

21st November 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 27th November 2023 at 7.00 pm**. 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/yNajs1kQiqA?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>	
1.1	To receive and note apologies for absence.	—
1.2	To provide Cllr David Skinner OBE, extended Apologies of Absence in recognition of extended emergency humanitarian requirements out of the country.	—
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).	—

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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email: council@sevenoakstown.gov.uk
web: sevenoakstown.gov.uk



Town Clerk

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 2 nd October 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:	Copies circulated separately and available on request
5.1	<u>Planning Committee</u> <ul style="list-style-type: none"> 9th October 2023 23rd October 2023 6th November 2023 20th November 2023 	
5.1i	<u>Council is asked to note the following minute from the meeting held on 6th November, and ratify the appointments of councillors:</u>	
469	<u>TARMAC & KCC LIAISON GROUP TERMS OF REFERENCE AND TOWN COUNCIL MEMBERSHIP</u> a) Councillors received and noted the Terms of Reference for the Tarmac & KCC Liaison Group, noting that it allows for two Sevenoaks Town Council members, in addition to any previous members of the former Quarry Liaison Group. b) Councillors noted correspondence from Sevenoaks District Council, advising that any members of the Liaison Group would likely be expected to abstain from any future decisions via Planning Committee on the related site. c) It was RESOLVED that Cllr Shea, Cllr Dr Canet and Cllr Wightman be nominated as members of the Tarmac & KCC Liaison Group.	
5.2	<u>Finance & General Purposes Committee</u> <ul style="list-style-type: none"> 2nd October 2023 	
5.3	<u>Community Infrastructure Committee</u> <ul style="list-style-type: none"> 30th October 2023 	

5.4	<u>Personnel Committee</u> <ul style="list-style-type: none"> • 30th October 2023 	
5.5	<u>Youth Services Committee</u> <ul style="list-style-type: none"> • 8th November 2023 	
5.6	<u>Open Spaces & Leisure Committee</u> <ul style="list-style-type: none"> • 13th November 2023 	
6	<u>SEVENOAKS TOWN COUNCIL PRIORITIES 2023 – 2027</u> To consider and adopt the Town Council’s Priorities 2023-2027.	Attached
7	<u>APPOINTMENT OF LEADER/DEPUTY LEADER FOR SEVENOAKS TOWN COUNCIL</u> To further consider the appointment of a Leader/Deputy Leader for the Town Council	Attached
8	<u>UPDATE TO FREEDOM OF INFORMATION SCHEDULE</u> To consider and approve amendment to Schedule.	Attached
9	<u>COUNCILLOR REPORTS – STC REPRESENTATIVES ON EXTERNAL ORGANISATIONS (If any)</u> To receive reports from representatives on external organisations.	Attached
10	<u>MAYOR’S ENGAGEMENTS</u> To receive and note: a) the functions attended by the Mayor or her representative up to 20 th November 2023 b) the forthcoming Civic Events being organised by the Mayor during 2023/2024	Attached 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 2nd October 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/lieOh7pTrwM?feature=share>

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 7.34 p.m.

Cllr Claire Shea, Mayor	Present		Cllr Chloe Gustard	Present
Cllr Libby Ancrum, Deputy Mayor	Apologies		Cllr Sally Layne	Absent
Cllr Sue Camp	Present		Cllr Lionel O'Hara	Apologies
Cllr Dr Marilyn Canet	Present		Cllr Lise Michaelides	Present
Cllr Tony Clayton	Present		Cllr David Skinner OBE	Apologies
Cllr Catherine Daniell	Present		Cllr Nick Varley	Present
Cllr Peter Dixon	Present		Cllr Nigel Wightman	Present
Cllr Victoria Granville	Present		Cllr Gareth Willis From 7.08pm	Present

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

Representations received from Members of the Public: None

371 Apologies for Absence: as shown above.

372 Requests for Dispensations: none received.

373 Declarations of Interest: none received.

374 Minutes of the Meeting of Sevenoaks Town Council held on 24th July 2023
RESOLVED: to accept and sign the minutes of the Meeting of Sevenoaks Town Council held on 24th July 2023 as a true record.

375 Minutes of Committees

375.1 Planning Committee

RESOLVED: To receive and adopt the minutes of the meetings of the Planning Committee held on 31st July, 14th August, 29th August, 11th September and 25th September 2023 as true records.

375.2 Finance & General Purposes Committee

RESOLVED: To receive and adopt the minutes of the meeting of the Finance & General Purposes Committee held on 24th July 2023 as a true record.

Sevenoaks Town Council
Minutes of the Town Council Meeting held on 2nd October 2023

375.3 Youth Services Committee

RESOLVED: To receive and adopt the minutes of the meeting of the Youth Services Committee held on 6th September 2023 as a true record

375.4 Community Infrastructure Committee

RESOLVED: To receive and adopt the minutes of the meeting of the Community Infrastructure Committee held on 11th September 2023 as a true record

375.5 Open Spaces & Leisure Committee

RESOLVED: To receive and adopt the minutes of the meeting of the Open Spaces & Leisure Committee held on 18th September 2023 as a true record.

The Council was pleased to note the following results of Sevenoaks Town's entry in the South & South East In Bloom 2023:

- The Vine - Gold
- Upper High Street Gardens - Gold
- Town Centre - Gold
- House in the Basement Youth Café – Thriving, Level 4

The Mayor gave a vote of thanks to all the staff and volunteers involved in making this year's In Bloom entry such a success.

376 Committee Membership & Appointment to Outside Body

RESOLVED that:

- 1) the appointment of Cllr O'Hara to the following committees for the remainder of the 2023/24 municipal year be ratified:
 - 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 membership of the following committees be reduced by one member:
 - Finance & General Purposes (now 8 members)
 - Personnel (now 4 members)
 - Youth Services (now 5 members)

377 Appointment of Leader/Deputy Leader for Sevenoaks Town Council

The Council considered the process and protocol for the appointment of a Leader and Deputy Leader for the Town Council.

RESOLVED: that this matter be considered further at the next meeting of the Town Council, to be held on 27th November 2023.

Sevenoaks Town Council
Minutes of the Town Council Meeting held on 2nd October 2023

378. New Policies

Following consideration at the Blues Skies event held in September 2023, a number of new policies were recommended.

RESOLVED: that the Town Council approve and include within its operation work on the following 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.

379 Councillor Reports: Town Council Representatives on External Organisations

RESOLVED: To receive and note the report from Cllr Dixon (Friends of Rheinbach representative).

380 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 22nd September 2023; and
- b) forthcoming Civic Events being organised by the Mayor during 2023-24

381 Press Release

It was agreed that a Press Release be issued regarding the In Bloom results.

There being no further business the Mayor closed the meeting.

Signed
Mayor

Dated

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Sevenoaks Town Council Priorities 2023-2027

At the meeting of the Community Infrastructure Committee held on 30th October 2023, Councillors considered the draft Town Council Priorities arising from the Blue Skies Meeting held on 9th September 2023.

Community Infrastructure Committee – 30th October 2023

439 Blue Skies Meeting – Sevenoaks Town Council Priorities

The Committee considered the draft priorities for Sevenoaks Town Council considered at the Blue Skies Meeting held on 9th September 2023.

A few minor amendments were agreed to the document.

RESOLVED: subject to the amendments agreed, to RECOMMEND to the next meeting of the Town Council that the Sevenoaks Town Council Priorities 2023 -2027 be approved and adopted.

The updated Priorities document is attached.

RECOMMENDATION: that the Sevenoaks Town Council Priorities 2023 -2027 be approved and adopted.

Sevenoaks Town Council Blue Skies Draft Priorities 2023 -2027
Approved at Community Infrastructure Committee – 30th October 2023

Ref	Priorities	Officer Comment	Draft £'000	Year 1	4 Year Term	Priority Level	Cttee
1	Character, Heritage & Identity						
	Sevenoaks Town Neighbourhood Plan						Planning
1.1	Use STNP to inform Council priorities and organisation.	A Steering Group has been convened for reviewing implementation of actions and policies.	65	*		1	
1.2	Use STNP in the STC planning process when assessing planning applications.			*		1	
1.3	Further encourage the development and evolution of the STNP for the whole Town			*		1	
1.4	As part of the evolution of the STNP, develop a Masterplan for the retail/business districts in the Town Centre and St Johns			*		1	
2	Landscape & Blue and Green Infrastructure						
	Green Community Investment Plan						
2.1.	Further develop the Green Community Investment Plan			*		1	OSL
2.2.	Extend the tree planting programme throughout the town, including working with KCC Highways to establish an inventory of sites			*		1	OSL

Sevenoaks Town Council Blue Skies Draft Priorities 2023 -2027
Approved at Community Infrastructure Committee – 30th October 2023

Ref	Priorities	Officer Comment	Draft £'000	Year 1	4 Year Term	Priority Level	Cttee
2.3	Encourage greater use of solar panels including through the planning system and provision of information to households.				*	2	OSL
2.4	Improve access to Mill Pond Woods (new steps)		5		*	3	OSL
2.5	Consider if Vine Pavilion could be enhanced for wider use.	Vine Pavilion has covenants restricting to sports use.			*	3	Planning
3	Movement and Public Realm						
3.1.	Conduct further 20 mph Consultation and implement outcome.	Consultation taking place 1 st November – 14 th December 2023	130	*		1	Planning/CIC
3.2	Work with KCC and SDC to encourage cycling safety and experience including by <ul style="list-style-type: none"> - Adding more routes - Starting an E-bike scheme - Providing secure storage - Reducing HGV traffic in town 				*	2	
3.3.	Work with KCC and SDC to improve pedestrian safety and experience including by <ul style="list-style-type: none"> - Improving safety around the station 				*	2	Planning

Sevenoaks Town Council Blue Skies Draft Priorities 2023 -2027
Approved at Community Infrastructure Committee – 30th October 2023

Ref	Priorities	Officer Comment	Draft £'000	Year 1	4 Year Term	Priority Level	Cttee
	<ul style="list-style-type: none"> - Improving safety on the High Street - A crossing of Dartford Road at The Vine - Crossings of Seal Hollow Road at possibly multiple points - Reducing HGV traffic in the Town 		25		*	2	
3.4.	Electrify the No 8 Orbital Bus	CIL Application with SDC	300	*		1	CIC
3.5.	Public Realm & Wayfinding Improve signage across the Town.	CIL Application with SDC	170		*	2	CIC
3.6.	Renovate street signs.				*	2	
3.7.	Provide digital notice boards in the Town Centre and Station				*	2	
4	Local Economy						
4.1.	Develop Business Improvement District (BID) – work with local businesses and SDC to establish a BID		TBC	*		1	TT/ F&GP
4.2	Encourage SEN Employment				*	2	TT/ F&GP

Sevenoaks Town Council Blue Skies Draft Priorities 2023 -2027
Approved at Community Infrastructure Committee – 30th October 2023

Ref	Priorities	Officer Comment	Draft £'000	Year 1	4 Year Term	Priority Level	Cttee
4.3.	Encourage apprenticeships and work experience.				*	2	
4.4.	Markets – develop Market within Sevenoaks to reflect its Market Town status. Work with SDC to improve offering including increased scope, more variety, more days and possible indoor market.				*	2	F&GP?
5	Community & Culture						
5.1.	Engagement Engage with communities on all key initiatives, for example. <ul style="list-style-type: none"> - 20 mph - Masterplan - Greatness Quarry development - Infrastructure budgeting 	STC as a general principle will liaise and consult with as many people as possible, via involvement in Working Parties, surveys, public consultation, topic-based groups e.g., Sports Panel, Youth Council.		*		1	All
5.2.	Art and culture Support Stag Community Arts Centre development as the key part of the Town Cultural Quarter	Cultural Strategy includes Stag recognition and other current and new cultural proposals.		*		1	OSL
5.3.	Support art exhibitions including local initiatives and street performance.				*	2	

Sevenoaks Town Council Blue Skies Draft Priorities 2023 -2027
Approved at Community Infrastructure Committee – 30th October 2023

Ref	Priorities	Officer Comment	Draft £'000	Year 1	4 Year Term	Priority Level	Cttee
5.4	Support annual Music, Arts and Literature Festivals				*	2	
5.5	Youth Provision Support current Youth Facilities and if possible, extend.	STC 100% funds HitB Youth Café Retaining current is a financial challenge.		*		1	Youth/OSL
5.6	As part of above, consider how to provide Girl Friendly Places						
5.7	Also consider how further to support School Workshops						
5.8	Also consider provision of Natural Play areas						
5.9	Consider and implement outcome of Greatness Recreation Ground consultation.						
5.10	Education Consider how to address the shortage of Children's Nurseries	STC has a Play Policy can be expanded to include this.				2	
		STC currently supports a children's nursery with a 25-year peppercorn lease.					
		STC could create a planning policy (STNP) to support the needs for children's nurseries.					

Sevenoaks Town Council Blue Skies Draft Priorities 2023 -2027
Approved at Community Infrastructure Committee – 30th October 2023

Ref	Priorities	Officer Comment	Draft £'000	Year 1	4 Year Term	Priority Level	Cttee
5.11	Since the town is a major education hub, consider with other stakeholders whether a Tertiary Facility (e.g., university annex) could be developed.	STC could create a planning policy (STNP) to support this.			*	3	
5.12	Events Reinstate Town Fireworks if possible.	Conversation taking place with Sevenoaks School			*	2	F&GP?
5.13	Hold Town event in 5/2024 (STC's 50 th anniversary) to raise the profile of STC amongst residents.						
5.14	Hold 80 th D Day Commemoration in 6/2024						
5.15	Consider a programme of other themed town centre events.	Additional resources would be required.			*	3	
6	Sports and Recreation						
6.1	Work with local sports clubs and groups to create an integrated Town sports strategy.	Arrangements in place		*		2	OSL/F&GP/CIC
6.2	Develop a Town sports promotion policy – perhaps a sport week.	Part of Sports Strategy Review.			*	2	

Sevenoaks Town Council Blue Skies Draft Priorities 2023 -2027
Approved at Community Infrastructure Committee – 30th October 2023

Ref	Priorities	Officer Comment	Draft £'000	Year 1	4 Year Term	Priority Level	Cttee
6.3	Consider how additional sports facilities might become available.	Part of Sports Strategy Review			*	3	
6.4	Consider how new activities e.g. Padel can be facilitated.	Part of Sports Strategy Review			*	3	
6.5	Support building of a new Greatness Football Pavilion , to include a community café.	Planning Permission obtained. CIL Bid to SDC.	(200) 87.5	*		1	
6.6	Provide outdoor games e.g., chess, table tennis	Currently provided in some locations, expand as resources become available.			*	3	
7	Development and Housing						
7.1	Work with Tarmac, KCC and SDC to maximise the public benefit from the Greatness Quarry redevelopment (including affordable housing, road improvements, the Oast House, schooling and public health)	STC member of Liaison Group STNP principles outlined.	TBC	*		1	Planning
7.2.	Consider long term plan to move STC offices, freeing current site for housing.	STC took the decision that it would not move premises for at least 10 years and to invest in the site spending £250k on restoring old building for Business Hub. Further investment is being considered for retro fitting carbon reduction initiatives.	50	*	*	3	Planning/CIC

Sevenoaks Town Council Blue Skies Draft Priorities 2023 -2027
Approved at Community Infrastructure Committee – 30th October 2023

Ref	Priorities	Officer Comment	Draft £'000	Year 1	4 Year Term	Priority Level	Cttee
7.3	Refurbish St John's public toilets.	The investment would not be worthwhile if the buildings are to be demolished. Funding agreed.			*	1	
7.4	Identify and list Community Assets	STC has a good Asset Register of its assets. Ongoing for new applications for applying for Community Assets of Value.				2	
7.5	Press for development of derelict or underused sites in Town as identified in the STNP including Farmers, Edwards, BT, Waterworks	STNP Policy.			*	2	Planning
7.6	Lobby for better provision of public health facilities including better GP coverage and the future of Sevenoaks Hospital				*	3	?
7.7	Only approve qualifying developments that include affordable housing.	STC can recommend approval on this basis.		*		1	Planning

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Sevenoaks Town Council – 27th November 2023

Leader (and Deputy Leader) of the Council

At the last meeting of the Town Council [*Minute 377, 02.10.23 refers*] consideration was given to the process and protocol for the appointment of a Leader and Deputy Leader for the Town Council.

It was **RESOLVED** that this matter be considered further at this meeting.

RECOMMENDED: that the following process for Sevenoaks Town Council Leader and Deputy Leader be considered, and if adopted, be 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.

Sevenoaks Town Council – 27th November 2023

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.

Sevenoaks Town Council – 27th November 2023

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 – Guide to Information

(Freedom of Information Publication Schedule)

The Freedom of Information Act came into force at the beginning of 2005 and encourages greater openness and transparency across the public sector. The Act provides individuals or organisations with the right to request information held by a public authority.

The Act requires Sevenoaks Town Council to adopt a Guide to Information. This document specifies what information the Council will routinely publish, in what format that information will be available, and whether the Council will charge for providing the information and if so the level of charge.

Information to be published	How the information can be obtained
Class 1: Council Internal Practice and Procedure	
Minutes of council, committees and sub-committee meetings – limited to the last 2 years	STC website / STC Council Offices
Video recordings of council and committee meetings – available until the Minutes of that meeting have been accepted by the next Town Council meeting	STC YouTube channel Link available from related Agenda and Minutes
Procedural Standing Orders	STC website/ STC Council Offices
Councils Annual Report to Parish Meeting	STC website/ STC Council Offices
Class 2: Code of Conduct	
Members Declaration of Acceptance of Office	STC website/ STC Council Offices
Members register of Interests	STC website/ STC Council Offices
Register of Interests Book	STC website/ STC Council Offices
Class 3: Periodical Electoral Review	
Information relating to the last Periodic Electoral Review of the council area	STC Council Offices
Information relating to the last boundary review of the council area	STC Council Offices

Sevenoaks Town Council – Guide to Information

(Freedom of Information Publication Schedule)

Class 4: Employment Practice and Procedure	
Terms and Condition of Employment	STC Council Offices
Job descriptions	STC Council Offices
Class 5: Planning Documents	
Responses to planning applications	STC Council Offices / Website
Class 6: Audit and Accounts	
Annual Return Form – limited to the last financial year	STC website/ STC Council Offices
Annual Statutory Report by auditor (internal and external) – limited to the last financial year	STC Council Offices
Receipt / Payment reports, receipt books of all kinds, bank statements from all accounts – limited to the last financial year	STC Council Offices
Precept request – limited to last financial year	STC website/ STC Council Offices
VAT records – limited to the last financial year	STC Council Offices
Financial Standing Orders and Regulations	STC website/ STC Council Offices
Assets Register – this will include details of commons / village greens owned by the Council including management schemes for commons as well as community centres and recreation ground.	STC Council Offices
Risk Assessments	STC Council Offices
Class 7: Development and Implementation of Policy	
Policy Statements issued by Council	STC Council Offices / Website
Responses made by council to consultation papers	STC Council Offices
Analysis of responses received to public consultation by the Council	STC Council Offices
Complaints handling procedure	STC Council Offices/ Website
Class 8: Byelaws	Not applicable

Sevenoaks Town Council – Guide to Information

(Freedom of Information Publication Schedule)

Class 9: Council Circulars / Newsletters	
Town Guide	STC Council Offices
History of town	STC Council Offices / STC Website
Town Crier	STC website/ STC Council Offices
Class 10: Arts, Entertainment & Tourist Information	
Details relating to the Stag Community Arts Centre	STC Council Offices / Website / Stag
Details relating to the Tourist Information Centre	STC Council Offices / Website
Class 11: Allotments	
Plans	STC Council Offices
Standard Tenancy Agreement	STC Council Offices
Class 12: Burial Grounds	
Plans	STC Council Offices / Greatness Park Cemetery
General Policies	STC Council Offices / Greatness Park Cemetery

Contact Details:

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Tel: 01732 459953 Fax: 01732 742577 Email: council@sevenoakstown.gov.uk

Website: www.sevenoakstown.gov.uk

Sevenoaks Town Council – Guide to Information

(Freedom of Information Publication Schedule)

Fees and Charges

Upon request one paper copy of each document will be photocopied and posted free of charge to residents of Sevenoaks Town.

For non residents documents will be photocopied at £0.10 per page and charged normal rate of postage.

Sevenoaks Town Council – 27th November 2023
Councillor Reports – STC Representatives on External Organisations

**ALDC / NALC First Conference for Town & Parish Councillors
21st October 2023**

This was ALDC's first ever conference for Town & Parish Councillors - recognising the ever more important role for councils which are completely independent of central government. Because of their freedom, towns & parishes are taking on more responsibilities across much of England while Counties, Unitaries and Districts are dealing with major cuts in funding, and government controls on what they can do and the council taxes they can levy.

Towns & parishes which qualify for 'General Competence' powers, can, in addition to statutory responsibilities, do most things individual citizens are legally allowed. It gives them much more freedom. That's why much of the innovation in English local government is coming from this level, closest to citizens. I attended three sessions.

Effective Social Media Communications, led by Dan Purchase of Breakthrough Communications, former town councillor in Sussex. Main points were:

- Essential to draw a line between official Council coms and political comms by individual councillors or political groups
 - an official Council SM communications is run by officers, and controlled by a code of conduct and policies put in place to ensure it communicates official Council policy, and news of Council actions
 - Individual or group SM comms can advocate policies / campaigns reflecting personal views, but should be clear that they don't speak 'for the Council'
- Always separate political and private social media activity - for your own safety
- 'Less is more'; focus on an effective presence on a few platforms rather than bits scattered over many
- Facebook is probably the most extensively used for both official and councillor coms, because it can be targeted, and is easy to keep track of. That makes it more useful for sustained stories or campaigns
- Instagram much more likely to reach and be read by under 40s
- Twitter / X useful for immediate news and reactions, if used well
- Nextdoor is local but can get shouty; more use for listening than broadcasting
- On all platforms it's essential to use a 'chatty' style not formal, and not get sucked into 'council speak'
- Video by far the best way to engage people. a 1 minute video will be watched by many people who would not read 100 words
- Posting to community groups is very valuable as long as you are clear what value you are adding; the best way to be sure you are doing this is to post accurate information which builds a reputation as a trusted source
- Never post in anger or late at night; be kind, considerate and constructive.

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‘Art of the Possible’ - Three examples of what ambitious councils can do, led by Justin Griggs on NALC

Bridport TC, given by Sarah Brady, Leader and Devon councillor

Very impressive story of council which has been LD led for a long time, now in collaboration with Independent group, and is ahead of Sevenoaks in developing and using its Neighbourhood Plan. <https://www.bridport-tc.gov.uk/about/role-of-council/> .They have used that, and GC powers to enable affordable housing (there wasn't time to go into funding), support business, invest in solar powered EV charging, run community buses, town Wifi and a Net Zero programme. Their five year plan <https://www.bridport-tc.gov.uk/wp-content/uploads/2019/11/Town-5-yr-Plan-2019-2024-v.5-AGREED-for-consultation.pdf> sets out priorities and how they will be delivered. They have an active policy of encouraging Dorset UA to devolve services to them - and seeking consent from residents for new services. Worth following up how they did housing, and their environmental initiatives - including their net zero plan which looks a step on from STC's Green Investment Plan.

Sevenoaks TC, given by me using slides by Linda

Outlined how STC grew since 1987 when I joined it. Then it's entire focus was on commons, green spaces, allotments, cemetery, war memorial, run from a wooden hut. LDs have only run / influenced the council for 10 of the 36 years since then, and most of the growth projects have been cross-party. New offices, acquiring Community Centre, Stag, taking on Greatness and other parks, Vine Cafe, Bat & Ball station, Bat & Ball centre. Now seeking to progress 20mph, electric bus, Wayfinding, Masterplan, Business Improvement District, and a range of green initiatives.

Yate TC given by leader Mike Drew

Mike has been a councillor since 1983, and gave the impression that LDs have led the council for much of that time. <https://yatetowncouncil.gov.uk/> . The council is presented as non-political - you only find out in the register of interests who is a Lib Dem! They have an impressive youth programme; - over 25% of their budget devoted to youth services. They have a very visible youth cafe, youth minibuses, outreach and centre based youth work, some of which if delivered in collaboration with other councils. At the other end of the age range they run an 'Ageing Better' programme, actively encouraging older people to get involved in community activities. Yate has nine venues to hire for a big range of activities. It also has a Climate and Planet project - which looks as if it's working towards something like STC's Green Investment Plan

Building a Good Working Culture by Dan Purchase

This was mainly about communication, and the real importance of understanding:

- the difference in roles between councillors and officers
- the need to respect each other, both in terms of roles and individually
- trying to make internal communication as clear as possible

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Tips included:

- don't rely on email as you main communication within the group, it just adds to the overload. Speak to people whenever you can - one to one or larger groups
- tell people when they've done a good job; positive feedback really matters to build relationships
- be very clear what objectives are for everyone in the team - officers and councillors, and manage through them

Tony Clayton 22/10/2023

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**South Eastern Trains - Stakeholder event
Canterbury, Monday 13 November 2023**

Sevenoaks was represented at this event by:

Tony Clayton (Sevenoaks Town Council)
Roger Johnson and Richard Parry (Sevenoaks Rail Travellers)
Graham Clack (for SDC and Laura Trott)

South Eastern put out an impressive team including:

Steve White - Managing Director
Alicia Andrews, Commercial Director
Scott Brightwell, Service Delivery Director
David Davidson, Network Rail Kent Route Director
David Warner, Passenger Service Director
Mark Johnson, Rolling Stock & Major Programmes, Engineering Director
Vince Lucas - former Director, now leading member of SELEP
Graham Mollison - leading on modal shift & carbon transition

Steve White gave an upbeat introduction, stressing South Eastern's good passenger ratings, improving service quality data, rising passenger numbers as commuters come back, and generally good staff morale despite the fact that most had no pay rise since 2019. He recognised there is still a way to go to attract old and new customers to rail, and the operators need to make the most of the CO2 reduction that rail offers.

South Eastern rolling stock is ageing - Networkers from 1992, need replacing, Electrostars (West Kent Mainline) from 2000 part refurbished, 376's from 2005 with refurbishment planned. Older trains get less reliable which affects performance. South Eastern aiming to grow services where possible to justify investment, and spread costs

South Eastern are unveiling later this week their contribution to sustainable rail, and investing in modal shift. They have also set up management and planning structures with Network Rail which give the best possible model of a vertically integrated railway - as both are now in the public sector. Several NR managers were there.

Key points from discussions led by others included:

- Day Travelcards are safe - train operators lobbied hard to keep them against DfT's approach to pressure TfL. TfL and rail companies are still sorting the deal. There won't be any govt money (unless Laura can find some in her new Treasury role) and rail passengers outside London will pay extra somehow. It's still not agreed how.
- Rail companies are furious about the ticket office fiasco. They were leant on by DfT to do this, then government were shocked by the public resistance. Another example of the dysfunctional rail team at DfT
- We may get a clock face timetable back at Sevenoaks in summer 2024 - there are changes coming to sort out gaps in timings at TW and Tunbridge. Logically this should mean a more regular service for Sevenoaks. We have asked for details.

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- The Contactless system coming for Dunton Green, Bat & Ball, Otford, Shoreham, Eynsford etc still isn't sorted. SET confirmed that it can't deal with concessions until at least end 2024 - by which time the card readers will have been installed for nearly 2 years. That will be a real problem on services which are heavily used off peak by students and senior rail card holders. It's another example of DfT procurement without understanding local needs - safe to say SET's commercial people are not happy! There's a real need to ensure communications are clear on how tickets and fares work to avoid youth and senior concession holders paying too much before it's sorted out.
- SET confirmed that the "back office systems" (ie the IT systems which do all the charging) for contactless ticketing is provided by TfL. This probably explains why there is a lack of urgency in the complex task of securely associating concessions (such as Senior Railcards, children's fares etc) with individual debit/credit cards. For residents of Greater London this has been successfully handled for many years by issuing special purpose Oyster cards such as the Freedom Pass.
- SET also assured us that their recently introduced Advance Fare tickets are available from Sevenoaks. A first search shows that they are not available inwards from Sevenoaks to London (probably this is the same rules that prevent us having Super Off-peak tickets) and that two single Advance tickets from/to Tonbridge (they don't seem to offer returns) is cheaper than the cheapest available return fare from Sevenoaks. This has been raised with Alicia
- Good conversations with both Network Rail and SETrains on security and safety. They are focusing on antisocial behaviour and fare evasion - but we also have a serious bike and car theft problem which needs British Transport Police to get their act together. SET agreed to follow up on the protocols for CCTV use.
- Good session led by Vince Lucas on economic gains for rail - he invited stronger input from Sevenoaks & Swanley to make sure we don't lose out in lobbying.
- Graham Mollison led a session on the environmental potential of solar panels at stations, car parks etc, and on promoting sustainable ways of getting to stations, including secure cycle parking hubs. I asked them to come back to us on this.

Tony Clayton - 20th November

Sevenoaks Town Council – 27th November 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 – 27th November 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 th 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 th 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
Sat 2.00	9 Sept	Bradbourne Residents Association – Picnic in the Park	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
Fri 10.00	29 Sept	South & South East in Bloom Awards at Wisley	Mayor + 1
Tues 7.00	3 Oct	Sevenoaks Counselling – Annual Open Meeting	
Wed	4 Oct	Sevenoaks Chamber of Commerce – Networking meeting at the Bat and Ball Centre	Mayor
Mon 10.00	9 Oct	Judge entries to the Christmas Lights Competition	Mayor
Fri 9.30	13 Oct	Mayor of Tunbridge Wells – Charity Clay Shoot	Mayor & Guest
Sat 5.30	14 Oct	Mayor of Faversham – Carnival and Torchlight Procession	Mayor & Guest
Wed 2.00	18 Oct	Gloucester House Care home – Opening of the Reminiscence Shops	Mayor
Fri 6.00	20 Oct	Sevenoaks Business Awards at the Bat and Ball Centre	Mayor
Tues 2.00	24 Oct	Weald Heights Care Home – Understanding Dementia	Mayor

Sevenoaks Town Council – 27th November 2023

Day & Time	Date	Organisation & Event/Venue	Attending
Tues 11.00	24 Oct	Opening of the refurbished Greatness Skate Park	Mayor
Wed 6.00	1 Nov	First youth Council Meeting following the Elections	Mayor
Sat 6.00	4 Nov	Sevenoaks Indian Community -Diwali Party at the Bat and Ball Centre	Mayor
Mon 7.00	6 Nov	Mayor of Maidstone – Charity Dinner at Blis Bar and Restaurant	Mayor +
Thurs 6.00	9 Nov	Cook – Informal Gathering	Deputy Mayor
Sat 11.00	11 Nov	Armistice Day – Laying Crosses at Greatness Cemetery	Mayor
Sun 11.00	12 Nov	Remembrance Sunday	Mayor
Thurs 2.00	16 Nov	Mayor of Faversham – Visit to the Kent Police Museum and Faversham Charters & Magna Carta	Mayor + 1
Sat 7.00	18 Nov	Mayor of Medway – Evening of Nepalese Culture and Cuisine	Mayor + 1
Sun 3.00	19 Nov	Sevenoaks Symphony Orchestra – Concert at the Stag Theatre	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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