

Sevenoaks Town Team Executive Board Meeting

6:30pm: Wednesday 5th April 2023

To be held at
The Council Chamber, Sevenoaks Town Council, Bradbourne Vale Road TN13 3QG

Executive Board

Representing	Number	Current Member	Current Organisation
Sevenoaks Town Council	4	Cllr Simon Raikes Cllr Victoria Granville-Baxter Linda Larter MBE Mike Reid	CEO / Town Clerk Town Team Facilitator
Sevenoaks District Council	1	Cllr Avril Hunter	
Kent County Council	1	Cllr Streatfeild MBE	
Transport	3	Cllr Tony Clayton Austin Blackburn Gemma Louro	Sevenoaks Rail Travellers Association Go Coach Southeastern
Leisure Facilities	3	tbc Cllr Andrew Eyre (Chairman) Hannah Kay	Stag Knole
Chamber of Commerce	1	Dawn Blee CEO	
Blighs Meadow	1	Stephen Butler	Workman plc
Sevenoaks Chronicle	1	None available	
Sevenoaks Society	1	Roger Walshe or Geraldine Tucker	
Large Business	2	Maxine Morgan (Vice-Chairman) Elizabeth Dolding	Specsavers Warners Solicitors
Small Independent Business	2	Roberta Ware Glenn Ball	Francis Jones Jewellers Local Architect
Residents Associations	3	Elizabeth Purves Helen O'Sullivan Byron Brown	Hollybush RA Eardley Road RA Bradbourne RA
Round Table	1	Vacant	
Police	1	Vacant	Kent Police
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Please be aware that with local elections pending we are now in a period of “heightened sensitivity” broadly meaning that nothing should be said, done or advertised that promotes a party or candidate or their cause. This applies to the business of the Town Team and this meeting.

AGENDA

1. Apologies for Absence

2. Declarations of Interest

3. Minutes

To receive and approve the minutes of the Town Team Executive Board Meeting of 22nd February 2023.

4. UKSPF

A presentation about the UK Shared Prosperity Fund and its local application by Emily Haswell, SDC Economic Development Officer.

5. Sevenoaks Business Hub

Quotes for creating an additional pod and converting the heating to storage heaters is expected soon, and will be reviewed by STC

6. Wayfinding project

There is a progress meeting involving KCC, SDC and STC scheduled for 13th April when the design of the signage will be presented by Alan Stephenson. Provided it is broadly accepted then wider consultation will be organised.

7. Sevenoaks Business Show

This is confirmed for Friday 9th June at the Bat & Ball Centre. We are fortunate that Clive Emson have for the third time offered to be the main sponsor while confirmation from others is awaited. Continuing their support of new Sevenoaks enterprises, FM Conway are once again paying for four young businesses to exhibit.

13. Public Realm

The red phone box by The Chequers now has the defibrillator installed, and the sponsor signage has been fitted. The equipment is sponsored by Thackray Williams and SDC. A handover/presentation is being organised which will probably include a resuscitation training session. The defibrillator has already been taken to an emergency, though was not needed.

The defibrillator “phone box” at the Café on the Vine is being refurbished and the wooden railings on the Dartford Road frontage have been renewed.

13. Coronation Events

This is a flier related to events being organised by STC and the Town Team and sent to most of the town centre businesses:



Coronation Events and Opportunities

Sevenoaks is going to be busy celebrating the Coronation of King Charles III and this provides opportunities for local businesses to take advantage.

The Big Coronation Afternoon Tea

The decorated High Street will be closed on Sunday 7th May for a huge street party. From 2.00 pm - 4.00 pm a traditional "red, white and blue" street party will be held with entertainers, an impressive helter-skelter, magician, Punch & Judy and entertainers.

There are sponsorship opportunities from £100-1800 and offers of cakes, biscuits etc from businesses will be most welcome.

Is there a business which would like to donate a prize or prizes for the raffle?

Coronation High Street Safari

Our safaris have proved very popular with families taking on a modern-day treasure hunt complete with AI imaging. We need ten town centre venues to host a vinyl in their window. The event will attract about 250+ people coming to each venue in the run-up to the Coronation and after. Its free for businesses to participate and we are looking for a single headline sponsor

Best Dressed Window

There were 82 town centre businesses which dressed their windows for the Jubilee, lets see if that can be beaten for the Coronation! Competition details coming soon.

For more information, to offer sponsorship or take part in the Safari please contact

Mike Reid at townteam@sevenoakstown.gov.uk

And this is information relating to the sponsorship packages which are available:



Coronation Celebrations Promotional Opportunities

The Coronation celebrations in Sevenoaks are going to be **BIG** and we are looking for businesses which would like to take part. The High Street will be closed on Sunday 7th May for a massive Tea Party.

Donations of any amount or offers of goods in kind will be very welcome, and there are some specific sponsorship opportunities too. Raffle prizes gratefully accepted as well please!

Whether a donation or sponsorship, contributors will be thanked and recognised in a raft of social media posts that will be going out as well as in printed material. Our thanks already to The Silk Root, TN Card, Blighs, Stag, Purelake and Especially Health for their early support.

Specific involvement



High Street Punch & Judy/
Magic Show - £400. One out-
right sponsor to have their own
name board, sign or banner.



A Coronation commemorative
bench - £1800. The branding
opportunities with a single
sponsor to be discussed.

A Coronation tree sculpture is
also being considered.



Table décor - £300. One outright
sponsor will have their leaflet
under the table decorations.



Helter skelter—A major sponsor will
have their board, sign or banner at the
location and a photo shoot. To be
branded the XXX Ltd helter skelter.



Coronation family High Street Safari
- £600. 17th April - 14th May.
Sponsor has full branding. Just four
more business locations available.

For more information or discuss sponsorship please contact townteam@sevenoakstown.gov.uk



SEVENOAKS
TOWN TEAM

14. Defibrillator locations

There are several defibrillators in Sevenoaks and thought is being given on how to make their locations better known to the public.

15. Shop, café, restaurant and pub occupancy survey

Verbal update

16. Spring Vegan Market

The next market will take place on Saturday 1st April 2023, and an outcome report will be given at the Board meeting:



17. Police

An update on the invitation for the Police to attend a future Board meeting

18. Public loos at the bus station

An update on the production of signage for the location of public loos around the town.

19. Reports from Town Team Members

20. Date of Next Meeting – to be arranged