

20th September 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 26th September 2022 at 7.00pm**. 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/OpQf_lXxaWE 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

H M Queen Elizabeth II

Prior to the commencement of the meeting a one-minute silence will be observed to pay respects to H M Queen Elizabeth II following her death on 8th September 2022

AGENDA

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.

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.

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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1	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	–
2	<u>REQUESTS FOR DISPENSATIONS</u>	
2.1	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).	-
2.2	<u>DISPENSATION AS DUAL HATTED COUNCILLORS</u> To resolve to add Cllr Bonin to the list of Councillors granted a Dispensation as a dual hatted Councillor (Sevenoaks Town Council & Sevenoaks District Council)	Attached
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 Meeting of the Sevenoaks Town Council held on 18 th July 2022 as a true 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> 11 th July 2022 25 th July 2022 8 th August 2022 22 nd August 2022 5 th September 2022 <u>Finance & General Purposes Committee</u> 18 th July 2022 <u>Youth Services Committee</u> 7 th September 2022	Copies previously circulated and available on request
6	<u>TOWN OF SANCTUARY</u> To consider proposal to obtain Town of Sanctuary Status	Attached
7	<u>MAYOR'S ENGAGEMENTS</u> To receive and note:	Attached

	<p>a) the functions attended by the Mayor or her representative up to August 2022</p> <p>b) the forthcoming Civic Events being organised by the Mayor during 2022/2023</p>	Attached
8	<p><u>PRESS RELEASE</u></p> <p>To consider any agenda item which would be appropriate for a press release.</p>	-

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Sevenoaks Town Council – 26th September 2022

DISPENSATION AS DUAL HATTED COUNCILLORS

Following the last Council elections, dual hatted Councillors i.e. those who were elected members of both the Town Council and the District Council were granted a dispensation (*Minute 56, Sevenoaks Town Council, 13.05.2019, refers*).

Following the election of Cllr Bonin to the District Council and the revision of the Town Council's Standing Orders in May 2021, it is necessary to update that resolution.

RECOMMENDATION

To resolve that, in accordance with Sevenoaks Town Council's Standing Order 13 and under Section 33 of the Localism Act 2011, the following Town Councillors have requested and been granted a Dispensation as a dual hatted Councillor to allow them to discuss and vote on matters where the only reason they would otherwise be prevented from taking part in discussion and voting is due to their membership of Sevenoaks District Council i.e. it does not permit Councillors to take part in discussion and voting automatically if they have a declaration of pecuniary interest unrelated to their membership of Sevenoaks District Council. This dispensation will be valid until the next Town Council Election in May 2023.

Councillor Bonin
Councillor Canet
Councillor Clayton
Councillor Eyre
Councillor Hogarth
Councillor Raikes

Also, Trustees of the Stag in matters relating to the Stag.

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Sevenoaks Town Council

Minutes of the Town Council Meeting held on 18th July 2022 Council Chambers, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG

Livestreamed and available to view on YouTube: <https://youtu.be/pD1dNkdcQ6U>

Meeting Commenced: 7.43 p.m.

Meeting Concluded: 8.15 p.m.

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

In Attendance: Town Clerk, Responsible Finance Officer, Planning Committee Clerk

Prior to the commencement of the Meeting the Town Clerk shared with Councillors the draft presentation for Sevenoaks in Bloom.

Representations received from Members of the Public:

Cllr Richard Streatfeild, Kent County Councillor for Sevenoaks, provided the following brief update:

The most pertinent issue for the town council is the current situation with the buses.

Bus use has not recovered from the pandemic, which makes many of the services uneconomic to run. The bus companies had some reserves from the pandemic grants to tide them over but unless service use reaches pre pandemic levels soon that money will have been exhausted by Christmas. Then at the start of July Kent put through the 2.2m cut of the supported services. The companies had issued 70 day notices on various services including school services in the middle of May to hedge against having to run loss making services for the whole of the academic year. They had hoped and expected KCC to retender most of the services. That has not happened. KCC and the bus companies are trying to work out how to replace the lost services.

I received twice as many letters as I have ever received before in a single week.

Other important decisions have included – on Adult Social Care a dynamic procurement proposal to save £1m. - the first meeting to reorganise Adult Social Care as it becomes one system with the health Service. It means that fewer separate services will coexist in the district. There will be a one stop shop where residents can access all services. It comes with an £8.4m saving so we will see how it works in practice in the months ahead

We are in the middle of another covid spike and that is having an impact on work force across the economy but especially in pinch points in health and social care and therefore on waiting lists into and out of hospitals.

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We had full council last week which took reports on the Local Transport Plan, The Ofsted inspection of children's services and the end of year performance report. The County's performance in the SEND education, still at red risk, stands in strong contrast to KCC children's services which are now rated outstanding by OFSTED.

Since we last met, I have also been elected on to the District Council. I join Cllrs McArthur and Mr and Mrs Cole in as those who represent District Wards and County Divisions. I hope that being a double hatter will bring mutual benefit. I will be on the development control committee at SDC.

Last week I had a Sevenoaks resident who goes to Judd School with me all week for work experience. I attended my first meeting as a trustee of West Heath School which was recently rated by Ofsted as outstanding. Lady Boswells School was also rated outstanding by OFSTED. These are great achievements by those institutions because the new OFSTED framework is delivering about half as many outstanding awards as it used to.

Since we last met, I've had meetings to further refine the 20mph scheme and active travel schemes for Sevenoaks.

230. Apologies for Absence as shown at the beginning of the Minutes.

231. Requests for Dispensations: none received.

232. Declarations of Interest: none received.

233. Minutes of the Meeting of Sevenoaks Town Council held on 6th June 2022

It was noted that the Civility & Respect Pledge Certificate had been received and was duly signed by the Mayor. It was also noted that the Town Clerk presented at a national NALC conference in the previous week relating to the launch of the Civility & Respect project.

RESOLVED: to accept and sign the Minutes of the Meeting of Sevenoaks Town Council held on 6th June 2022 as a true record.

234. Minutes of Committees

Council was asked to consider and adopt the Minutes of Committees as follows.

234.1 Planning Committee

RESOLVED: To receive and adopt the minutes of the meetings of the Planning Committee held on 30th May, 20th June and 27th June 2022 as true records.

234.2 Finance & General Purposes Committee

RESOLVED: To receive and adopt the minutes of the meeting of the Finance & General Purposes Committee held on 6th June 2022 as a true record.

234.3 Community Infrastructure Committee

RESOLVED: To receive and adopt the minutes of the meeting of the Community Infrastructure Committee held on 13th June 2022 as a true record.

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234.4 Youth Services Committee

RESOLVED: To receive and adopt the minutes of the meeting of the Youth Services Committee held on 29th June 2022 as a true record.

234.5 Open Spaces and Leisure Committee

RESOLVED: To receive and adopt the minutes of the meeting of the Open Spaces and Leisure Committee held on 4th July 2022 as a true record.

235. Annual Return for Year Ended 31st March 2022

The Town Council received and noted the following minute of the Finance & General Purposes Committee held on 6th June 2022 and considered the recommendation to Council therein.

128.4 Annual Return for the Year Ended 31st March 2022

The Committee reviewed and confirmed the Accounting Statements 2021/22 and the supporting papers to be submitted to the External Auditors.

RESOLVED:

- 1) That the Accounting Statements 2021/22, signed by the Responsible Finance Officer, be approved and signed by the Chairman of the Committee.*
- 2) That the Annual Governance and Accountability Return 2021/22, including the Annual Governance Statement, Statement of Accounts to 31st March 2022, and supporting papers for submission to the External Auditors, be RECOMMENDED to full Council for adoption; and*
- 3) That the approved accounts be made available for public inspection for 30 working days, from 9th June to 20th July 2022*

RESOLVED: That the Annual Governance and Accountability Return 2021/22, including the Annual Governance Statement, Statement of Accounts to 31st March 2022, and supporting papers for submission to the External Auditors, be approved and adopted

236. Mayor's Engagements

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

- a) the functions attended by the Mayor or her representative to June 2022
- b) the forthcoming Civic Events being organised by the Mayor during 2022/23

237. Press Release

No Press Release to be issued.

There being no further business the Mayor closed the meeting.

Signed

Mayor

Dated

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Sevenoaks Town Council - 26th September 2022**Proposal to be a 'Town of Sanctuary'**

Cllr Ancrum has proposed that Sevenoaks Town Council considers obtaining 'Town of Sanctuary' status. Please see criteria below:

Objective

The most important test for being a Town of Sanctuary is a positive experience of sanctuary seekers.

Terms of Reference

1. The local working group develops its own goals and strategy for meeting the criteria outlined below, in a way that is relevant to their situation. The group maintains regular contact with their regional network in order to share reports on progress, ideas, and resources.
2. When the local group believes it has achieved its initial goals, it submits an application to the City of Sanctuary Recognition Group, detailing how it believes it has met the criteria. Steering Group will be briefed at each meeting on progress of projects running and take action as appropriate:

Criteria

To be recognised as an official Town or City of Sanctuary, the local City of Sanctuary working group will need to achieve these four essential goals:

1. Resolutions of support from a significant and representative proportion of local groups and organisations. These should include a commitment to welcoming and including people seeking sanctuary in the groups' activities, and evidence of practical efforts to build relationships between those seeking sanctuary and local people.
2. The support and involvement of local Refugee communities, and Refugee representation on the local City of Sanctuary working group.
3. Evidence of sustained engagement with the City Council (or other Local Authority).
4. A strategy, agreed by the main supporting organisations, for how the city is to continue working towards greater inclusion of Refugees and people seeking sanctuary. Continued progress will be measured by a three-yearly review process.

In addition, the town or city should be able to demonstrate public awareness and involvement in support for people seeking sanctuary, through meeting a range of goals from the following list (or similar):

- Workshops for schools on sanctuary issues
- Other awareness raising events

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- Social and cultural events where people seeking sanctuary and local people Interact
- Concerts and drama productions by Refugee artists
- Interfaith events promoting sanctuary and hospitality
- Community conflict resolution services for areas experiencing tension over new arrivals
- Work with local media to publicise positive stories of sanctuary seekers
- Positive programmes for new arrivals in the city
- Refugee community involvement in festivals and cultural events
- Programme of events and activities for Refugee Week
- Programmes for employment training and voluntary work
- Other projects which help Refugees to feel more welcome and included

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Events Attended – 2022/2023

Mayor: Councillor Mrs Rachel Parry

Day & Time	Date	Organisation & Event/Venue	Attending
Wed 12.00	11 May	Women of Kent Luncheon	Mayor
Mon 9.00	16 May	McDonalds Restaurant Otford – Spring Clean Litter Event	Mayor & Consort
Mon 2.00	16 May	Mayor of Swale – Afternoon Tea and Tour of the Old Forge War Time House	Mayor & Consort
Tues 11.00	24 May	Mayor of Tunbridge Wells – Visit the Amelia Centre followed by Lunch	Mayor & Consort
Wed 10.15	25 May	Service of Thanksgiving and Celebration for the life of Dorothy Ann Allen MBE at Canterbury Cathedral	Mayor & Consort
Tues 10.30	31 May	Judging of the Best Dressed Window Competition for the Platinum Jubilee with Dawn Blee and Mike Reid	Mayor & Deputy Mayor
Thur 11.40	2 Jun	Emily Jackson House – Planting a Tree for the Queen’s Platinum Jubilee	Mayor
Thurs 8.45	2 June	Beacon Lighting for the Queen’s Platinum Jubilee	Mayor
Fri 12.00	3 June	Big Picnic Lunch to Celebrate Queen’s Platinum Jubilee at the Vine Gardens	Mayor & Consort
Sat 10.30	4 June	Prize Giving for the Best Dressed Window Competition for the Platinum Jubilee	Mayor
Mon 1.45	6 June	Kippington Nursing Home – Planting a tree for the Queens Platinum Jubilee	Mayor
Tues 11.00	6 June	Welcome SERCAF members to the meeting at Bat and Ball Station	Mayor
Tues 7.30	7 June	The League of Friends of Sevenoaks Hospital – Annual General Meeting in the Hospital Dining Room	Mayor & Consort
Wed 7.00	8 June	SAYT Trustees’ Meeting – The Chairman’s house, Otford	Mayor & Consort
Fri 6.30	10 June	Sevenoaks Business Awards at the Bat and Ball Centre	Mayor & Consort
Thur 6.30	16 June	Kent Armed Forces Briefing 2022 at Regimental Headquarters, Maidstone	Mayor & Consort
Sun 9.30	12 June	900 th Anniversary Celebrations - St Nicholas Church	Mayor & Consort
Sat 11.00	18 June	Opening of the Sevenoaks Festival in Bligh’s Meadow	Mayor
Sat 11.30	18 June	Sevenoaks Festival – Manned the STC stall for two hours	Mayor & Consort
Sat 8.00	18 June	Concert in aid of Sevenoaks Samaritans at St Luke’s Church	Mayor & Consort
Sun 7.30	19 June	Sevenoaks Philharmonic Choir – “The Armed Man” at the Stag	Mayor & Consort

Day & Time	Date	Organisation & Event/Venue	Attending
Sun	19 June	Blue Flamingo Music – Vanity Ball in the Plaza Suite, Stag Theatre	Mayor & Consort
Mon 9.45	20 June	Armed Forces Day Flag Raising Ceremony at Sessions Square, County Hall, Maidstone	Mayor & Consort
Mon 10.15	20 June	Chairman SDC – Fly the Flag for Armed Forces Day	Mayor & Consort
Wed 10.00	22 June	900 Years of Sevenoaks – Exhibition at the Kaleidoscope Gallery	Mayor & Consort
Wed 7.30	22 June	Sevenoaks Historical Society Event at St Nicholas Church	Mayor & Consort
Sat 9.,50	25 June	Armed Forces Day – Flag raising ceremony at the Vine Flagpole	Mayor & Consort
Sat 6.30	25 June	Sevenoaks Three Arts Festival Concert at the Ship Theatre, Walthamstow Hall Senior School	Mayor & Consort
Sun 11.00	26 June	Civic Service at St Nicholas Church	Mayor & Consort
Wed 11.30	29 June	Photocall for the Stag town Take over Event	Mayor
Wed 12.30	29 June	West Heath School – Celebration in honour of HM Queen Elizabeth II Platinum Jubilee	Mayor & Consort
Fri 7.30	1 July	Sevenoaks Festival performance at the Stag of Mrs Churchill - My Life with Winston	Mayor & Consort
Sat 6.30	2 July	Chance to Dance – Summer Performance at the Stag Theatre	Mayor & Consort
Sun 6.30	3 July	Mayor of East Grinstead – Civic Service	Mayor & Consort
Sun 7.30	3 July	Festival Finale – Swinging at the Cotton Club	Deputy Mayor
Sat 7.00	9 July	Eynsford Concert Band Concert inspired by life and times of Winston Churchill	Mayor & Consort
Sun 3.30	10 July	Time 2 Shine Project – Musical event fundraising to support a project with people from Ukraine	Mayor & Consort
Wed 11.00	13 July	Mayor of Medway – “Call the Midwife” tout at Chatham Historic Dockyard	Mayor & Consort
Thurs 1.30	14 July	Prize Giving Ceremony at West Heath School	Mayor & Consort
Fri 9.00	15 July	South East in Bloom – Judging at the Stag	Mayor & Consort
Tues 10.35	19 July	Trinity School – Celebration Service and Chapel Dedication	Mayor & Consort
Tues 7.00	19 July	Mayor of Folkestone – Night at the Museum	Mayor & Consort
Wed 2.00	20 July	The Lord Mayor of Canterbury – Afternoon Tea on the terrace	Mayor & Consort
Sat 3.00	23 July	Chairman SDC – Civic Service at St Mary’s Kippington	Mayor & Consort
Thur 7.00	28 July	Mayor of Dartford – BBQ at the Malt Shovel	Deputy Mayor & Guest
Fri 4.30	29 July	Unveiling of the New Statue in Blighs Meadow, Sevenoaks	Mayor & Consort
Sat 7.30	30 July	The Lydian Orchestra – Concert at Tonbridge Parish Church	Mayor & Consort
Mon 1.00	1 Aug	Peppercorn Rent Ceremony at the Vine Cricket Ground with Lord Sackville	Mayor & Consort
Wed 6.30	3 AUG	Cotes Restaurant – Meal to entertain Bloom Judges and ‘thank you’ to the Bloom Steering Group	Mayor & Consort

Day & Time	Date	Organisation & Event/Venue	Attending
Sat 2.00	6 Aug	Shrievally Association of Canterbury – Hog Roast at Strode Park	Mayor & Consort
Thur 10.00	11 Aug	Family Fun Day at Greatness Recreation Ground	Mayor & Consort
Fri 10.00	12 Aug	Arts & Crafts Workshop at Bat and Ball Station	Mayor & Consort
Fri 5.30	12 Aug	Mayor of Dartford – Bowls Evening	Mayor & Consort
Wed 2.00	17 Aug	Family Fun Day at the Vine Gardens	Mayor & Consort
Thurs 10.45	18 Aug	Opening of the re-furbished Hillingdon Rise Play Area	Mayor & Consort
Thur 5.30	18 Aug	Mayor of Gravesham – Meopham Valley Vineyard	Mayor & Consort
Fri 10.45	19 Aug	Opening of the re-furbished Julian’s Meadow Play Area	Mayor & Consort
Mon 11.30	22 Aug	Opening of the Kent Blaxill store on the Vestry Estate	Mayor & Consort
Wed 1.50	24 Aug	The Gingerbread Man – Free Theatre Show at Pontoise Play Area	Mayor & Consort
Thurs 1.50	25 Aug	The Gingerbread Man & Free Theatre Show at the Bat and Ball Centre	Mayor & Consort
Thurs 7.00	25 Aug	Westerham Sea Cadets – Barbecue at Chipstead Sailing Club	Mayor & Consort
Fri	26 Aug	Visit to Sevenoaks Day Nursery	Mayor & Consort
Fri 6.30	26 Aug	Mayor of Swanley – Jubilee Firework Event	Mayor & Consort
Sat 6.00	27 Aug	The Stag’s Town take Over – Aretha Franklin, Vine Gardens	Mayor & Consort
Mon 2.00	29 Aug	The Stag’s Town Take Over – The West End Live on the Vine	Mayor & Consort
Sat 10.00	3 Sept	Merchant Navy Day Flag Raising Ceremony on the Vine	Mayor & Consort
Sun 11.30	4 Sept	Mayor of Tenterden – Civic Service	Mayor & Consort

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2022 – 2023

The Mayor of Sevenoaks Councillor Mrs Rachel Parry
Provisional Dates for Mayoral Events

<p>May/June 2022</p> <p>25th June Armed Forces Day</p> <p>26th June Civic Service</p>	<p>July 2022</p>	<p>August 2022</p>
<p>September 2022</p> <p>3rd September Merchant Navy Day</p> <p>15th September Battle of Britain Day</p> <p>16th September Cocktail Party</p>	<p>October 2022</p>	<p>November 2022</p> <p>11th November Armistice Day</p> <p>13th November Remembrance Day</p> <p>Tree Planting</p>
<p>December 2022</p>	<p>January 2023</p>	<p>February 2023</p>
<p>March 2023</p> <p>8th March International Women’s Day Lunch</p> <p>13th March Commonwealth Day</p> <p>11th March Quiz Night</p> <p>29th March Tour of Knole House</p>	<p>April 2023</p> <p>End of Term Reception</p>	<p>May 2023</p> <p>May Luncheon at Chevening</p>