

26<sup>th</sup> September 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 2<sup>nd</sup> October 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/lieOh7pTrwM?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](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.



**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.	—

Town Council Offices  
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 Meeting of the Sevenoaks Town Council held on 24 <sup>th</sup> July 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> <ul style="list-style-type: none"> <li>• 31<sup>st</sup> July 2023</li> <li>• 14<sup>th</sup> August 2023</li> <li>• 29<sup>th</sup> August 2023</li> <li>• 11<sup>th</sup> September</li> <li>• 25<sup>th</sup> September</li> </ul> <u>Finance &amp; General Purposes Committee</u> <ul style="list-style-type: none"> <li>• 24<sup>th</sup> July 2023</li> </ul> <u>Youth Services Committee</u> <ul style="list-style-type: none"> <li>• 6<sup>th</sup> September 2023</li> </ul> <u>Community Infrastructure Committee</u> <ul style="list-style-type: none"> <li>• 11<sup>th</sup> September 2023</li> </ul> <u>Open Spaces &amp; Leisure Committee</u> <ul style="list-style-type: none"> <li>• 18<sup>th</sup> September 2023</li> </ul>	Copies circulated separately and available on request
6	<u>COMMITTEE MEMBERSHIP &amp; APPOINTMENT TO OUTSIDE BODY</u> To ratify appointment of Cllr O'Hara to Committees and consider appointment to Committee vacancies & Tarmac & KCC Liaison Group	Attached
7	<u>APPOINTMENT OF LEADER/DEPUTY LEADER FOR SEVENOAKS TOWN COUNCIL</u> To consider the appointment of a Leader/Deputy Leader for the Town Council	Attached
8	<u>NEW POLICIES</u> To agree new policies as discussed at the Blue Skies event in September 2023.	Attached
9	<u>COUNCILLOR REPORTS – STC REPRESENTATIVES ON EXTERNAL ORGANISATIONS (If any)</u> To receive reports from representatives on external organisations.	None received
10	<u>MAYOR'S ENGAGEMENTS</u> To receive and note:	

	a) the functions attended by the Mayor or her representative up to 24 <sup>th</sup> September 2023	Attached
	b) the forthcoming Civic Events being organised by the Mayor during 2023/2024	Attached
11	<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 24<sup>th</sup> July 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/8UIZPugmFE0?feature=share>

**Meeting Commenced:** 7.00 p.m.

**Meeting Concluded:** 7.36 p.m.

Cllr Claire Shea, <b>Mayor</b>	Present	Cllr Chloe Gustard	Apologies
Cllr Libby Ancrum, <b>Deputy Mayor</b>	Present	Cllr Sally Layne	Present
Cllr Sue Camp	Present	Cllr Lise Michaelides	Present
Cllr Dr Marilyn Canet	Present	Cllr David Skinner OBE	Present
Cllr Tony Clayton	Apologies	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 and Senior Committee Clerk

**Representations received from Members of the Public:** None

**236 Apologies for Absence:** as shown above.

**237 Requests for Dispensations:** none received.

**238 Declarations of Interest:** none received.

**239 Minutes of the Meeting of Sevenoaks Town Council held on 12<sup>th</sup> June 2023**  
**RESOLVED:** to accept and sign the Minutes of the Meeting of Sevenoaks Town Council held on 12<sup>th</sup> June 2023 as a true record.

**240 Minutes of Committees**

**240.1 Planning Committee**

**RESOLVED:** To receive and adopt the minutes of the meetings of the Planning Committee held on 19<sup>th</sup> June, 3<sup>rd</sup> July and 17<sup>th</sup> July 2023 as true records.

**240.2 Finance & General Purposes Committee**

**RESOLVED:** To receive and adopt the minutes of the meeting of the Finance & General Purposes Committee held on 12<sup>th</sup> June 2023 as a true record.

**240.3 Community Infrastructure Committee**

**RESOLVED:** To receive and adopt the minutes of the meeting of the Community Infrastructure Committee held on 26<sup>th</sup> June 2023 as a true record

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**240.4 Youth Services Committee**

**RESOLVED:** To receive and adopt the minutes of the meeting of the Youth Services Committee held on 28<sup>th</sup> June 2023 as a true record

**240.5 Open Spaces & Leisure Committee**

It was noted that due to typographical error, there was no minute no.202 in the minutes of the meeting held on 10<sup>th</sup> July 2023.

**RESOLVED:** To receive and adopt the minutes of the meeting of the Open Spaces & Leisure Committee held on 10<sup>th</sup> July 2023 as a true record

**241 Dispensations for Dual Hatted Councillors & Trustees of The Stag**

**RESOLVED that:**

- 1) In accordance with Sevenoaks Town Council's Standing Order 13 and under Section 33 of the Localism Act 2011, the following Town Councillors had 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.

Cllr Sue Camp

Cllr Victoria Granville

Cllr Claire Shea

Cllr Nick Varley

Cllr Tony Clayton

Cllr Chloe Gustard

Cllr David Skinner

- 2) In accordance with Sevenoaks Town Council's Standing Order 13 and under Section 33 of the Localism Act 2011, the following Town Councillors had 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 Dr Marilyn Canet

Cllr Catherine Daniell

Cllr Victoria Granville

Cllr Sally Layne

Cllr David Skinner

Cllr Nigel Wightman

Cllr Sue Camp

Cllr Tony Clayton

Cllr Peter Dixon

Cllr Chloe Gustard

Cllr Claire Shea

Cllr Nick Varley

Cllr Gareth Willis

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**242 20-mph Speed Limit for Sevenoaks – Public Consultation**

Consideration was given to whether the Town Council could undertake public consultation on a 20-mph signage scheme for the town, similar to that carried out by Swanley Town Council and Weald Parish Council.

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

**243 Land for Sale, off Oak Lane, Fig Street**

The Town Council's attention had been brought to an area of land currently used for woodland which was being sold and community use displaced. It was noted that the land was currently under offer. It was also noted that the adjoining land currently used as a playing field was owned by Kent County Council freehold with a 125-year leasehold as of 2014 to the Kent Catholic Schools Partnership.

**RESOLVED:**

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

**244 Wednesday Market**

The Town Council had been considering the location of the Wednesday market but had been advised by Sevenoaks District Council today that there was no possibility of relocating to the High Street. It was agreed therefore that opportunities to expand the market in its current location at Buckhurst Lane be pursued. At its Blue-Sky meeting in September the Town Council would be reviewing the town centre, including detailed consideration of the future of the markets.

**245 Complaints Committee**

The Committee received the outcome of a complaint received.

**RESOLVED:** That the outcome of the Complaint Panel Hearing held on 3<sup>rd</sup> May 2023 be received and noted.

**246 Councillor Reports: Town Council Representatives on External Organisations**

**RESOLVED:** To receive and note the reports from Cllr Dr Canet (KALC representative) and Cllr Granville (Sevenoaks District Arts Council representative).

**247 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 16<sup>th</sup> July 2023; and
- b) forthcoming Civic Events being organised by the Mayor during 2023-24

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The Mayor drew attention to the Mayor's Garden Party being held at the Bat & Ball Centre on Sunday 10<sup>th</sup> September, 2.00 to 5.00pm to raise funds for her nominated charities.

**248    Press Release:** None

There being no further business the Mayor closed the meeting.

Signed .....  
Mayor

Dated .....



**Committee Membership 2023/24 & Outside Body Representatives**

Following the election of Cllr Lionel O'Hara to the Town Council on 27<sup>th</sup> July 2023, he was appointed to the following committees, which had a vacancy:

- Planning Committee (all councillors are members)
- Open Spaces & Leisure Committee
- Finance & General Purposes Committee
- Community Infrastructure Committee
- Personnel Committee

A vacancy remained on the Youth Services Committee.

Cllr O'Hara has confirmed that he would like to remain on the Planning, Open Spaces & Leisure, and Community Infrastructure Committees.

A vacancy also remains for a Town Council representative on the Tarmac & KCC Liaison Group.

**RECOMMENDATIONS that:**

- 1) the Town Council ratify the appointment of Cllr O'Hara to the following committees for the remainder of the 2023/24 municipal year:
  - Planning
  - Open Spaces & Leisure
  - Community Infrastructure
- 2) Cllr O'Hara be appointed as a Town Council representative to the Tarmac & KCC Liaison Group
- 3) The Town Council consider appointing a Councillor to the vacancies on the following Committees:
  - Finance & General Purposes
  - Personnel
  - Youth Services

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**Sevenoaks Town Council - 2<sup>nd</sup> October 2023**

**Leader (and Deputy Leader) of the Council**

The newly elected Sevenoaks Town Council has decided that it wants to operate with a Leader and Deputy Leader role, this is not unusual for large town councils.

**RECOMMENDED:** that the following process for Sevenoaks Town Council Leader and Deputy Leader be adopted now and reviewed at each subsequent Annual Meeting.

**Leader of the Council**

1. The Annual Council Meeting shall elect a Councillor as Leader of the Council, at the same time they may elect a Deputy Leader of the Council.
2. The Leader of the Council may be replaced at any meeting of Full Council. Motion to replace the Leader must be notified in the Agenda.
3. The Leader of the Council will usually be the Leader of the largest political group of Councillors.
4. The Leader is the most senior Councillor of the Council politically. The Leader will lead the decision-making process at Councillor level and liaise with the Town Clerk on those issues, forward plans and matters of policy or strategic direction. The Leader has no legal status or civic and ceremonial responsibilities.
5. The Town Clerk may use the Leader as a 'sounding board' in advance of formal consideration of any matter to assist in gauging likely Councillor reaction to a proposal,
6. The Deputy Leader can deputise for any actions normally carried out by the Leader.

**LEADER PROTOCOL**

**Introduction**

This protocol aims to ensure that the Leader and the Town Clerk are guided by a set of ground rules designed to maintain high standards of public accountability, mutual respect, and an understanding of the Council's decision-making structures. If a Deputy Leader has been elected, this protocol shall also apply when the Deputy is acting in place of the Leader.

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1. General Principles

- i) In accordance with the Statutory Code of Conduct, the Leader must not use Council resources for party political purposes. The Leader must uphold the political impartiality of the Town Clerk, and not ask the Town Clerk to act in any way which would conflict with the Council's Officer Professional Code of Conduct, Protocol on Member / Officer relationships, or Conditions of Service.
- ii) The Leader does not have line management responsibilities for the Town Clerk and should not issue management instructions to the Town Clerk.
- iii) Where a decision is required following discussion between the Leader and the Town Clerk, the matter will be submitted to Council or a Committee for consideration, unless the matter is already delegated to the Town Clerk in consultation with the Leader.
- iv) Matters wholly within the responsibility of the Town Clerk, or which have been delegated to the Town Clerk without consultation requirements, may still be discussed between the Leader and the Town Clerk.
- v) In undertaking their roles, the Leader and Town Clerk should respect the following principles:

**Principle 1** As a 'visible' and accountable elected representative, with defined responsibilities, the Leader will need to be properly briefed on all significant aspects of the work of the Council. The Town Clerk should ensure a proper information flow so as to ensure that the Leader can effectively 'lead'.

**Principle 2** Good communications can be best achieved through planned and programmed meetings and briefing arrangements. On the basis that the Town Clerk should be ensuring that the information needs of the Leader are met. The Leader, should in turn, seek to avoid making requests for unanticipated briefings.

**Principle 3** The Leader (and all the Councillors) should channel significant requests for information, advice, and other support via the Town Clerk (or in absence Deputy Town Clerk – in which case the Town Clerk will be copied into requests). Other arrangements may apply as agreed and established between the Leader and the Town Clerk. The Leader shall not approach other staff directly with requests for information (except in the cases of emergency in the absence of the Town Clerk and Deputy Town Clerk) or seek to commission work from individual staff, as this may confuse day-to-day line management accountabilities.

**Principle 4** The Leader may work with the Town Clerk and or the other senior managers in the development of policies and programmes.

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**Principle 5** All Councillors have collective responsibility to the Council for the conduct of employment policy, and the Council acts as the employing body for all Council staff. Employment policies, having been set by the Council, are implemented via the Town Clerk.

**Principle 6** When a report to Committee or Council is being prepared, the Leader is entitled to discuss issues with the Town Clerk and with other officers concerning the contents of such reports and the framing of recommendations. Whilst the Leader may wish to make suggestions on content and drafting, the Leader should not attempt to edit out or override any content of reports which the Town Clerk or other officer feels is important to put before the Council.

**Principle 7** When the Leader (and all Councillors) wish to put forward proposals of their own, it is the responsibility of the Councillor (via the Town Clerk) to produce a report to the relevant Committee for consideration. The Town Clerk may wish, and has a right, to add comments to such reports.

**Principle 8** The Town Clerk, managers and other officers exercise statutory functions and have individual responsibilities. The Leader should understand and respect these roles.

**2 The Leader and Fellow Councillors**

- i) The distinctive role of the Mayor, Committee Chairs and Councillors are already well established at the Town Council.
- ii) The Leader should ensure to consult as necessary with colleagues in the early stages of formulating proposals. Committee Chairs, in particular, should be consulted on issues relevant to their Committee and the Mayor should be involved in any civic related matters or issues which may affect the conduct of Council meetings.

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Sevenoaks Town Council Meeting - 2<sup>nd</sup> October 2023

**New Policies – confirmation of new policies as considered at Blue Skies Event 2023**

**RECOMMENDATION:** Sevenoaks Town Council (STC) to agree and include within its operation work on the following new policies.

1. STC to promote and Support East – West Cycling Route
2. STC to promote and Support safe cycling route between Otford and Sevenoaks
3. STC to promote and Support LCWIP initiatives
4. STC to promote and Support additional Cycle and Walking initiatives
5. STC to promote and Support opportunities for Community Housing
6. STC to promote and Support ideas for Co-Housing different generations
7. STC to promote and Support as per STNP action on empty sites in the town.

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Sevenoaks Town Council – 2<sup>nd</sup> October 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
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

Sevenoaks Town Council – 2<sup>nd</sup> October 2023

Day & Time	Date	Organisation & Event/Venue	Attending
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
Sat 7.30	29 July	The Lydian Orchestra – Summer Concert	Deputy & Guest
Mon 10.00	31 July	Family Fun Day at Greatness Recreation Ground	Mayor
Tues 2.00	22 Aug	Goldilocks and Friends at the Bat and Ball Centre	Mayor
Wed 2.00	23 Aug	Goldilocks and Friends at Pontoise Park	Mayor
Thurs 2.00	24 Aug	Goldilocks and Friends at Greatness Recreation Ground	Mayor
Fri 11.00	25 Aug	Crufts event at Weald Heights Care Home	Deputy
Fri 2.00	25 Aug	Goldilocks and Friends at The Vine Gardens	Deputy
Fri 6.00	25 Aug	Mayor of Swanley – 40 <sup>th</sup> Anniversary Firework Event	Deputy + 1
Fri 9.45	1 Sept	Chairman SDC – Fly the Red Ensign for Merchant Navy Day	Mayor
Mon 1.00	4 Sept	Rockdale Housing Assoc. 75 <sup>th</sup> Anniversary Celebration	Mayor
Mon 10.00	4 Sept	Mayor of Hawkinge – Visit Battle of Britain Museum	Deputy +1
Wed 12.00	6 Sept	Photoshoot with Panto Cast	Mayor
Fri 8.50	8 Sept	Sevenoaks D C – Fly the 999 Day Flag	Mayor
Sun 2.00	10 Sept	Garden Party at the Bat and Ball Centre	Mayor
Sun 6.00	10 Sept	Stag Youth Theatre project – Film in a week	Mayor + 1
Wed 11.00	13 Sept	Mayor of Medway – Call the Midwife Tour at Chatham Dockyard	Mayor + 1
Wed 6.00	13 Sept	Final meeting of the youth Council 2021 – 2023	Mayor
Fri 10.00	15 Sept	Guide Dogs for the Blind – Blindfold Walk	Mayor
Mon 1.00	18 Sept	Visit to Sevenoaks School – Tour of the campus with the Headmaster, Jesse Elzinga	Mayor
Fri 5.30	22 Sept	Chairman SDC – Tour of the Eden Valley Museum	Mayor



## 2023 – 2024

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

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

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@sevenoaksmayor