendix to the Neighborhood Development Plan. 3G Football Pitch installed at Greatness 3G Rugby Pitch at Knole Paddock 3G Hockey Pitch at Hollybush (contribution)	 £450,000 £500,000 £50,000	Sale of Raleys Sevenoaks Mayor's Fund	 Completed Planning Permission refused. Completed
9	Neighbourhood Development Plan Completed to draft stage awaiting Local Plan development. Masterplan for Northern Sevenoaks developed and supported by approximate 70% of local community. Provides plan for regeneration and investment in the area. No. 8 Bus – orbital bus route connecting residential areas to town centre. Winner of UK Community Bus 2018.	£100,000 £150,000	STC Budget KCC s.106 (Sainsbury development) and community transport fund.	Development Stage
10	Stag Community Arts Centre (STC has a 25-year lease) Capital investment including air handling system	£150,000	Sale of Raleys	Completed
11	Bat & Ball Centre Refurbishment and extension of old building	£2,750,000 (Core cost)	Sale of Raleys £1.2m CIL Public Works Loan Board	Completed
	Total capital investment into community facilities	£4,649,000		

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Projects not included in 2014 original Community Investment Plan

Ref	Project	Funds Invested	Funded by	Status
13	Bat & Ball Station building refurbishment (25-year peppercorn lease)	£1,452,000	Heritage Lottery Fund CIL Railway Heritage Trust STC Budget	Completed
	New Access Ramp to Platform 1	£60,000	CIL	completed
	Cycle racks at station entrance.	£29,000	CIL	completed
	Cycle racks on community centre land adjacent to ramp.	£45,000	CIL	completed
	New Pedestrian Access to Otford Road	£35,000	CIL	awaiting KCC permission
	Additional capital investment into community facilities	£1,621,000		

2019 Community Investment Plan

14	Sevenoaks Business Hub	£265,400	STC Budget	Completed
15	Development of Darent Valley Community Rail Partnership	£3,000 p.a.	STC Budget	Completed

	2014 Capital Investment Plan into community facilities	£4,649,000		
	Additional total Capital Investment Plan into community facilities	£1,621,000		
	2019 Capital Investment Plan into community facilities	£268,400		
	Total Community Investment	£6,538,400		

Events Accepted/Attended – 2021/2022

Mayor: Councillor Dr Marilyn Canet

Day & Time	Date	Organisation & Event/Venue	Attending
Wed 1.30	12 May	Visit to Trinity School – Creation Care ‘Growing Hope’ Garden	Mayor & Cllr Michaelides
Fri 6.00	14 May	Les Amis de Sevenoaks and the Friends of Pontoise – Zoom Meeting	Mayor
Mon 2.15	24 May	War Graves Week – Lay crosses at Greatness Cemetery	Mayor & Cllr Granville Baxter
Sun 2.30	30 May	Joint Open Day at Sevenoaks Bowls Club	Mayor
Sun 7.45	30 May	Concert Major to Minor live at the Stag	Mayor & Jill Webster
Sat 10.00	5 June	Vegan Market in Buckhurst Lane Car Park	Mayor
Tues 4.00	8 June	Opening of the Business Hub	Mayor
Thurs 2.00	10 June	Visit to Lady Boswell’s Primary School	Mayor
Thurs 4.15	10 June	Celebrate Steph Harrison’s achievement of walking 100 miles for Breast Cancer Now	Mayor
Thurs 5.45	10 June	Kent Armed Forces Briefing – Zoom meeting	Mayor
Sat 10.30	12 June	St Nicholas Church – Churches Count on Nature	Mayor
Mon 13.25	14 June	Visit to St Thomas’s Catholic Primary School to inform the children about the role of Mayor and the work of the Town Council	Mayor
Wed 10.00	16 June	Visit to Sevenoaks Primary School to see the Forest School, wildlife pond and allotment areas	Mayor
Thurs 1.00	17 June	Meeting with the Directors of Sevenoaks Bowls Club	Mayor
Fri 9.00	18 June	Visit to Sevenoaks School to see Y 11 Geography presentations	Mayor
Tues 11.50	22 June	Grand Opening of The Fish Shop	Mayor & Cllr Michaelides
Thurs 6.00	24 June	Disability at Work Zoom meeting	Deputy Mayor
Sun 10.00	27 June	Mayor of Dartford’s Civic Service	Deputy Mayor & Cllr Richard Parry
Wed 5.00	30 June	Age UK Retirement Reception for Gillian Shepherd-Coates	Deputy Mayor & Cllr Richard Parry
Sat 5.45	3 July	Chance to Dance performance at the Stag Theatre	Deputy Mayor & Cllr Richard Parry
Sat 7.30	3 July	Sevenoaks Music Club – Concert at Walthamstow Hall	Cllr. Simon Raikes & Mrs Christine Raikes
Mon 11.00	5 July	NHS Social Care & Frontline Workers’ Day – Raise the Flag on the Vine	Deputy Mayor
Mon 2.00	12 July	Opening of the ‘Bee Hotel’ at the Pound	Mayor
Thurs 9.30	15 July	Meet and Greet Judges – Sevenoaks in Bloom	Mayor

Day & Time	Date	Organisation & Event/Venue	Attending
Sat 3.00	17 July	Chairman of Sevenoaks D C – Civic Service at St Luke’s Church, Eardley Road	Mayor, Deputy Mayor & Cllr Richard Parry
Sat 7.30	17 July	The Lydian Orchestra Concert at St Peter & St Paul Church, Tonbridge	Mayor & Mr & Mrs Ken Clarke
Thurs 7.30	22 July	Mayor of Dartford – Evening at Eifes Turkish Restaurant	Mayor & Guest
Sun 9.00	25 July	Official Opening of the Bat and Ball Centre	Mayor
Wed 10.30	28 July	Mayor of Maidstone’s Scenic Cruise	Mayor & Guest
Thurs 12.30	29 July	Unveiling of the National Railway Heritage Awards Plaque	Mayor
Thurs 1.30	29 July	Chairman SDC – From Commune to Consummate at St Julians lu8b	Mayor & Guest
Sun s.00	1 Aug	Mayor of Ashford – Civic Service	Deputy Mayor & Cllr Richard Parry
Wed 12.00	4 Aug	Tour of Wildernesse House and Lunch in Pavilion Restaurant	Mayor
Sat 7.00	7 Aug	Mayor of Bexley – Charity Appeal Launch BBQ	Mayor & Guest
Thurs 7.00	12 Aug	Mayor of Dartford – Come and Meet the Mayor	Mayor & Guest
Fri 11.00	13 Aug	Peppercorn Rent Ceremony	Mayor
Tues 11.00	17 Aug	Free Family Fun Day at Greatness Recreation Ground	Mayor
Wed 2.00	18 Aug	Lady Mayoress of Canterbury – Afternoon Tea at Tower House	Mayor & Guest
Fri 3.00	20 Aug	Mayor Sandwich – Garden Party	Mayor & Guest
Thurs 12.00	26 Aug	Boxing 4 Parkinson’s & Dementia Road Show at the Vine Gardens	Mayor
Thurs 2.00	26 Aug	Greatness Recreation Ground – Alice in Wonderland	Mayor
Fri 6.00	27 Aug	Mayor of Swanley – 1812 Night	Mayor & Guest
Sun 2.00	29 Aug	Chairman of Tandridge District Council – Reception, Tea with Music	Mayor & Guest
Mon 3.00	30 Aug	Live on the Vine – West End Stars- Magical Musicals	Mayor
Fri 10.00	3 Sept	Merchant Navy Day – Flag Raising ceremony at the Vine Flagpole	Mayor
Fri 12.00	3 Sept	Non Visible Disability Initiative at Rochester Cathedral	Mayor
Sun 12.00	5 Sept	Mayor of Tenterden – Civic Service	Deputy Mayor & Cllr. Richard Parry
Sat 6.00	11 Sept	Annual General Meeting of Sevenoaks District scout Council	Mayor
Wed 2.30	15 Sept	Tea Dance at the Bat and Ball Centre	Mayor
Tues 10.00	21 Sept	Wildernesse Golf Club – Present Awards	Mayor
Wed 9.45	22 Sept	Sevenoaks Business Show at the Bat and Ball Centre	Mayor
Sat 2.30	25 Sept	Open the Sevenoaks Literary Festival at the Kippington Centre	Mayor
Sat 3.45	25 Sept	Celebrate the completion of the new building and the work of Jean Sowten BEM over the last 30 years	Mayor
Mon 10.00	27 Sept	Opening of the Bug Hotel at the Bat and Ball Centre with children from the Sevenoaks Day Nursery	Mayor

Day & Time	Date	Organisation & Event/Venue	Attending
Wed 7.30	29 Sept	Sevenoaks Counselling – Annual Open Meeting	Mayor
Thur 10.30	30 Sept	Visit to Rockdale and tour of their garden	Mayor
Sat 2.00	2 Oct	Alumnae Reunion	Mayor
Thur 11.00	7 Oct	Sevenoaks District Seniors Action Forum – Silver Day Celebrations	Mayor
Thur 12.30	7 Oct	Chairman SDC – Visit to Eagle Heights	Deputy Mayor & Councillor Richard Parry
Fri 11.00	8 Oct	Justice Service for the County of Kent at Rochester Cathedral	Mayor & Linda Larter
Fri 5.00	8 Oct	Greatness Recreation Ground Consultation	Mayor
Tues 7.30	12 Oct	Presentation for Sevenoaks Soroptimists at Rockdale	Mayor
Wed 1.30	13 Oct	Chairman SDC – Visit to Coblands Garden Centre	Mayor & Mrs Gail Clark
Fri 6.30	15 Oct	Penny Wood Tours In Bloom Awards at the Bat and Ball Centre	Mayor
Sun 4.00	17 Oct	Sevenoaks Symphony Orchestra – Concert at the Stag Theatre	Mayor
Wed 10.00	20 Oct	Chamber of Commerce Annual General Meeting via Zoom	Mayor
Thur 12.00	21 Oct	Join the Soroptimists at the Vine for the dedication of their tree planted for their Centenary year	Mayor
Thur 7.00	21 Oct	Join the Mayor of Tunbridge Wells at the Simla Cuisine restaurant, Paddock Wood.	Mayor
Fri 10.15	22 Oct	Mayor of Ashford – visit to the Big Cat Sanctuary	Mayor & Guest
Sat 10.00	30 Oct	Placing of Poppies on the Vine Railings in commemoration of the end of WW! In 2018	Mayor
Sat 6.30	30 Oct	Kentish Opera performance of The Pirates of Penzance at the Stag Theatre	Mayor
Sun 1.00	31 Oct	Judging the Halloween Fancy Dress Competition at The Vine	Mayor
Sun 8.00	31 Oct	Elaine Delmar concert at Walthamstow Hall School	Mayor
Wed 2.00	3 Nov	M S Society social gathering in the John London Hall at the Bat & Ball Centre	Mayor
Wed 6.00	3 Nov	Welcome the newly Elected Youth Councillors to their first meeting	Mayor
Thurs 7.00	4 Nov	SDC Chairman’s convivial evening at the Bricklayers Arms, Chipstead.	Mayor & guest
Sat 5.30	6 Nov	Sevenoaks Round Table Fireworks - Lead the procession from the High Street to the Venue	Mayor
Wed 7.30	10 Nov	Sevenoaks Society - Annual General Meeting via Zoom	Mayor
Thur 10.50	11 Nov	Armistice Day – Lay Crosses on the War Graves at Greatness Cemetery	Mayor
Sat 10.30	13 Nov	Vegan Market in the Vine Gardens	Mayor
Sun 10.30	14 Nov	Remembrance Day Service and Parade at the Vine War Memorial	Mayor

Day & Time	Date	Organisation & Event/Venue	Attending
Sun 2.00	14 Nov	Remembrance Day Service and Parade at the War Memorial, St Mary's Church, Swanley.	Mayor
Thur 7.00	18 Nov	Mayor of Gravesham – Charity Chinese Meal	Mayor & Guest
Fri 7.00	19 Nov	Mayor of Tonbridge & Malling - Quiz Night	Deputy Mayor & Cllr Parry
Sat 7.00	20 Nov	Lions Club of Sevenoaks – Dinner at Wildernesse Golf Club	Mayor & Guest
Tues 2.00	23 Nov	Mayor of Maidstone – Tour and Gin Tasting at Maidstone Distillery	Deputy Mayor & Cllr Parry
Mon 4.00	22 Nov	Dorothy Parrott Trustees Meeting in the Chamber	Mayor & Deputy Mayor
Mon 7.00	22 Nov	Town Council Meeting	Mayor
Tues 2.00	23 Nov	Mayor of Maidstone – Guided Tour of The Maidstone Distillery and Gin Tasting	Deputy Mayor & Cllr Richard Parry
Wed 1.15	24 Nov	Unveiling of Hope, the Lego Suffragette at the Stag	Deputy Mayor & Cllr Richard Parry
Wed 2.00	24 Nov	Mayor of Faversham – Visit to the newly opened Kent Police Museum and afternoon tea	Mayor & Guest
Wed 7.00	24 Nov	Mayor of Tunbridge Wells – Another Munch and Mingle at the Black Horse in Pembury.	Mayor & Guest
Fri 6.00	26 Nov	Christmas Lights Switch-on	Mayor & Cllrs
Sat 7.30	27 Nov	Sevenoaks Philharmonic Choir - Concert at St Nicholas Church	Mayor
Wed 11.00	1 Dec	National Tree Week Plant/Dedicate 5th Oak Tree in a group on Sevenoaks Common close to Letter Box Lane	Mayor
Sun 12.30	5 Dec	Mayor of Tenterden – Christmas Lunch at the Montalbano restaurant Tenterden	Mayor & Guest
Mon 7.00	6 Dec	Town Council Christmas Meeting	Mayor
Tues 1.00	7 Dec	Call in and say a few words to the Staff at their Christmas gathering	Mayor
Thur 9.30	9 Dec	Open Day at West Heath School	Mayor
Sun 12.00	12 Dec	Sevenoaks Hockey Club – President's Cocktail Party	Mayor
Sun 6.00	12 Dec	Mencap – Carols, Mulled Wine and Mince Pies Evening	Mayor
Mon 10.00	13 Dec	Judging Best Dressed Window with Chamber of Commerce	Mayor
Wed 7.00	15 Dec	Westerham Sea Cadets – Awards Evening at Westerham Hall	Deputy Mayor & Cllr Richard Parry

Day & Time	Date	Organisation & Event/Venue	Attending
Sat 7.30	18 Dec	Lydian Orchestra – Christmas Concert in the Pamoja Hall	Mayor & Guest
Mon 12.30	20 Dec	Alms Houses - Lunch at Sevenoaks School	Mayor
Tue 10.00	21 Dec	Presenting prizes for Best Dressed Window	Mayor
Friday 11.15 pm	24 Dec	Christmas Eve Midnight Service at St Nicholas Church	Mayor

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2021 – 2022

The Mayor of Sevenoaks Councillor Dr Merilyn Canet Provisional Dates for Mayoral Events

May/June 2021 26 th June Armed Forces Day	July 2021 5 th July NHS & Frontline Workers Day	August 2021
September 2021 3 rd September Merchant Navy Day 14 th September Bowls Match	October 2021	November 2021 11 th November Armistice Day 14 th November Remembrance Day Tree Planting
December 2021	January 2022 Staff Fundraising Lunch	February 2022 12 th February Quiz Night
March 2022 14 th March Commonwealth Day	April 2022 20 th April Tour of Knole House	May 2022 4 th May Luncheon at Chevening

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