

17th July 2023

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 24th July 2023 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://youtube.com/live/8UIZPugmFE0?feature=share> 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.

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.

AGENDA

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.	—

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Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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Town Clerk

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 12 th June 2023 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> 19 th June 2023 3 rd July 2023 17 th July 2023 <u>Finance & General Purposes Committee</u> 12 th June 2023 <u>Community Infrastructure Committee</u> 26 th June 2023 <u>Youth Services Committee</u> 28 th June 2023 <u>Open Spaces & Leisure Committee</u> 10 th July 2023	Copies circulated separately and available on request
6	<u>DISPENSATIONS FOR DUAL HATTED COUNCILLORS & TRUSTEES OF THE STAG</u> To consider granting of proposed dispensations.	Attached
7	<u>20MPH SPEED LIMIT FOR SEVENOAKS TOWN – PUBLIC CONSULTATION</u> To consider the recommendation that Sevenoaks Town Council could carry out the consultation on a 20-mph signage scheme for the town.	Attached
8	<u>LAND FOR SALE, OFF OAK LANE</u> To consider land for sale.	Attached
9	<u>WEDNESDAY MARKET</u> To review and/or endorse the current policy regarding location of Wednesday market.	Attached
10	<u>COMPLAINTS COMMITTEE</u> To note the outcome of the Complaints Panel held on 3 rd May 2023.	Attached
11	<u>COUNCILLOR REPORTS – STC REPRESENTATIVES ON EXTERNAL ORGANISATIONS</u> To receive reports from representatives on external organisations.	Attached

12	<u>MAYOR'S ENGAGEMENTS</u> To receive and note: <ul style="list-style-type: none"> a) the functions attended by the Mayor or her representative up to 31st May 2023 b) the forthcoming Civic Events being organised by the Mayor during 2023/2024 	Attached Attached
13	<u>PRESS RELEASE</u> To consider any agenda item which would be appropriate for a press release.	—

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Sevenoaks Town Council
Minutes of the Town Council Meeting held on 12th June 2023
in the Council Chamber, Town Council Offices, TN13 3QG

Livestreamed and available to view on YouTube until approved by Council:
<https://youtube.com/live/GPnNdsP9Lzo?feature=share>

Meeting Commenced: 8.17 p.m.

Meeting Concluded: 8:35 p.m.

Cllr Claire Shea, Mayor	Present	Cllr Chloe Gustard	Present
Cllr Libby Ancrum, Deputy Mayor	Present	Cllr Sally Layne	Present
Cllr Sue Camp	Present	Cllr Lise Michaelides	Apologies
Cllr Dr Marilyn Canet	Present	Cllr David Skinner OBE	Apologies
Cllr Tony Clayton	Present	Cllr Nick Varley	Present
Cllr Catherine Daniell	Present	Cllr Gareth Willis	Present
Cllr Peter Dixon	Present	Cllr Nigel Wightman	Present
Cllr Victoria Granville	Present		

In Attendance: Town Clerk, Responsible Finance Officer and Senior Committee Clerk

Also Present: Cllr Richard Streatfeild, Sevenoaks District Council & Kent County Council

Representations received from Members of the Public:

Cllr Richard Streatfeild gave an update on key matters at Kent County Council, including:

- Public Health messaging during the heatwave
- Operation Brock Traffic Management Plan operation over the half term holiday
- Work on the Health & Social Care Integrated Strategy, which KCC was aiming to transform within the year
- JTB Working Group on 20mph scheme
- Pothole two phase repair process

130 Apologies for Absence: as shown above

131 Requests for Dispensations: none received.

132 Declarations of Interest: none received.

133 Minutes of the Annual Meeting of Sevenoaks Town Council held on 15th May 2023

RESOLVED: to accept and sign the Minutes of the Annual Meeting of Sevenoaks Town Council held on 15th May 2023 as a true record.

134 Minutes of Planning Committee

RESOLVED: To receive and adopt the minutes of the meetings of the Planning Committee held on 22nd May and 5th June 2023 as true records.

135 Casual Vacancy

The Town Council considered the draft Co-option Policy and Procedure for the filling of vacancies that exist on the Council which had not been filled by an electoral process.

Sevenoaks Town Council
Minutes of the Town Council Meeting held on 12th June 2023

It was agreed that document be amended to include the line *“To qualify to be eligible to be a Town Councillor you must answer yes to one of the following”* which had been omitted in error.

It was noted that Sevenoaks District Council had formally advised that the required number of requests for an election had been received in respect of the Casual Vacancy in Northern Ward. The District Council would advise of the date for a Poll (should more than one candidate stand) as soon as possible.

RESOLVED that:

- 1) subject to the amendment above, the Co-option Policy & Procedure (attached as Appendix) be adopted
- 2) it be noted that that the required number of requests for an election had been received in respect of the Casual Vacancy in Northern Ward, and that the District Council would advise of the date of a Poll

136 Finance Reports

136.1 Review of System of Internal Control

RESOLVED: to note that the Statement on the System of Internal Control, signed by the Responsible Finance Officer, was approved at the meeting of the Finance & General Purposes Committee, held immediately preceding this Council meeting (*Minute 122.3 refers*), and signed by the Chairman of that Committee.

136.2 Annual Return for Year Ended 31st March 2023

The Town Council considered the recommendations of the Finance & General Purposes Committee meeting, held immediately preceding this Council meeting (*Minutes 122.4 & 122.5 refer*), regarding the Annual Return and Statement of Accounts for the year ended 31st March 2023.

RESOLVED that:

- 1) the Accounting Statements 2022/23, signed by the Responsible Finance Officer, be approved and signed by the Mayor;
- 2) the Annual Governance Statement 2022/23, signed by the Town Clerk, be approved and signed by the Mayor;
- 3) the Annual Governance and Accountability Return 2022/23, including the Annual Governance Statement, Statement of Accounts to 31st March 2023, and supporting papers for submission to the External Auditors, be adopted by full Council; and
- 4) the approved accounts be made available for public inspection for 30 working days, from 15^h June to 26th July 2023

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Minutes of the Town Council Meeting held on 12th June 2023

137 Boundary Lines between Council Land and 53 Bradbourne Vale Road

Consideration was given to a proposed legally arranged land swap between the Town Council and the owner of the property of 53 Bradbourne Vale Road in relation to land at the boundary with the Town Council Offices site.

RESOLVED: That Sevenoaks Town Council approve and sign the legal agreement enabling the land swap as identified in the legal agreement.

138 Councillor Reports: Town Council Representatives on External Organisations

None received at this meeting. Councillors wishing to provide an update at future meetings were requested to provide brief written reports to the Committee Clerk ten days before a committee meeting.

139 Mayor's Engagements

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

- a) functions attended by the Mayor or her representative up to 31st May 2023;
and
- b) the forthcoming Civic Events being organised by the Mayor during 2023-24

140 Press Release: None

There being no further business the Mayor closed the meeting.

Signed
Mayor

Dated

Adopted Council 12.6.2023.

Sevenoaks Town Council – Co Option Policy & Procedure

Introduction

1. Co-option is the process by which a parish / town council selects a new Councillor when a vacancy exists on that Council that has not been filled by an electoral process.
2. Although the process for co-option is not prescribed in law, the Society of Local Council Clerks and the National Association of Local Councils provide best practice advice and guidelines, and this has been considered in this policy.
3. It is especially important that all applicants be treated alike so that the arrangements are seen as open, fair, and transparent.
4. The Co-option process to be used by Sevenoaks Town Council is as follows:
 - 4.1. Whenever the need for Co-option arises, Sevenoaks Town Council will seek and encourage applications from anyone in the town who is eligible to stand as a Town Councillor.
 - 4.2. Councillors or parishioners can legally approach individuals to suggest that they might wish to consider putting their names forward for Co-option.
5. The Co-option policy will be reviewed every four years.

Co-Option Policy

6. The advertisement to Co-opt will include:
 - 6.1 the method by which applications can be made
 - 6.2 the closing date for all applications, at least two weeks' notice to be given.
 - 6.3 a contact point to obtain more information
 - 6.4 show that further information is available electronically via the website, to include application forms and information about the roles and responsibilities of the council.
7. Existing Town Councillors may point out the vacancies and the process to any qualifying candidate(s).
8. Any candidate(s) found to be offering inducements of any kind will be disqualified.

9. Those seeking Co-option should apply to be Co-opted in writing to the Chief Executive / Town Clerk completing the prescribed form which will set out their reasons for standing and a confirmation that they meet the eligibility criteria. This must be supplied by the closing date for applications which will be at least 14 days prior to the decision meeting.
10. Eligibility of the candidate will be confirmed by Sevenoaks Town Council's Chief Executive / Town Clerk.

To qualify to be eligible to be a Town Councillor you must answer yes to the following.	
Are you a British citizen, a Commonwealth citizen, or a citizen of a member of the European Union Country?	Yes / No
Are you 18 or over?	Yes / No
Are you on the electoral register for Sevenoaks parish?	Yes / No
To qualify to be eligible to be a Town Councillor you must answer yes to one of the following:	
Have you lived either in the area covered by Sevenoaks Town Council parish, or within three miles of its boundary, for at least a year?	Yes / No
Have you been the owner or tenant of land in the area covered by Sevenoaks Town Council for at least the last year?	Yes / No
Have you had your only or main place of work in the area covered by Sevenoaks Town Council for at least the last year?	Yes / No
To qualify to be eligible to be a Town Councillor you must answer no to the following.	
Are you the subject of a bankruptcy restrictions order or interim order?	Yes / No
Have you within the last five years been convicted of an offence in the UK, Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes / No
Are you disqualified by order of a court from being a Member of a local authority?	Yes / No

11. All eligible candidates will be invited, by letter, to attend the next full Sevenoaks Town Council meeting following the application deadline. If candidates are unable to attend, this meeting will not be rearranged. The Co-option will still take place and voting on this vacancy will be subsequently based on this meeting and the candidate application form.
12. All Town Councillors will receive copies of candidate applications, along with the summons to attend the next full Town Council meeting following the application deadline. Candidate names will be displayed on the agenda of the meeting at which the Co-option will occur. No other details apart from the candidates names will be displayed. Candidate applications are strictly confidential.
13. An agenda item will be set aside for candidates to make a brief verbal presentation to Town Councillors, outlining their relevant skills and experience. Each candidate will be allocated a maximum of three minutes. After presentations Town Councillors may ask candidates questions if considered necessary. These presentations and questions will be in public open session.

14. The Mayor will then request those Town Councillors present to nominate a candidate to become a Town Councillor. A Co-option to the Town Council is by Council resolution and require a proposer and seconder to progress to the voting stage.
15. The Mayor will then place the names of nominated candidates in alphabetical order and proceed to vote.
16. A current Town Councillor may request that a signed ballot is used. The Chief Executive / Town Clerk will prepare voting slips for this purpose.
17. Only Town Councillors present in person at the meeting may vote upon a person to fill the vacancy. Town Councillors will have one vote per vacancy to be filled.
18. If a candidate is a relative of a Town Councillor, that Town Councillor should declare a prejudicial interest and withdraw from the meeting.
19. A successful candidate must have received an absolute majority vote by those Town Councillors present.
20. It follows that if there are more than two candidates for one vacancy and not one of them at the first count receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again. This process must if necessary be repeated until an absolute majority is obtained.
21. The Mayor has the casting vote if necessary.

Sevenoaks Town Council Co-Option Form

Sevenoaks Town Council Co-Opted Councillor Person Specification

Personal Attributes

- Sound knowledge and understanding of local affairs and the local community
- Forward thinking
- Can bring a skill, expertise, or key local knowledge to the Council.

Experience, Skills, Knowledge, and Ability

- Ability to listen constructively
- A good team player
- Ability to pick up and contribute to a variety of projects
- Solid interest in local matters
- Ability and willingness to represent the Council and their community
- Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others point of view and accept majority decisions.
- Ability to communicate succinctly and clearly
- Ability and willingness to work closely with other Councillors and to maintain good working relationships with all Councillors and staff
- Ability and willingness to undertake relevant training
- Basic knowledge of issues relating to town and parish councils or local authorities.

Circumstances

- Ability and willingness to attend meetings of the Council, normally Monday evenings and or meetings of other local authorities and organisations as may be necessary.

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SEVENOAKS TOWN COUNCIL CO-OPTION APPLICATION FORM

Full name	
Home address including postcode	
Telephone number	
Mobile Number	
Email	

LEGAL QUALIFICATIONS FOR BEING A TOWN COUNCILLOR

To qualify you must be able to answer 'Yes' to the questions below:

Are you a British citizen, a Commonwealth citizen, or a citizen of a member of the European Union Country?	Yes / No
Are you 18 or over?	Yes / No
Are you on the electoral register for Sevenoaks parish?	Yes / No

To qualify you must be able to answer 'Yes' to one of the following questions:

Have you lived either in the area covered by Sevenoaks Town Council parish, or within three miles of its boundary, for at least a year?	Yes / No
Have you been the owner or tenant of land in the area covered by Sevenoaks Town Council for at least the last year?	Yes / No
Have you had your only or main place of work in the area covered by Sevenoaks Town Council for at least the last year?	Yes / No

To qualify you must be able to answer 'No' to all the questions below:

Are you the subject of a bankruptcy restrictions order or interim order?	Yes / No
Have you within the last five years been convicted of an offence in the UK, Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes / No
Are you disqualified by order of a court from being a Member of a local authority?	Yes / No

Please briefly outline why you are interested in becoming a Sevenoaks Town Councillor?

Please tell us something about the life experience and skills you will bring to the Council, for example, work in the voluntary or charitable sector.

What would you like to achieve as a Councillor?

Are there any questions you would like to ask the council about your application or the role of councillor?

Signed Dated

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Sevenoaks Town Council – 24th July 2023

DISPENSATION AS DUAL HATTED COUNCILLORS & STAG TRUSTEES

In accordance with Standing Order 13, it is proposed that Dual Hatted Councillors i.e., those who were elected members of both the Town Council and the District Council on 4th May 2023, be granted dispensation.

It is also proposed that those Councillors who are Trustees of the Stag Community Arts Centre (The Stag) be granted a dispensation in matters relating to The Stag.

RECOMMENDATIONS

- 1) 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 2027.

Councillor Sue Camp
 Councillor Tony Clayton
 Councillor Victoria Granville
 Councillor Chloe Gustard
 Councillor Claire Shea
 Councillor David Skinner
 Councillor Nick Varley

- 2) 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 Trustee of the Stag Community Arts Centre 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 role as Trustee of The Stag 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 2027.

Cllr Libby Ancrum Cllr Sue Camp Cllr Dr Marilyn Canet Cllr Tony Clayton Cllr Catherine Daniell Cllr Peter Dixon Cllr Victoria Granville	Cllr Chloe Gustard Cllr Sally Layne Cllr Claire Shea Cllr David Skinner Cllr Nick Varley Cllr Nigel Wightman Cllr Gareth Willis
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Sevenoaks Town Council Meeting - 24th July 2023

20-mph in Sevenoaks

Background

Over the past year the topic of introducing further 20-mph speed limits in Sevenoaks has been discussed and consulted on, some of the elements created considerable controversy and concern. The plans and consultations to date have been from KCC and involvement of the Joint Transport Board (JTB), see extract from Minutes later in this document.

It is also noted that Swanley Town Council and Weald Parish Council have carried out their own consultations relating to 20-mph without the involvement of KCC and the JTB.

Sevenoaks Town Council has previously carried out public consultation on the installation of Speed Indication Devices and was complimented by KCC on the professionalism of the consultation.

Taking the above into account it is therefore believed that Sevenoaks Town Council could carry out the consultation on a 20-mph signage scheme for the town.

RECOMMENDED: Sevenoaks Town Council could carry out the consultation on a 20-mph signage scheme for the town.

Related information

Extract from Minutes of the Sevenoaks Joint Transportation Board held on 8th June 2023

Update on Sevenoaks Townwide 20mph Proposals

The Chairman introduced the report which presented an update on the Sevenoaks Townwide 20mph scheme. At its meeting on the 15 March 2023 the overlap between the proposed Sevenoaks Townwide 20mph Scheme and the planned cycling routes and the benefits and practicalities of integrating the two schemes was discussed. The Board recommended to KCC that the scheme proceed to an informal consultation of the Sevenoaks Town Council Planning Committee Agenda 03-07-2023 17 Sevenoaks Joint Transportation Board - 8 June 2023 4 revised 20mph speed limit area in Sevenoaks Town and pedestrian crossing on the A225 with due consideration to Sevenoaks's emerging Local Cycling & Walking Infrastructure Plan (LCWIP).

A further meeting between the Sevenoaks Joint Transportation Board Chairman, KCC Member for Sevenoaks Town and KCC Officers took place to discuss how best to progress the consultation. As indicated in the report, there was a desire to progress the town 20mph proposals at the earliest opportunity and proceed to an informal consultation, however, due to an existing heavy workload, KCC was unlikely to be able to commit to a consultation until September or October 2023 at the earliest. Furthermore, funding had not been identified for a further consultation or the implementation of the Sevenoaks Townwide 20mph scheme.

The Chairman explained that in view of the pace of progress being made on the cycling routes, and the recent significant funding awarded for the development of the Otford to Sevenoaks cycling route and consultation, the need to consider the proposed Town 20mph scheme as part of the big picture to deliver Active Travel to the town had become even more relevant. The Chairman also outlined that due to this requirement it was considered important to incorporate further

Sevenoaks Town Council Meeting - 24th July 2023

consultation on the Sevenoaks Townwide 20mph scheme within the proposed cycling route consultations.

Members discussed the report and asked questions of clarification. Some Members expressed the importance of integrating the Sevenoaks LCWIP into the Sevenoaks Townwide 20mph scheme. Other Members expressed concern as to the length of the timetable for the implementation of the scheme.

It was moved by the Chairman and duly seconded that a New Member Working Group be set up with KCC and SDC Officer support to develop a consultation plan for the LCWIP which incorporated the Sevenoaks Townwide 20mph scheme to report back to the next meeting of the Board.

Members of the Board were encouraged to get in touch with the Chairman or Democratic Services Team should they wish to be a part of the Working Group.

Resolved: That a new Member Working Group be set up of JTB Members, with KCC and SDC Officer support, to develop a consultation plan for the LCWIP which incorporated the Sevenoaks Town wide 20mph scheme to report back to the next meeting of the Board.

Extract from Sevenoaks Town Neighbourhood Plan

Aim M4: The Neighbourhood Plan supports the introduction of a 20-mph speed limit close to schools and in some residential areas.

Improving road safety in Sevenoaks could be achieved by:

- Promoting low speed limit regimes in built up residential areas consistent with the government's advice on the setting of local speed limits; and
- Targeting measures to calm traffic in areas of high pedestrian activity including school entrances and shopping areas.

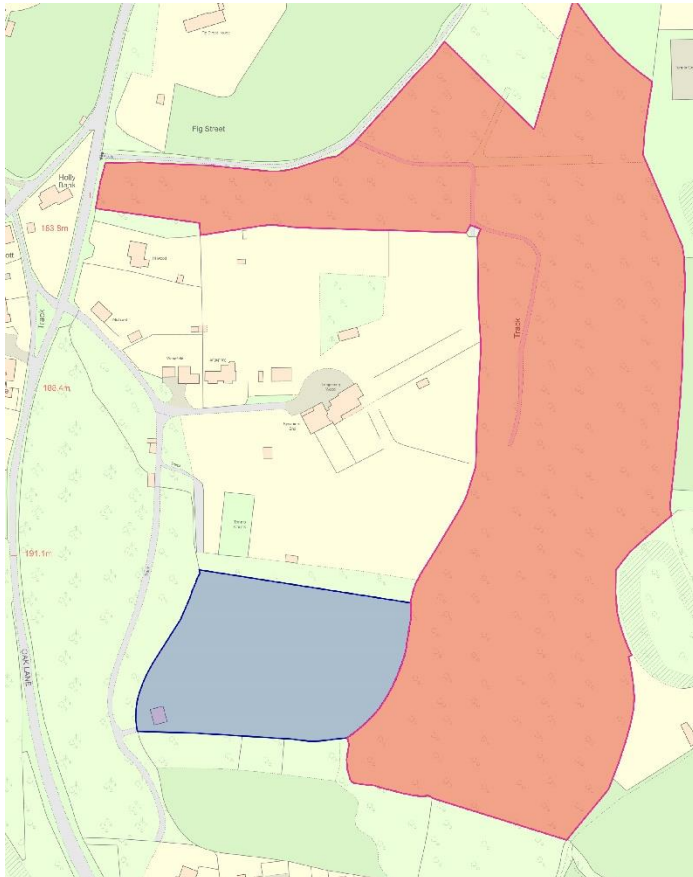
Subject to the outcomes of transport modelling, a 20-mph speed limit in certain locations could help to achieve the aims above and also help to improve the environment for walking and cycling.

Sevenoaks Town Council Meeting - 24th July 2023

Land for Sale in Sevenoaks

When land goes up for sale which has historically been used by the local community, rumours start to circulate.

It was brought to Sevenoaks Town Council's attention that the red land indicated on the below plan, which is currently used for woodland, was being sold and community use displaced. Originally it was thought that both highlighted areas comprising a community sports field (blue) and the woodland (red) were both owned and being sold by KCC.



We now know:

- KCC is registered as owning the blue land freehold, with a 125-year leasehold as of 2014 to Kent Catholic Schools Partnership. This land is not currently for sale.
- KCC does not own the red area known as Longspring Wood which we do know is up for sale, unfortunately already under offer, so too late probably for the Town Council to purchase.

Within the STC Green Community Investment Policy is the following:

Sevenoaks Town Council Meeting - 24th July 2023

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.

LONGSPRINGS WOOD Oak Lane, Fig Street, Sevenoaks has come up for sale which seems to fit this criterion. Described as “an opportunity to purchase a parcel of ancient woodland on the outskirts of Sevenoaks extending to 15.69 acres”. Guide Price £135,000. However, the land is currently under offer, so the Town Council has likely lost the opportunity to purchase.

Sevenoaks Town Council are investigating whether it is possible to register both pieces of land as Assets of Community Value.

RECOMMENDATION:

1. To progress, if possible, the registration of the land as Assets of Community Value.
2. To monitor the sale of land and if becomes on the market again, the Town Council to pursue purchase as per its Green Community Investment Plan.

Sevenoaks Town Council - 24th July 2023

Wednesday Market in Buckhurst Lane

This agenda item has been referred to full Council Meeting from the Open Spaces & Leisure Committee held on 10th July 2023.

RECOMMENDATION: Sevenoaks Town Council to review and or endorse the current policy for persuading Sevenoaks District Council to move the Wednesday market from Buckhurst Lane to the High Street (same position as Saturday market).

Background Information

The Town Council operates three Markets in Sevenoaks – the **Wednesday Market in Buckhurst Lane**, the **High Street Market** on Saturdays, and **Bligh's Market** also on Saturdays.

Following the previous market management company going into bankruptcy and a local petition the Town Council tendered to Sevenoaks District Council for the Wednesday and Saturday markets.

A similar petition persuaded the Town Council to take over the Blighs Saturday market when it was proposed that Blighs no longer found it financially viable to operate.

In April 2023, STC successfully re-tendered for the Market Lease for the Saturday High Street Market and the Market Lease for the Wednesday Market in Buckhurst Lane.

Due to the successful new tender the Wednesday Market is now starting to show a profit.

The Wednesday Market could accommodate approximately 16 pitches of varying sizes. At present, there are 7 regular traders and 2 potential new traders with new traders enquiring regularly about availability. The changes in shopping trends have impacted both High Streets and Markets but there is ample opportunity for expansion of the Wednesday Market now that the Market Lease has been renewed.

Access to the Wednesday Market is convenient for market traders and there is plentiful parking for shoppers next to and opposite the Market site.

Sevenoaks Town Council current policy is to persuade Sevenoaks District Council to move the Wednesday market from Buckhurst Lane to the High Street (same position as Saturday market).

Not all the current stalls would be able to fit into the High Street space.

Saturday High Street market has 5 market traders and is at full capacity.

Saturday Blighs market has provision for 10 market traders and operates mostly at full capacity. The Blighs Market has planning permission for an Arts & Crafts Market.

Sevenoaks Town Council - 24th July 2023

Sevenoaks Town Neighbourhood Plan

Policy E4: Support will be given to the retention and development of indoor and outdoor markets and encouragement to the diversification of their offer.

There has been a market in Sevenoaks since the 13th Century and Sevenoaks' markets are an attractive draw for the town centre. The provision of specialists markets (particularly a farmers' market) were supported by the public throughout the consultation of the Neighbourhood Plan. The town's two markets (the general market on Wednesday and 'charter market' on the High Street on Saturday) are operated by the Town Council. The Council will work with stallholders to develop proposals to expand provision and diversify the offer.

Markets offer opportunity for fledgling businesses to trade and often sell local produce and goods. This can benefit both the local economy and the environment.

Sevenoaks Town Council – 24th July 2023Sevenoaks Town Council
Complaint Panel Hearing 3rd May 2023

Complaint Panel: Mayor Cllr Rachel Parry, Cllr Richard Parry, Cllr Dr Merilyn Canet.
In Attendance: Town Clerk Linda Larter (TC) and Complainant

Having considered the information presented to them and the meeting with the Complainant, the Complaint Panel came to the following conclusions and decision. The decision was relayed to Complainant at the end of the meeting as per the Sevenoaks Town Council Complaint Procedure.

Complaint Panel Decision:

1	We are sorry that you had to complain, we unreservedly apologise.
2	We will arrange for a refund for the uncultivable piece of land on your allotment.
3	We will arrange to clear the rubbish asap.
4	Your tenancy agreement remains for the complete plot until end of September it will then be split into two.
5	We will notify and apologise for the error to the new tenant and try to accommodate his needs.

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Sevenoaks Town Council – 24th July 2023

STC Representatives on External Organisations: Reports to Council

1	Cllr Granville	Sevenoaks District Arts Council
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Sevenoaks District Arts Council (SDAC) receives £2500 per annum to distribute as grants and underwriting to Arts organisations who subscribe annually to the Arts Council.

There is a healthy flow of applications, mainly for underwriting. Support is still largely directed at performative arts, however there is a recently launched scheme for grants to individual artists with a £100 cap.

Funding is inadequate for the number of applications and there is careful debate in the Executive Committee on the validity of applications. We were encouraged by the post-Covid recovery in the number of applications.

SDAC are hosting a showcase event for performing and visual artists in Swanley on 27th September to publicise and increase the number of subscribers.

2	Cllr Dr Marilyn Canet	Kent Association of Local Councils (KALC)
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The National Association of Local Councils (NALC) annual study tour returned for the first time since the COVID-19 pandemic to [Newport Pagnell Town Council](#) in Buckinghamshire between 27 and 28 June 2023.

I attended a NALC study tour as other councillors were not able to manage the dates. I offered to go with our CEO Linda Larter but at the last minute she was in too much pain to manage the journey. It was unfortunate that she was not there as most people were known to her and I was new. It was a well organised event and the other people were friendly, but Linda has lots of knowledge.

Newport Pagnell has a similar size population, 100 listed buildings, lots of history and open spaces and 16 councillors. The Mayor has been in post for 7 years with his supportive wife. He and the Town Clerk seem to make a strong team. The councillors are not elected on party political lines.

A big difference from Sevenoaks is that most of its functions are outsourced but careful control over contracts and the buildings that it owns. There are problems managing e.g., environmental issues on herbicide and insecticide with the contractors.

I liked the skateboard park covered in bright graffiti art, it was simple but fun. Youth building was next to a grassed area, had a dance studio also for drama, some Town Council offices, kitchen large enough to teach some cooking. Space for homework use. The unusual swimming pool was only for teaching swimming, next to indoor classes and other things. Adaptable for changing fashions of leisure activities and difficulties of employing people was part of their strength.

CIL money from large developments close to Milton Keynes, similar to the challenges of Northern Ward Sevenoaks. 6000 homes near Newport Pagnell but part of Milton Keynes city. 900 new homes on fields as part of Newport Pagnell, but they have good road systems, not medieval ones.

Sevenoaks Town Council – 24th July 2023

However, there was no all the way weather pitches for sport but a new museum is being made for Aston Martin Cars, should bring in more tourists.

A large wetland open area adjacent to the river is managed by the Town Council creatively. Good interpretation boards .

New signage for the town was developed with artistic community involvement.

I think that sharing ideas in this very open way is beneficial to all of us. I would probably have got more out of the visit with Linda's involvement but nevertheless it was worthwhile.

Merilyn Canet

Sevenoaks Town Council Meeting - 24th July 2023

Events Attended – 2023/2024

Mayor: Councillor Claire Shea

Day & Time	Date	Organisation & Event/Venue	Attending
Sat 10.30	13 May	Darent Valley Photographic Exhibition at Bat & Ball Station	Mayor & Deputy
Thur 5.45	18 May	Meet and Greet Friends of Pontoise at Bat and Ball Centre	Deputy
Fri 7.00	19 May	Friends of Pontoise Gala Dinner in the Harry Garrett Hall	Mayor & Cllr Varley
Sat 7.00	20 May	Sevenoaks Welcomes Refugees – Concert in Ship Theatre, Walthamstow Hall	Deputy
Sun 7.30	21 May	Sevenoaks Symphony Orchestra – Concert at the Pamoja Hall	Mayor & Guest
Mon 9.00	22 May	Opening of the new Specsavers Store	Mayor
Thur 10.30	25 May	Mayor of Maidstone – Scenic Cruise & Tour of Allington Castle	Mayor & Guest
Sat 10.00	27 May	Presentation of Shield to Billy Westley – 40 Years as a stallholder in the Market	Mayor & Cllr Clayton
Sun 10.30	28 May	Sevenoaks Indoor and Outdoor Bowls Club – Big Bowls Weekend	Mayor
Tues 5.00	6 June	Birketts informal drinks and canapes evening	Mayor
Sun 3.00	11 June	Church of Scientology, Saint Hill Manor – Shakespeare Open Air Theatre – A Comedy of Errors	Mayor & Guest
Tues 4.00	13 June	Presentation of Safari Voucher at Bat & Ball Sports	Mayor
Tues 6.00	13 June	Thank You Event for Sevenoaks Town Neighbourhood Plan	Mayor
Mon 10.30	19 June	Sevenoaks DC – Fly the Flag for Armed Forces Day	Mayor
Tues 8.00	20 June	Sevenoaks Welcomes Refugees – Film Night “The Breadwinner” at the Stag	Mayor
Thurs 7.30	22 June	Annual General Meeting – League of Friends of Sevenoaks Hospital	Mayor
Sat 6.30	24 June	Sevenoaks Three Arts Festival – Festival Cup Winners Concert at Walthamstow Hall	
Sun 6.45	25 June	Chance to Dance – Summer Performance at the Stag	Deputy Mayor
Wed 11.30	28 June	Kippington Nursing Home – Open week	Mayor

Sevenoaks Town Council Meeting - 24th July 2023

Day & Time	Date	Organisation & Event/Venue	Attending
Thur 2.00	29 June	Weald Heights Care Home – Summer Festival	Mayor
Fri 9.45	30 June	South & South East in Bloom Judging	Mayor
Sat 7.00	1 July	D’Vine Singers – Community Concert	Deputy Mayor
Sat 1.00	1 July	Sevenoaks Primary School – Colour Fest & Colour Run	Mayor
Sat 7.30	1 July	Sevenoaks Philharmonic Choir and Sevenoaks Symphony Orchestra – Verdi’s Requiem at the Stag	Mayor
Sun 5.30	2 July	Kentish Opera – Opera Gala at Chiddingstone Castle	Mayor
Mon 10.30	3 July	Rockdale Housing Assoc – Garden & Tour/Art & Craft Exhibition by residents	Mayor
Sat 5.00	8 July	Sevenoaks Sings – Picnic on the Vine	Mayor
Thurs 5.30	13 July	Knole Academy – Production of Little Shop of Horrors	Deputy
Sun 4.00	16 July	Mayor of Swanley – Meal at The Thai Emperor	Mayor



2023 – 2024

The Mayor of Sevenoaks Councillor Claire Shea
Provisional Dates for Mayoral Events

May/June 2023 24 th June Armed Forces Day	July 2023 Friday 21 st June Peppercorn Rent Ceremony	August 2023
September 2023 3 September Merchant Navy Day Sunday 10 th September Mayor's Garden Party at Bat & Ball Centre	October 2023	November 2023 Saturday 11 November Armistice Day Sunday 12 November Remembrance Day Tree Planting
December 2023	January 2024	February 2024
March 2024 8 March International Women's Day Lunch Monday 11 March Commonwealth Day Quiz Night Saturday 16 March	April 2024 End of Term Reception Tour of Knole House Saturday 27 April Mayors Charities Concert at The Stag Theatre	May 2024

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