

27<sup>th</sup> May 2022

You are hereby summoned to attend a meeting of the **SEVENOAKS TOWN COUNCIL** to be held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG on **Monday 6<sup>th</sup> June 2022**, at the conclusion 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/0\\_mLlSLkQsc](https://youtu.be/0_mLlSLkQsc) 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](http://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.



Deputy 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.

1	<b><u>APOLOGIES FOR ABSENCE</u></b> To receive and note apologies for absence.	-
2	<b><u>REQUESTS FOR DISPENSATIONS</u></b> 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).	-

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Bradbourne Vale Road  
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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 OF PREVIOUS MEETING</u> To receive, adopt and sign the Minutes of the Annual Meeting of the Sevenoaks Town Council held on 9 <sup>th</sup> May 2022 as a true record.	Attached (Appendices not included as previously circulated.)
5	<u>MINUTES OF COMMITTEES</u> Council is asked to consider and adopt the Notes & Minutes of the following Committee meetings:  <u>Planning Committee:</u> 19 <sup>th</sup> April 2022 3 <sup>rd</sup> May 2022 16 <sup>th</sup> May 2022  <u>Youth Services Committee:</u> 18 <sup>th</sup> May 2022	Copies previously circulated and available on request
6	<u>NALC &amp; SLCC CIVILITY &amp; RESPECT – COUNCILS PLEDGE</u> To consider Sevenoaks Town Council signing up to the Civility & Respect Pledge (see attached details)	Attached
7	<u>MAYOR'S ENGAGEMENTS</u> To receive and note: a) the functions attended by the Mayor or her representative up to May 2022 b) the forthcoming Civic Events being organised by the Mayor during 2022/2023	To Follow  To Follow
8	<u>PRESS RELEASE</u> To consider any agenda item which would be appropriate for a press release.	-
9	<b>To Resolve under the Public Bodies (Admission of Meetings) Act 1960 to exclude the public and press for the following item by reason of the confidential nature of the business.</b>	-
10	<u>BAT &amp; BALL CENTRE FLOORING</u> To consider update report.	Circulated separately

Minutes of the Annual Meeting of the Sevenoaks Town Council held at the Bat & Ball Centre, Crampton’s Road, Sevenoaks, TN14 5DN on Monday 9<sup>th</sup> May 2022.

**Meeting Commenced: 7:00pm**

**Meeting Concluded: 7:56pm**

**PRESENT**

**CLLR DR M J CANET, IN THE CHAIR**

Cllr Libby Ancrum	Present	Cllr Roderick Hogarth	Present
Cllr Keith Bonin	Present	Cllr Lise Michaelides	Present
Cllr Nicholas Busvine OBE	Present	Cllr Tom Morris Brown	Present
Cllr Sue Camp	Present	Cllr Mrs Rachel Parry	Present
Cllr Dr Meryllyn Canet	Present	Cllr Richard Parry	Present
Cllr Tony Clayton	Present	Cllr Robert Piper	Apologies
Cllr Andrew Eyre	Present	Cllr Simon Raikes	Present
Cllr Victoria Granville-Baxter	Present	Cllr Claire Shea	Present

**Also Present**

Town Clerk, Senior Committee Clerk, Social Media & Events Assistant

Hinal Patel

Claire Ritchie

L/Cpl Libby Simmonds

Diana Armstrong-Wilson, MS Society

50 members of the public.

Livestreamed on YouTube and available to view here: <https://youtu.be/9yBxkLaGGXg>

**WELCOME**

The Mayor, Cllr Dr Canet, welcomed everybody to the meeting. A particular welcome was given to newly elected Cllr Libby Ancrum.

The Mayor took a moment to remember Cllr Edward Waite who had very sadly passed away in February, commenting that Cllr Waite was a very concerned, caring and capable councillor who was greatly missed.

**PUBLIC QUESTION TIME**

Cllr Richard Streatfeild, Kent County Councillor for Sevenoaks, had submitted a written report to the Town Council reviewing his first year as County Councillor. He welcomed Cllr Ancrum, commented on the value of working together, and referred to the continuing challenges ahead.

**AWARD PRESENTATIONS**

Mayor Canet made the following presentations:

**a) Mayor’s Award: Hinal Patel**

Throughout the year of office, the Mayor becomes aware of many people who voluntarily provide time and resources for the benefit of the community of Sevenoaks. For this

reason, it was decided to create a Sevenoaks Mayor's Award to recognise these contributions. The first Mayor's Award was presented in 2014.

This year the Mayor's Award was presented to Hinal Patel and her team of 80+ volunteers, who delivered an extremely successful covid vaccination programme at Sevenoaks Pharmacy. The Mayor thanked her and her team for working so hard to help keep the community safe.

**b) Presentation of Cheque to Mayor's Charity: MS Society**

The Mayor's chosen charity for her fundraising during her year of office was the MS Society, in which she had a personal interest. She was very pleased to present a cheque of £4,507.57 to Diana Armstrong-Wilson from the MS Society.

**c) KALC Community Awards**

Kent Association of Local Councils (KALC) Community Awards are presented to acknowledge and recognise those who have made a significant contribution to their community.

**2021: Claire Ritchie**

The award for 2021-2022 was presented to Claire Ritchie in recognition of her founding of Sevenoaks Lockdown Larder, to support those in the local community struggling to feed their families during the pandemic. The Mayor was pleased to present the KALC Community Award to Claire Ritchie.

Claire thanked the residents of Sevenoaks for their support and advised that Lockdown Larder was currently supporting 120 families (300 people) on a regular basis.

**2022: Jamie Alexander Wilson**

The award for 2022 was presented to Jamie Alexander Wilson who was the driving force behind the 'Live on the Vine' concerts and Stag Takes Over Sevenoaks with the aim of assisting with the long term survival of the Stag

Jamie was unable to attend the meeting and the award was accepted on his behalf by Cllr Nick Busvine, Chairman of the Stag Board of Trustees.

**64 ELECTION OF MAYOR**

The Town Clerk read the notice to convene the meeting.

Mayor Canet invited nominations for the Office of Mayor.

It was proposed by Cllr Richard Parry, and seconded by Cllr Simon Raikes, that Cllr Mrs Rachel Parry be elected to the office of Mayor for the ensuing year. There were no other nominations.

**RESOLVED that** Cllr Mrs Rachel Parry be elected Mayor.

**65 DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Mrs Rachel Parry read aloud and signed the Statutory Declaration of Acceptance of Office.

The retiring Mayor welcomed her successor and invested her with the Mayoral Chain of Office.

Mayor Parry presented Cllr Canet with her Past Mayor's badge, a gift, and flowers in thanks for her term of office.

### **CLLR MRS RACHEL PARRY IN THE CHAIR**

#### **Cllr Dr Marilyn Canet gave a retiring speech and addressed the Council:**

*We have all been unable to do what we wanted to do because of something outside of our control. It's been a collective trauma I would suggest. But I was determined not to give in to the ravages of advancing years or to the decline of one's mental and physical faculties. I went white haired during the pandemic, as some of you know, but I'm used to it now. I still have things to achieve, boundaries to cross and lands to conquer. Our best days are not necessarily behind us, I quote Sir Tom Moore, who died aged 100 plus.*

*I personally have missed chance encounters and accidental collisions and earwiggling over this last two and a half years. Life has felt quite isolated sometimes. I think this is something shared by many many people in our country and probably in the world.*

*Slowly I think we will come back out into the world. It's been quite hard to tempt people back into enjoying shared experiences. Quite a lot of people are anxious about meeting people again, fearful of each other. That is going to take time to change, but I hope it will happen soon. I've done my best over the last few months to try to make that happen.*

*I'm disappointed that some of the events I wanted to try and do (golf, bridge or parties or whatever) just haven't been able to happen, but I think that as a community, with people like Claire, Diana and Hinal [award winners] and others, and our Council, many of our councillors and friends here today, we will gradually come together and move forwards in hope.*

*I think this faith in our capacity to act together to make change is so important. Hope can never be silent. I think tomorrow is ours to win or lose.*

*The challenge is to make sensible and reasonable, exciting. My challenge this year was to "Give it a Grow", to share our views on the green initiative; because it is my view that our environment, our local community, our country and our world will need us all to come together to look after it, to cherish it, and, in some cases, we will need to change our behaviour quite considerably to make this happen.*

*The Town Council has signed up to a green initiatives programme, the Green Investment Plan, putting this into practice here in this beautiful new hall which is as sustainable as possible, as we could build it. Linda, our architects and our builders together brought in this beautiful building which is for the community's benefit for many years to come. They brought in this project on time and in budget. An impressive performance in these times we have been living through.*

*I know the Green Investment Plan we are beginning to action will be very very important for the people of this town. I am very proud that we are not just talking about the concerns we have for climate change and other similar matters to do with the environment but are actually actioning it and putting in place some practical solutions to enable us to move forward in a more constructive way.*

*We've done this with our Council, we've collaborated together bringing our different qualities for the benefit of our community. It's been quite difficult at times but I think we will continue to try to do our best for the community of Sevenoaks so that it will continue to be a really good place to live.*

*Good luck Madam Mayor, I'm sure you will continue this excellent work.*

Cllr Busvine thanked Cllr Canet for her year of service as Mayor, and also her two years as Deputy Mayor, on behalf of Sevenoaks Town Council. He acknowledged her passion and focus on localising the global issue of climate change, as reflected in the strategic priorities of the Town Council. He noted her key contributions through her "Give it a Grow Campaign", tree planting and Sevenoaks In Bloom (with Sevenoaks taking part in the national Britain in Bloom this year). He also recognised her work with older people, her volunteering at a vaccination centre, and her family and personal commitment to the MS Society. He commended her clear and genuine sense of community and thanked her on behalf of the Council and the town.

Cllr Clayton congratulated and welcomed Cllr Mrs Parry as the new Mayor on behalf of Sevenoaks Town Council. He acknowledged that since being elected in 2015 she had prioritised youth services, and expressed support for her chosen charity, Sevenoaks Area Youth Trust. It was going to be a particularly busy year with HM The Queen's Jubilee celebrations, the 900<sup>th</sup> year anniversary of the town of Sevenoaks, Britain In Bloom and the progress of the Neighbourhood Development Plan to referendum. He wished Mayor Parry all the best for her mayoral year.

The Town Clerk presented the new Mayor with a bouquet of flowers.

**Mayor Parry gave a speech expressing her thanks for election to office:**

*Councillors, Honoured Guests, Ladies and Gentlemen - Good evening*

*It is such an honour to be the Mayor of Sevenoaks and this Platinum Jubilee year will make the role even more special and so I am very conscious of the privilege and especially the responsibilities of being our Town's Mayor.*

*May I echo the welcome to you to our splendid, newly rebuilt and award-winning Bat & Ball Centre. And especially welcome the Chairman of Sevenoaks District Council, Councillor Diana Esler, and her Consort to this evening's meeting.*

*I must also welcome a past Mayor, District Councillor Mrs Avril Hunter, who is the Chairman elect of our District Council, and KCC Member Richard Streatfeild.*

*I am also very pleased to welcome Mark, one of our two sons, who is able to be with us tonight.*

*Welcome to everyone.*

*The construction and delivery of this superb building is a credit to the vision, planning and hard work of my fellow councillors and especially our Chief Executive, Mrs Linda Larter and her staff.*

*This Centre provides a much needed and now much used facility for our community.*

*I must also offer my congratulations and a very warm welcome to our newest Councillor, Councillor Ancrum. May I wish you a successful and enjoyable membership of Sevenoaks Town Council, which is recognised as one of the very best Local Authorities in England.*

*I also believe that it is important that we recognise the efforts and work of Councillor Canet, our just retired mayor – Thank you Councillor Canet.*

*A little about me.*

*Our family has lived in Sevenoaks for many years and, for those who may not know me, I'm married with two sons, who went to school locally; and we now have four granddaughters. I am a primary teacher and I have taken early retirement to provide time and opportunity to pursue other activities. When teaching, in Sevenoaks, I initially taught in several local Schools and spent the latter 10 years of my teaching career at Weald Community School. However, to keep abreast of my profession's activities I have continued as a Key Stage 2 marker and still occasionally teach.*

*As Mayor I will follow the tradition, started in the 2002 Jubilee year, of promoting Sevenoaks Town widely as a great place in which to Live, Work and also to Visit. My objective will be to spread this message far and wide, so that once again the whole of Kent, nearby counties and also London Boroughs realise the significance, importance and desirability of our super Town.*

*And I will maintain the long-standing tradition that all Mayors are not political and so will be able to represent all who live and work in our great Town.*

*My chosen charity, for which I will try to raise a lot of money, is Sevenoaks Area Youth Trust, known as SAYT for short.*

*SAYT focusses on the needs of a wide range of young people and helps to resolve their problems and concerns. I will also support the excellent House in the Basement, a home from home meeting place, a learning space and also a youth cafe where our young citizens meet in comfort and safety.*

*We in Sevenoaks, together with our fellow country men and women, our European neighbours, especially those in or near Ukraine, in essence most of our world, are faced with an extremely challenging year.*

*The awful increase in the cost of living will cause problems for so many and this, together with the aftermath of the Covid pandemic, will make all our lives difficult.*

*As Sevenoaks's Mayor, with the help of my fellow councillors and our Council's excellent staff, I will do my very best to make the most of any and all opportunities to make positive contributions to the lives and well-being of my fellow residents and also our Town's businesses.*

*Also, with the days of our Queen's Platinum Jubilee celebrations fast approaching, may I wish us all a very happy and enjoyable summer.*

## **66 ELECTION OF DEPUTY MAYOR**

Mayor Parry invited nominations for the office of Deputy Mayor.

It was proposed by Cllr Granville-Baxter, and seconded by Cllr Michaelides, that Cllr Claire Shea be elected to the office of Deputy Mayor for the ensuing year. There were no other nominations.

**RESOLVED** that Cllr Claire Shea be elected as Deputy Mayor.

**67 DECLARATION OF ACCEPTANCE OF OFFICE**

The Deputy Mayor, Cllr Claire Shea, read aloud and signed the Statutory Declaration of Acceptance of Office.

Mayor Parry provided the Deputy Mayor with her badge of office and a bouquet of flowers.

**68 APOLOGIES FOR ABSENCE**

**RESOLVED:** to note and accept apologies received from Cllr Robert Piper.

**69 REQUESTS FOR DISPENSATIONS**

**RESOLVED:** to note none had been received.

**70 DECLARATIONS OF INTEREST**

**RESOLVED:** to note none had been received.

**71 MINUTES OF COUNCIL MEETING – 11<sup>th</sup> April 2022**

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

**72 MINUTES OF PLANNING COMMITTEE – 19<sup>th</sup> April 2022**

**RESOLVED:** to accept and sign the Minutes as true records of the meeting.

**73 MINUTES OF FINANCE & GENERAL PURPOSES COMMITTEE – 11<sup>th</sup> April 2022**

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

**74 APPOINTMENT OF STANDING COMMITTEES/SUB COMMITTEES**

**RESOLVED:** that Standing Committees and Sub Committees be appointed as follows (**Appendix A**):

- Finance & General Purposes Committee
- Open Spaces & Leisure Committee
- Planning Committee
- Personnel Committee
- Community Infrastructure Committee
- Youth Services Committee
- Bat & Ball Centre Users Group

Other:

- Sevenoaks Town Team
- Sevenoaks Youth Council



- 75**     **APPOINTMENT OF CHAIRMEN, VICE-CHAIRMEN AND MEMBERS OF STANDING COMMITTEES/SUB-COMMITTEES**  
**RESOLVED:** that the report appointing Chairmen, Vice-Chairmen and Members of Standing and Sub-Committees be received and adopted. (**Appendix B**).
- 76**     **REPRESENTATION ON OUTSIDE BODIES**  
**RESOLVED that** the schedule of Representation on Outside Bodies be received and adopted (**Appendix C**):
- 77**     **RESOLVED:** that the Terms of Reference for Standing Committees and Sub-Committees be received and adopted. (**Appendix D**).
- 78**     **STANDING ORDERS**  
**RESOLVED that:** Sevenoaks Town Council’s Standing Orders be approved and adopted (**Appendix E**)
- 79**     **COUNCILLOR CODE OF CONDUCT**  
**RESOLVED:** That Sevenoaks Town Council adopt the Local Government Association Model Councillor Code of Conduct 2020. (**Appendix F**)
- 80**     **ANNUAL SUBSCRIPTIONS**  
**RESOLVED:** that the schedule of Annual Subscriptions for 2022/2023 be received and agreed. (**Appendix G**).
- 81**     **DELEGATION OF AUTHORITY UNDER S.101 OF THE LOCAL GOVERNMENT ACT 1972**  
**RESOLVED:** To agree emergency measures that if it was not possible to convene a meeting either in person or virtually of the Council or Committee in reasonable time or where restrictions are in place, the Town Clerk (and Deputy Town Clerk) shall have delegated authority under s.101 of the Local Government Act 1972 to make decisions on behalf of the Council where such decision cannot be reasonably deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with members by electronic means or telephone. The Town Clerk will further consult with the Mayor for guidance as necessary. The aim would be to follow the normal schedule of meeting process producing Agenda (Reports) and Minutes (Notes of Meetings). 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.
- 82**     **SEVENOAKS TOWN COUNCIL ANNUAL REPORT 2021/22**  
**RESOLVED:** that the Town Council Annual Report 2021-22 be received and noted.
- 83**     **GENERAL DATA PROTECTION REGULATION POLICIES [GDPR]**  
**RESOLVED to note:** that the Town Council continues to adopt GDPR practices as required by statute throughout all its day-to-day business.

**84     APPOINTMENT OF MAYOR’S CADET**

**RESOLVED:** that Lance Corporal Libby Simmonds, Army Cadet, be appointed as the Mayor’s Cadet for the 2022-2023 Civic Year. The Mayor presented her with the Mayor’s Cadet Badge of Office.

**85     CIVIC EVENTS AND MAYOR’S ENGAGEMENTS 2021-2022**

**RESOLVED to note:**

- 1) the functions attended by the Mayor, Deputy Mayor or representative during 2021-2022
- 2) the Civic Events held during the 2021-2022 civic year

**86     PRESS RELEASE**

It was **RESOLVED** that press releases be issued in respect of:

- a) the election of Cllr Mrs Rachel Parry to the position of Mayor;
- b) the election of Cllr Claire Shea to the position of the Deputy Mayor

It was suggested that the press release include the fact that for the first time there were three consecutive female councillors holding the civic posts of Mayor and Deputy Mayor.

It was also agreed that a press release be issued regarding;

- c) the presentation of awards to Hinal Patel, Claire Ritchie, Jamie Alexander Wilson and the presentation of the fundraising cheque to the MS Society.

The meeting closed at 7:56pm

Signed:           .....           Date:           .....  
Mayor



# Civility & Respect for the local council sector

- IS Top of the  
Agenda

## Definition of Civility & Respect

**Civility means politeness and courtesy in behaviour, speech, and in the written word.**

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.



IN COLLABORATION WITH SLCC, NALC, OVV, COUNTY ASSOCIATIONS

For more information about how  
to get involved, visit:  
[www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk)

# Civility & Respect Pledge

To treat other Councillors, Clerks and all employees, members of the public and representative of partner organisations and volunteers with civility and respecting their role.



## How will this Culture Change be achieved?

- ✓ **Council signs up** to Civility & Respect Pledge
- ✓ **Undertake Recommended Training** for Cllrs, Clerks & Chairpersons
- ✓ Good **Employment Practices**
- ✓ Good **Governance**
- ✓ Continued **Lobbying for change** in Legislation (including sanctions)
- ✓ **Dignity at Work** Policy
- ✓ **Seek professional help** at early stages of problem
- ✓ Learning from **Best Practice**
- ✓ Being a **Role Model** / Champion Council (Local Council Award Scheme)
- ✓ **Calling out bullying and harassment** when it happened

Take the  
pledge  
today

The Civility and Respect Project is being progressed by all the involved organisations named in the logo. It is an ongoing and evolving project committed to improving standards for all involved in local councils. For more information see SLCC|Civility & Respect Project and Civility and Respect Project (nalc.gov.uk)