



16<sup>th</sup> July 2024

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 22<sup>nd</sup> July 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, proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: <https://youtube.com/live/d78nB2xlez0?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](https://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	—

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	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.	–
4	<u>MINUTES OF PREVIOUS MEETING</u> To receive, adopt and sign the Minutes of the meeting of the Sevenoaks Town Council held on 10 <sup>th</sup> June 2024 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 &amp; Environment Committee</u> 17 <sup>th</sup> June 1 <sup>st</sup> July 2024 15 <sup>th</sup> July 2024	
5.2	<u>Finance &amp; Delivery Committee</u> 10 <sup>th</sup> June 2024	
5.3	<u>Community &amp; Wellbeing Committee</u> 24 <sup>th</sup> June 2024	
6	<u>AMENDMENT TO STANDING ORDERS: FINANCIAL REGULATIONS</u> Further to notice given at the previous meeting, to agree amendments to Sevenoaks Town Council Standing Orders, in line with updated financial regulations.	Attached
7	<u>REPORTS TO COUNCIL – STC REPRESENTATIVES ON EXTERNAL ORGANISATIONS</u> To receive reports from representatives on external organisations, if any.	–
8	<u>MAYOR'S ENGAGEMENTS</u> To receive and note: a) the functions attended by the Mayor or her representative up to 12 <sup>th</sup> July 2024 b) the forthcoming Civic Events being organised by the Mayor during 2024/2025	Attached  Attached
9	<u>PRESS RELEASE</u> To consider any agenda item which would be appropriate for a press release.	–

**Sevenoaks Town Council**  
**Minutes of the Town Council Meeting held on 10<sup>th</sup> June 2024**  
**in the Council Chamber, Town Council Offices, TN13 3QG**

Livestreamed and available to view on YouTube until approved by Council:  
<https://youtube.com/live/qNNGydnAtB4?feature=share>

**Meeting Commenced:** 8.13 p.m.

**Meeting Concluded:** 8.20 p.m.

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

**In Attendance:** Town Clerk and Responsible Finance Officer.

**Also Present:** None.

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

**156 Apologies for Absence:** as shown above

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

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

**159 Minutes of the Annual Meeting of Sevenoaks Town Council held on 13<sup>th</sup> May 2024**  
It was noted that Cllr Lionel O'Hara's name had been omitted in error from the list of those attending the meeting.

**RESOLVED:** subject to the amendment of the minutes to include Cllr O'Hara in the list of those attending the meeting, to accept and sign the Minutes of the Annual Meeting of Sevenoaks Town Council held on 13<sup>th</sup> May 2024 as a true record.

**160 Minutes of Committees**

**Planning & Environment Committee – 20<sup>th</sup> May 2024**

**RESOLVED:** To receive and adopt the minutes of the meeting of the Planning & Environment Committee held on 20<sup>th</sup> May 2024 as a true record.

**Planning & Environment Committee – 3<sup>rd</sup> June 2024**

**RESOLVED:**

- 1) To receive and adopt the minutes of the meeting of the Planning & Environment Committee held on 3<sup>rd</sup> June 2024 as a true record.

**Sevenoaks Town Council**  
**Minutes of the Town Council Meeting held on 10<sup>th</sup> June 2024**

- 2) To formally adopt the updated Green Investment Plan 2024, as an appendix of the Town Council's Community Investment Plan 2023-2027 (attached).

**161 Finance Reports**

**161.1 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 & Delivery Committee, held immediately preceding this Council meeting (*Minute 146.3, F&D 10.06.24 refers*), and signed by the Chair of that Committee.

**161.2 Annual Return for Year Ended 31<sup>st</sup> March 2024**

The Town Council considered the recommendations of the Finance & Delivery Committee meeting, held immediately preceding this Council meeting (*Minutes 146.4 F&D 10.06.24 refers*), regarding the Annual Governance Return and Statement of Accounts for the year ended 31<sup>st</sup> March 2024.

**RESOLVED** that:

- 1) the Annual Governance Statement 2023/24, signed by the Town Clerk, be approved and signed by the Mayor;
- 2) the Accounting Statements 2023/24, signed by the Responsible Finance Officer, be approved and signed by the Mayor;
- 3) the Annual Governance and Accountability Return 2023/24, including the Annual Governance Statement, Statement of Accounts to 31st March 2024, 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 12th June to 23rd July 2024.

**162. Notice of Proposed Amendment to Standing Orders: Financial Regulations**

**RESOLVED:** to receive notice that Sevenoaks Town Council would be amending its Standing Orders, in line with updated financial regulations, at the meeting of the Town Council to be held on Monday 22<sup>nd</sup> July 2024.

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

None received at this meeting.

**164 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 2<sup>nd</sup> June 2024.
- b) the forthcoming Civic Events being organised by the Mayor during 2024-25 including the Civic Service on 23<sup>rd</sup> June 2024.
- c) Councillors were also reminded of the invitation to attend the Sevenoaks Welcomes Refugees "Desperate Journeys" on Monday 17<sup>th</sup> June.

**165 Press Release: None**

**Sevenoaks Town Council**  
**Minutes of the Town Council Meeting held on 10<sup>th</sup> June 2024**

There being no further business the Mayor closed the meeting.

Signed ..... Dated .....  
Mayor

DRAFT

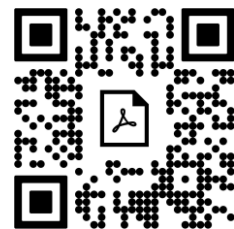


Sevenoaks  
TOWN council

# Green Community Investment Plan 2024

Extension to Community Investment Plan 2023-2027

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# Green Community Investment Plan 2024

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## Green Community Investment Plan 2024

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# Green Community Investment Plan 2024

## Extension to Community Investment Plan 2023 – 2027

### 1. Summary

In November 2023, Sevenoaks Town Council (STC) resolved to make further development of the Green Community Investment Plan its second priority – after implementing actions and policies of the STNP.

The Sevenoaks Town Neighbourhood Plan, “made” following a successful referendum in May 2023, includes a focus on climate and green issues. The Town Council’s Green Community Investment Plan provides more detailed aims and implementation of green projects.

STC believes it should communicate more to the public about the practical local initiatives it was already undertaking and its plans for the future, and that STC should take a local leadership role, providing information about simple measures that can be taken in helping the local community to Reduce, Reuse and Recycle to help the planet. This was reflected in the first Green Community Investment Plan, which this document seeks to update and replace.

Friends of the Earth states: “Parish and Town Councils may not be as powerful as local authorities, but they can ‘do their bit’ in addressing the climate and nature emergency and be a force for change.”

**Impact: Community Carbon Calculator** – provides the following information for average household carbon footprint of Sevenoaks residents for November 2021 (when STC published its first Green Community Investment Plan) versus May 2024.

Sevenoaks – <u>November 2021</u>	
20.1t CO <sub>2</sub> e* per-household consumption footprint (p.a.)	
Consumption of goods and services	7.17
Housing	4.48
Food and diet	4.36
Travel	4.02
Waste	0.03

Sevenoaks – <u>May 2024</u>	
13.4t CO <sub>2</sub> e* per-household consumption footprint (p.a.)	
Consumption of goods and services	4.14
Housing	3.78
Food and diet	2.78
Travel	2.6
Waste	0.06

\*CO<sub>2</sub>e stands for "carbon dioxide equivalent" and is a standard unit of measurement in carbon accounting. It expresses the impact of a number of different gases collectively as a common unit.

For further information see the Impact calculator developed by Exeter University  
<https://impact-tool.org.uk>

STC’s overall aim is to put in place affordable and practical initiatives with long term green

# Green Community Investment Plan 2024

## Extension to Community Investment Plan 2023 – 2027

benefits for the local community and to support and encourage residents to pursue individually. Little steps together, reducing Sevenoaks' carbon consumption footprint = big changes to the planet.

STC's Green Community Investment Plan (appendix to STC Community Investment Plan 2023-2027) brings together all of its climate change initiatives to publicise to and involve the local community and progress practical delivery under the following five themes:

Theme 1	Buildings
Theme 2	Transport & Movement
Theme 3	Making Sevenoaks Greener
Theme 4	Consumption
Theme 5	Information & Access to information

### 2. STC Community Investment – 2023-2027

In 2014 Sevenoaks Town Council (STC) set out its first ambitious £4m Community Investment Plan to restore and improve community facilities. Building on the success of that Community Investment Plan the 2019 second document continued with the original 2014 plan and set out additional priorities for the next four years which increased investment to £6.5m+. This document builds upon the third Community Investment Plan 2023-2027, which proposed additional £2,771,000 investment into the Town.

**The STC 2023 Green Community Investment Plan moves away from primarily investing in community facilities and towards investing in the local environment and making Sevenoaks greener.**

### 3. Theme 1 – Buildings

- 3.1 Sevenoaks Town Council's buildings and assets  
STC when constructing new buildings will aim for them to be as sustainable and eco-friendly as possible. Existing buildings to be more sustainable with reduced carbon footprint where practicable.

The new Bat & Ball Centre is as eco-friendly as possible.

- Rebuild instead of new build.
- Eco friendly and sustainable materials.
- Solar panels.
- Motion sensor lighting.
- Additional insulation.
- Improved heating and ventilation systems.



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STC has agreed to research costs and practicalities for the following for its buildings:

- Solar panels.
- Motion sensor lighting.
- Additional insulation.
- Improved heating and ventilation systems.
- Energy audit for each building

#### 3.2. Sevenoaks Town Neighbourhood Plan

The Sevenoaks Town Neighbourhood Plan, which was successful at Referendum and subsequently “made” or adopted by the Local Planning Authority in May 2023, can be viewed at <https://sevenoaksndp.wordpress.com/>. A draft Monitoring & Implementation Strategy has since been prepared, which includes actions and projects identified within the STNP for further pursuit throughout its lifetime:

<https://www.sevenoakstown.gov.uk/UserFiles/Files/Draft%20Strategy%20for%20Annual%20Report%2023-24.pdf>

The STNP is based upon a vision and accompanying set of objectives. An important focus for the plan is to improve the health and well-being of the people that live within the NDP area. The plan also recognises the importance of addressing the nationally declared climate emergency and supporting sustainability.

The STNP draws upon the town’s existing strengths, reflects the positive qualities identified by the local community and identifies the following number of challenges and opportunities:

Respond positively to climate change and encourage a more sustainable approach to both land use and lifestyle choices.	Deliver a sustainable expansion at Greatness, on land currently being worked to extract gravel by Tarmac Ltd (subject to release from Green Belt) in order to deliver new homes to meet local needs.
Enhance and preserve the town’s heritage assets and special open spaces.	Unlock new opportunity for leisure, recreation, and community infrastructure – including a new watersports lake as part of this development.
Enhance the arrival experience into the town to create a more welcoming impression.	Grow the town’s economy and support the creation of new jobs.
Enhance the town’s network of roads, footpaths and cycling routes to improve connections and create a safer and more attractive environment for users.	Deliver new community assets including a new community centre at Bat & Ball and new health and education provision.
Improve access to, and better connect, the town’s open spaces	Deliver enhanced recreational and sports facilities for the town.
Regenerate and revitalise the Northern Sevenoaks area around Bat & Ball Station	Enhance the town’s thriving cultural scene.

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Objective 15: to promote high quality development that enhances the town and consolidates vacant or underutilised land.

Objective 16: to deliver a range of new homes to meet local needs.

Objective 17: to provide homes that are energy efficient and minimise environmental impact.

#### 3.3. Energy Audits for Buildings

STC will carry out Energy Audits for its buildings. It is noted that other Transition Towns (*Transition Towns is a voluntary movement focusing on benefits of Local Money, Local Skills, Local Power with the aim to improve the local climate*) had initiated Energy Audits for homes. STC will research further and signpost residents to such initiatives and provide practical cost effective solutions for residents to improve energy use in their own homes.

## 4. Theme 2 – Transport & Movement

#### 4.1. Reducing cars / traffic particularly in relation to school traffic

The STNP which was successful at referendum in May 2023 includes relevant proposals which have since been moved to the Monitoring and Implementation Strategy. See section 3.2. for further details.

#### 4.2. Cycle Racks

New facilities to park 30 bikes have been installed at the Bat & Ball Centre. Previously also at Bat & Ball Station.

Plans are in place with Kent County Council (KCC) for the installation of cycle racks, which double as planters, in the town centre.

Cycle planters will be installed at STC office / Business Hub site.



STC will consider opportunities to install cycle racks on the rest of its estate and public open spaces.

#### 4.3. Increase safety for pedestrians and cyclists

The STNP which was successful at referendum in May 2023 includes relevant proposals which have since been moved to the Monitoring and Implementation Strategy. See section 3.2. for details.

#### 4.4. Proposals for 20 mph, one way systems, and shared space

The STNP which was successful at referendum in May 2023 includes relevant proposals which have since been moved to the Monitoring and Implementation Strategy. See section 3.2. for details.

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A public consultation was held at the end of 2023 with a positive response for the implementation of 20mph. Kent County Council are designing the scheme which is hoped to be implemented in 2024.

#### 4.5. Encourage increased use of public transport – buses and trains – by having improved Facilities

STC wants to encourage increased use of public transport – buses and trains – by having improved facilities.

STC is committed to working with the Darent Valley Community Rail Partnership (DVCRP) to encourage more local sustainable travel. The DVCRP aims to:

- Bring together six separate stations: Swanley, Eynsford, Shoreham, Otford, Bat & Ball and Sevenoaks
- Encourages passengers to visit local tourism attractions along the line
- Connecting communities to their railway and boosting local economy
- Working to improve station facilities, accessibility, and the natural environment
- Linking the use of the train to sustainable modes of transport e.g., walking and cycling
- Raising awareness of local heritage and culture including the artist Samuel Palmer

Subject to funding availability – STC considers proposals to increased bus usage is important. Building on the success of the introduction of the No 8 Bus and subject to funding availability STC would want the provision to move to a half hourly provision and available in the evening and use of electric buses. STC would also support where possible other bus initiatives. STC provides the wooden bus shelters within the town.

One of STC's priorities is to obtain external funds for a pilot scheme to have an electric bus for the No. 8 bus. It would also work with the local bus companies to obtain external funding for electric buses. STC's funds come from the domestic rate payers, and it is unlikely to be able to fund bus companies.

#### 4.6. Electric Vehicles & Charging Points

STC has purchased its second electric vehicle and will continue to invest in electrical vehicles and equipment where possible as it replaces its vehicles.

STC aims to install electric car charging points at its sites. Electric charging points have been installed at the Bat & Ball Centre as well as at the STC Office / Business Hub site.

STC will recommend and encourage additional vehicle charging points within new developments (current planning policy) and work with Sevenoaks District Council (SDC) & KCC on provision of these throughout the town.



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#### 4.7. Car Club and Car Sharing

A Car Club operating similar to other towns should be supported by STC, potentially by grant funding, but not operated by STC. STC launched a Car Club in collaboration with Enterprise in May 2024.

#### 4.8. Create liaison between individual schools' safety and travel schemes to reduce overall town congestion

STC are supportive of School Safety & Travel Schemes and will seek to arrange a meeting between schools to discuss these and review the overall school travel congestion.

#### 4.9. Programme of installing QR codes on signposts identifying walking and cycling routes

STC will include and encourage other providers to provide information on signage to include walking and cycling routes – include QR codes where possible.

#### 4.10. Continue to support Cycling Strategy for Sevenoaks

STC would continue wherever possible to work with SDC / KCC and other agencies to improve local cycling provision. STC would also support schemes that enables cycle renting.

#### 4.11. Feasibility study for cycle path from Bat & Ball Station to Dunton Green Station

Within the Northern Sevenoaks Masterplan commissioned by STC was a proposal to link Bat & Ball Station and Dunton Green Station via a cycle path. STC believes there are potential benefits to current and new residents, commuting to London, commuting locally to schools and for shopping and leisure. STC has commissioned a feasibility study of this which is currently underway.

STC will also lobby for the inclusion of the proposal in KCC / SDC Cycling Strategies / Movement Strategy / LCWIP and also liaise with Dunton Green Parish Council.

#### 4.12. Sevenoaks Town Neighbourhood Plan

Objective 7: to work with the District Council, and Kent County Council, in consultation with neighbouring Parish Councils, to identify a long term strategic approach to transport in Sevenoaks to respond to and mitigate any impact of new development on the existing network.

Objective 8: to promote a co-ordinated approach to transport and movement that encourages use of sustainable transport modes, including walking and cycling, and reducing pollution levels, whilst ensuring that the centre is still accessible by car.

Objective 9: To deliver public realm enhancements to improve the pedestrian experience in the town.



# Green Community Investment Plan 2024

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### 5. Theme 3 – Making Sevenoaks Greener

#### 5.1. Trees (Noting: Right Tree – Right Place)

A particular feature of Sevenoaks is its trees. Sevenoaks is famed for its oaks but there are many other species and individual trees that are important to the character and ecology of the town.

STC maintains and manages more than 38 hectares of public open space of which approximately 26 hectares are covered in trees. STC wants to plant more trees and where possible fruit and nut trees.

Since 2020 STC has planted 1318 trees and plans for 2024 are progressing with permission being sought from Kent County Council for additional planting at various locations. STC would keep a running total – clearly available for public to view e.g., on its website and linked to the national database.

Where there used to be tree lined avenues, STC will encourage the public via resident associations to plant trees in their front gardens (subject to KCC permission). STC will consider providing grants for trees to voluntary organisations and will support the Queen's Jubilee Tree Canopy initiative.

When there is a need to fell trees STC will repurpose for posts and bollards where possible.

#### 5.2. Adopt a Tree

In 2021 STC launched an Adopt a Tree in Sevenoaks project.

##### **Why Adopt a Tree?**

- Trees benefit the local environment
- Help improve air quality
- Provide homes for wildlife
- Food for insects
- are visually attractive

##### **Where can the trees be planted?**

There is a list available of land owned and maintained by Sevenoaks Town Council. These areas vary in size and many of the trees to be planted would be understorey trees and hedgerow bushes, but all of them would be extremely beneficial to the local environment.

##### **Can I plant the tree myself?**

If your tree is going to be planted in a Town Council park or open space, then you can come along and help with the planting. If your tree is going on a roadside verge, unfortunately you will not be able to help as safety guidelines must be followed when working on a public highway.

##### **The Choice of Tree**

It is important that the right tree is chosen for the right location to enhance its chance of flourishing. Native species will be chosen for the most part with an emphasis on fruit and nut trees. You are encouraged to water and nurture your tree and watch it grow over the years.

##### **The Cost**

Your tree can be planted at one of our parks and following the planting, you will receive a certificate with a picture of the newly planted tree and a plan showing its location. If you would like to be in the photograph, this can be arranged. Individual plaques are not provided, but if you would like to provide your own, we can attach to the stake. Standard tree - £100 (10/12 cm bare root wrapped tree). This price includes purchase of

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the tree, digging a hole for its roots, adding compost, installing an irrigation pipe, backfilling, mulching, and staking.

#### Planting

The best months for planting trees are December and January. So that we can plant new trees during this time, our deadline for applications is 30<sup>th</sup> September. This gives enough time to order the trees agree and mark the final locations and organise planting.

Once the tree is planted Sevenoaks Town Council will be responsible for maintaining the tree. Please be aware that we cannot guarantee the lifetime of the tree, and we will not be able to replace any trees, which do not establish themselves. If the tree is near your home, you can increase its chances of survival by giving it water during periods of drought and hot weather. For queries, please email [osl@sevenoakstown.gov.uk](mailto:osl@sevenoakstown.gov.uk)

- 5.3 Link Sevenoaks open spaces together with ‘green routes’  
Via its STNP proposals STC will improve access to, and better connect, the town’s open spaces.

- 5.4 Give it a Grow project  
In 2020 the then Mayor, Cllr Dr Canet launched the Give it a Grow project encouraging all residents to become involved in making Sevenoaks greener.



- 5.5. Sevenoaks in Bloom and STC Planting  
The annual Sevenoaks in Bloom garden competition plays a vital role in celebrating and directing focus onto the value of plants and their impact on the community and environment. This in turn transforms areas into better places to live, work and visit and help to make residents, businesses, and communities proud of their town. STC will continue with its edible gardening project. Including edible foods within planting in public open spaces and encouraging residents to pick and use. Planting will be chosen that encourages bees. STC are indebted to its many volunteers who participate in helping to make Sevenoaks in Bloom a success.

STC in its horticultural processes will minimise the use of fungicides and pesticides and has created a Biodiversity Policy. Sustainable planting will also be used.

- 5.6 Sustainable boundaries  
STC is aware of the considerable environmental benefits to creating sustainable boundaries to properties e.g., hedging compared to fencing. STC will review its following policies for Planning Committee recommendations (it should be noted that STC does not make the final decision relating to planning applications, this is with Sevenoaks District Council, the Planning Authority):

- Sustainable boundaries e.g., hedging
- Porous front drives
- Trees – planting 2 for each 1 removed
- Signs – not internally illuminated – light pollution and energy.
- 1m boundary distance



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#### 5.7 Hedgehog holes in fences

Where boundary walls and fences are proposed in a planning application, STC will recommend in its capacity as a Statutory Consultee to the Local Planning Authority, that the wall or fence be made porous to local wildlife. This can be achieved via hedgehog holes, as recommended in the STNP as a means of enhancing biodiversity and providing links between habitats.

#### 5.8 Streetlighting to LED provision

STC owns and maintains some of the streetlighting in Sevenoaks and has been putting in place a plan of conversion to LED.

Where floodlights are provided on STC land it will be planned to move to LED and decrease light pollution.

Christmas Lights will also be planned to move to LED.

#### 5.9 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.

An example of this policy is the purchase of Longspring Woods. In 2024 the woods already registered as an Asset of Community Value came up for sale. The Town Council agreed to invest £100,000 and a further £100,000 was raised by the local community in 23 days.

#### 5.10. Sevenoaks Town Neighbourhood Plan

As a result of the government declaring its aim for Zero Carbon by 2030, the STNP was amended to put a greater focus on supporting and achieving this goal, with 26 of the 34 policies and 6 of the 13 aims having been designed support its delivery.

#### **Objective 4: to protect and enhance blue and green infrastructure, enhance biodiversity and respond to climate change.**

This is supported by 2 policies – L1, which requires new development to deliver 10% Biodiversity Net Gain and which preceded the government mandate for developers to provide this by 9 months. Policy L2 requires new development to manage surface water and incorporate sustainable urban drainage into their schemes, which will have a positive impact on flooding issues within Sevenoaks.

#### **Objective 5: to recognise the significant contribution that trees and hedgerows make to the town's character and biodiversity.**

This is supported by an important policy which requires trees and hedgerows to be retained and protected as part of development proposals, further requiring their replacement, should removal be absolutely necessary. Justification for removal includes poor condition or inappropriate species.

#### **Objective 6: to protect, improve and enhance access to existing publicly accessible**

# Green Community Investment Plan 2024

## Extension to Community Investment Plan 2023 – 2027

### open spaces and create new publicly accessible open spaces and green infrastructure

This is supported by two policies and two aims – in particular L8 which supports provision of additional allotments and protecting of existing – making affordable allotment space available to residents to grow their own fruit and vegetables.

### Objective 17: to provide homes that are energy efficient and minimise environmental impact

This is supported by two policies – D5 and D6 which encourage new homes to be energy efficient and existing homes to be retrofitted to increase their efficiency.

#### 5.11. Sevenoaks Town Council's Biodiversity Policy

STC has a Biodiversity Policy which can be viewed at [www.sevenoakstown.gov.uk](http://www.sevenoakstown.gov.uk) or upon request and will be reviewed against best practice at regular intervals.

## 6. Theme 4 - Consumption

### 6.1. Promote Refill Scheme

STC will continue to promote the Refill Scheme encouraging people to use refillable bottles rather than plastic; install as many drinking water facilities as possible and encourage businesses to provide free drinking water.



Public drinking fountains have been installed at the Vine Gardens and Greatness Recreation Ground.

STC will continue to lobby for drinking fountains to be provided at Railway Stations.

### 6.2. Sevenoaks Plastic Free Pledge

In response to the global problem of plastic pollution, Sevenoaks Town Council and Sevenoaks Youth Council have committed to phasing out single-use plastic across all its facilities. This also means it strongly encourages groups and organisations to find alternatives to single use plastic when using Town Council venues.



We recognise that crowded events such as fetes, parties etc real glasses can provide a safety hazard. In these circumstances STC encourages the use of sturdy plastic cups that can be cleaned and reused and ultimately can be recycled.

Where single use items are unavoidable, we encourage the public to provide genuine compostable alternatives, and take responsibility for their proper disposal.

## Green Community Investment Plan 2024

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STC will continue to campaign and support campaigns for reducing litter and encouraging more recycling.

STC will raise awareness of these matters to all users of its facilities.

STC would be participating in a recycling scheme for the banners for them to be used as flooring for horse stables, dumbbells, traffic cones, punch bags etc. It was also noted that they could be used on allotments to suppress weeds.

#### 6.3. Installation of drinking fountains

Drinking water refill facilities have been installed at the new Bat & Ball Centre and Bat & Ball Station Café.

External drinking water refill facilities have been installed at The Vine Gardens and Greatness Recreation Ground during 2021 / 2022.

#### 6.4. Enabling community initiatives for sustainable living e.g., Toy Library, Community Orchards, Community Cycle Workshops, Repair Café, promotion of alternative resources e.g., nappies.

STC will – where possible – support and develop community initiatives for sustainable living. STC will work with partners including KCC, SDC and Abacus to progress this provision.

#### 6.5. Zero Waste Shop – research viability and support provision in Sevenoaks

STC would support the provision of a Scrapbox\* facility, working to reduce waste. It was noted that a building and volunteers would be needed. STC to work with KCC, SDC and Abacus to try and progress a project.

*Good example in Norwich: - The aim of Scrapbox is to educate people about the re-use of clean, safe Commercial and Industrial 'waste' as re-usable resources. Scrapbox collects from businesses waste materials such as 'overs', reject goods, ends of ranges etc. which would otherwise be thrown away and makes them available for art, craft, drama, technology and even recycling lessons. The project helps to delay resources being sent to landfill or incineration, which takes time and energy.*

*Organisations and individuals then pay affordable amounts for the resources they purchase for their projects. Particularly useful to groups who provide art, crafting, music, drama, and technology activities for communities such as schools, nurseries, care homes, crafting groups for the elderly and vulnerable plus community artists etc.*

#### 6.6. Food Waste

Sevenoaks currently operates a Foodsafe scheme where supermarkets and other businesses offer surplus, close to sell by date to voluntary organisations. STC will support this where possible.

#### 6.7. Supporting Businesses

Via the Town Team which includes membership from Sevenoaks District Council, Chamber of Commerce, local stakeholders, and businesses there is an appetite to coordinate and support local businesses in progressing likeminded climate change

## Green Community Investment Plan 2024

### Extension to Community Investment Plan 2023 – 2027

initiatives. This could include commercial waste services, recycling, green electricity, carbon offsets. Sevenoaks doesn't currently have a BID (Business Improvement District), however there is much that can be learned from BIDs in other locations on such projects and this is currently being investigated

#### 7. Theme 5 – Information & Access to Information

- 7.1 Signpost residents to existing schemes e.g., compost provision, energy audits  
Bearing in mind that *“Household consumption is responsible for more than 60% of global greenhouse gas emissions.” (Gale, 2020, The Sustainable(ish) Living Guide).* STC will research how to signpost residents to existing schemes, including subsidised compost bins. STC is aware that there is considerable information available from many sources and that sometimes public want this filtered and diluted to enable them to consider their own personal practical measures to make a difference to the climate change agenda.

- 7.2 Facilitate a Reduce, Reuse & Recycle programme of informal education events – sewing / mending; repairs; plant based home cooking; gardening  
STC could facilitate a programme of informal education events – sewing / mending; repairs; home cooking; gardening etc, with the aim of Reduce, Reuse & Recycle.

A monthly Repair Café operates in St Luke's Church, STC has provided support with this.

- 7.3. Information to enable residents to make practical changes  
STC will aim to increase communication to the public about the practical local initiatives it was already undertaking and its plans for the future and to take a local leadership role, providing information about simple measures that can be taken in helping the local community to Reduce, Reuse and Recycle to help the planet.

STC's overall aim was to put in place affordable and practical initiatives with long term green benefits for the local community and to encourage residents to pursue individually. Little steps together = big changes to the planet.

STC will clearly identify its Green Initiatives and plans on its website and on social media however is also aware that not all its residents have easy access to or able to use 'smart phones', 'apps' and the 'wider internet' and will bear in mind methods of communication to avoid where possible 'digital exclusion'.

- 7.4. Liaison  
STC will liaise with other statutory authorities, voluntary organisations, churches etc to avoid duplication of resources.

- 7.5. Climate Fair  
Sevenoaks Town Council has worked with Sevenoaks Climate Action Network (SCAN) to enable a Climate Fair to take place in 2023 and 2024.

# Green Community Investment Plan 2024

## Extension to Community Investment Plan 2023 – 2027

### 8. Implementation

8.1. Produce Green Community Investment Plan and publicise widely

STC to create a 'Green' Community Investment Plan setting out aims and objectives – to be an appendix to the current 2023-2027 Community Investment Plan.

The 'Green' Community Investment Plan to be heavily promoted providing information about STC aims and objectives and encouraging stakeholders, partner organisations, resident associations, community and voluntary groups, schools, and residents to work with STC on these and other initiatives they may have.

8.2. Create STC Green Grant Fund for voluntary organisations

STC to create Grant Fund (similar to Community Resilience Fund) to be able to provide grant funding for Green Initiatives e.g., planting trees.

8.3. Sevenoaks Town Neighbourhood Plan Monitoring & Implementation Strategy

Following its successful Referendum in May 2023, a [Monitoring & Implementation Strategy](#) has been created.

8.4. Review STC Planning Committee Recommendations policy

STC is aware of the considerable environmental benefits to creating sustainable boundaries to properties e.g., hedging compared to fencing. STC will review its following policies for Planning Committee recommendations (it should be noted that STC does not make the final decision relating to planning applications, this is with Sevenoaks District Council, the Planning Authority):

- Sustainable boundaries e.g., hedging
- Porous front drives
- Trees – planting 2 for each 1 removed
- Signs – not internally illuminated – light pollution and energy.
- 1m boundary distance

8.5. Agree procedure for appropriate Land Acquisition

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. See 5.8.

8.6. Involve the next generation

The Youth in a Changing Climate Report 2021 from Groundwork indicates the following key findings:

- Young people do not need convincing about the threat posed by climate change; almost all young people feel that tackling climate change is important to them personally.
- Most young people want to be involved in climate action and feel that knowing more about local environmental activity would help them to do so.

## Green Community Investment Plan 2024

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- Young people are less confident in their knowledge about climate change; most feel that they do not learn enough about climate change in school, with documentaries and social media more likely to be their primary source of knowledge.
- The pandemic created a greater opportunity for some young people to explore nature and learn about climate change independently and by connecting with groups online, but also made it more difficult for some other young people to engage because of worries about work and health.

STC will continue to work with Sevenoaks Youth Council, local schools, local youth groups to encourage involvement in local community environment and climate change initiatives.

#### 8.7. Priorities

STC has agreed that in addition to Sevenoaks Town Council's current Priorities as Resolved by Council and actions which were currently in progress the following would be Recommended to Council to be considered as Priorities. Those items marked with an asterisk are subject to verifying with Sevenoaks District Council its progress on the topics to avoid a duplicate of use of resources.

1. Seek quotes for a Pedestrian Audit\*
2. Continue to support and encourage progress with the SDC Cycling Strategy Including audit of cycle parking, including appropriate for electric bikes\*
3. Creating a Car Club\*
4. Continue with Tree Planting
5. Progress with providing information to residents and businesses\*
6. Youth Climate Forum created.

#### **9. Where does the money come from?**

Wherever possible Sevenoaks Town Council aims to provide community facilities at the lowest cost possible to reduce the burden on the tax payer. At the same time providing the facilities that the community wants and needs. This is often achieved by volunteers assisting in this for which the Town Council continues to remain grateful.

There are some facilities which are not commercially viable including maintenance of public open spaces and play areas, these do not generate income as they are free for public use.

Sevenoaks Town Council has a policy that wherever possible external funding should be sought initially for Capital Projects. External funding could be from grants, sponsorship, and Community Infrastructure Levy (CIL). The Sevenoaks Town Council has a good track record for obtaining external funding for projects.

## Green Community Investment Plan 2024

### Extension to Community Investment Plan 2023 – 2027

Where does the £1,907,304 2024-2025 Sevenoaks Town Council budget come from?

<b>Annual Precept</b>  <b>£1,437,614</b>  <b>75%</b> Of the budget comes from the domestic ratepayer's precept (council tax). The Town Council does not receive any portion of business rates or government grants.	<b>Income from Services</b> <b>£428,800</b>  <b>23%</b> Of the budget comes from fees and services such as community halls, sports pitches, markets, cemetery, and cafes.	<b>Earmarked Reserves</b>  <b>£40,890</b>  <b>2%</b> Of the budget will be from Town Council's Earmarked Reserves. £40,890 supports Bat & Ball Station project during initial years of opening. External grant funds*
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#### 10. How can I make a comment or become involved?

Sevenoaks Town Council welcomes comments on its Green Community Investment Plan. Comments can be forwarded to the Town Clerk, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG. Alternatively emailed to [townclerk@sevenoakstown.gov.uk](mailto:townclerk@sevenoakstown.gov.uk)

The Town Council and its Committees meet most weeks, and each meeting has a time allotted for the public to address Councillors. A schedule of meetings can be obtained from the website at [www.sevenoakstown.gov.uk](http://www.sevenoakstown.gov.uk) or by contacting the Town Council on 01732 459953 or emailing [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)

The Town Council will work with community, voluntary groups including Resident Associations and businesses which would like to make a contribution towards Greening Sevenoaks.

Sevenoaks Town Council wherever possible will include public participation in its projects and currently there are opportunities for the public to be involved via the following – please contact the offices if these are of interest to you:

- Friends Groups – Cemetery, Parks & Open Spaces, Bat & Ball Station
- Bat & Ball Centre / Bat & Ball Station User Group
- Sevenoaks Youth Council (11-18 Age)
- Sevenoaks in Bloom
- Give it a Grow campaign – using and learning gardening skills
- Sevenoaks Town Team
- Repair Café



## Green Community Investment Plan 2024

### Extension to Community Investment Plan 2023 – 2027

#### Appendix

#### Sevenoaks Town Council Community Investment Plan 2023-2027 Further information

In 2014 Sevenoaks Town Council (STC) set out its first ambitious £4m Community Investment Plan to restore and improve community facilities. Building on the success of that Community Investment Plan the 2019 second document continued with the original 2014 plan and set out additional priorities for the next four years which increased investment to £6.5m+.

**The STC 2023-2027 Green Community Investment Plan moves away from primarily investing in community facilities and towards investing in the local environment and making Sevenoaks greener.**

STC remains mindful of the financial resources required to maintain current community facilities and meet the ambitions of its Community Investment Plan and also to be adaptable for future opportunities which benefit residents of the town.

The Community Investment Plan enables public and partner organisations to be aware and comment on the STC's long term plans. The Community Investment Plan and related strategies has also assisted STC in being successful in obtaining external funding for its capital projects.

It should be noted that capital projects are in addition to STC's provision and maintenance of community facilities, for a full list of these community facilities please see [www.sevenoakstown.gov.uk](http://www.sevenoakstown.gov.uk) The capital projects are normally delivered 'in house' by professional staff supported by appropriate paid professionals e.g., architects, and quantity surveyors. The STC staff carry out these roles in addition to their 'day job' which is maintaining and administering community facilities. This creates real value for money but does mean the availability of all resources need to be considered when implementing ambitious plans.

Ref	Project	Draft Budget
1	Masterplan for Town Centre & St John's Hill	£65,000
2	Feasibility Study – Green Link	£16,000
3	20mph Signage Scheme Implementation	£130,000
4	Pedestrian Crossing at Dartford Road near Vine	£25,000
5	Pedestrian Crossing at Seal Hollow Road	£25,000
6	Electrifying No 8 Bus	£300,000
7	Wayfinding Signage	£170,000
8	Business Improvement District (BID) development	Tbc
9	Greatness Recreation Ground – consider and implement outcome of consultation	Tbc



## Green Community Investment Plan 2024

### Extension to Community Investment Plan 2023 – 2027

10	Greatness Football Sports Pavilion	£2,000,000
11	Refurbish St John's Hill Car Park Public Toilets	£40,000
12	Redevelop Oast House for Community Use	Tbc
	Total draft Project Budget	£2,771,000

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## Sevenoaks Town Council Standing Orders

### *Historic*

*11.01.2016*

*22.02.2016*

*Adopted Resolution 410*

*15.05.2016*

*Adopted Resolution 61*

*15.05.2017*

*Adopted Resolution 64*

*14.05.2018*

*Adopted Resolution 70*

*13.05.2019*

*Adopted Resolution 62*

*04.05.2021*

*Adopted Resolution 57*

*09.05.2022*

*Adopted Resolution 78*

*15.05.23*

*Adopted Resolution 81*

*13.05.24*

*Adopted Resolution 96*

## SEVENOAKS TOWN COUNCIL STANDING ORDERS 2024

(ADAPTED FROM NALC MODEL STANDING ORDERS 2018 FOR ENGLAND (updated April 2022))

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*NB: standing orders in bold type contain legal and statutory requirements.*

**1. Rules of debate at meetings**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded or presented by the Chair.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion and shall not have effect of rescinding original or substantive motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of a motion or the mover of an amendment shall have a right of reply not exceeding 3 minutes.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply (in respect of the substantive

- motion) either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
    - i. to speak on an amendment moved by another councillor;
    - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
    - iii. to make a point of order;
    - iv. to give a personal explanation; or
    - v. to exercise a right of reply.
  - p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
  - q A point of order shall be decided by the chair of the meeting and the decision shall be final.
  - r When a motion is under debate, no other motion shall be moved except:
    - i. to amend the motion;
    - ii. to proceed to the next business;
    - iii. to adjourn the debate;
    - iv. to put the motion to a vote;
    - v. to ask a councillor or person to be no longer heard or to leave the meeting;
    - vi. to refer a motion to a committee or sub-committee for consideration;
    - vii. to exclude the public and press;
    - viii. to adjourn the meeting; or
    - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
  - s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.).

- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

## 2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. Meetings generally

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in

accordance with standing order 3(e) is normally 15 minutes and shall not exceed 30 minutes, unless directed by the chair of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i At Council meeting person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort). At Committee meeting a person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the Chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

(Those exercising their right to report on the proceedings of a meeting are required to comply with Sevenoaks Town Council's Proocol for the recording of meetings)

- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Mayor of the Council, if present, shall preside at a Council meeting. If**



**the Mayor is absent from a meeting, the Deputy Mayor of the Council (if there is one) if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a Council meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- 
- 
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
- 
- *See standing orders 5(h) and (i) for the different rules that apply in the election of the Mayor of the Council at the annual meeting of the Council.*
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.  
  
(A member dissenting from a committee decision may, on request, have their name recorded as dissenting therefrom)
- t The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and**
-

- vote on that matter.
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.** In the case of the Planning Committee the the quorum shall be six members.  
  
See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.
- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting..
- 
- x A meeting shall not exceed a period of 3.5 hours. Meetings shall commence at 7.00pm and conclude at 10.30pm unless a majority of those present by Resolution extend that closure to 11.00pm on the same day.
- y Questions
  - i. A councillor may seek an answer to a question concerning any business of the Council provided 5 clear days' notice of the question has been given to the Proper Officer.
  - ii. Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
  - iii. Every question shall be put and answered without discussion.

#### **4. Committees and sub-committees**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may, at its annual meeting, appoint standing committees or may at any other time appoint such other committees as may be necessary, and:
  - i. shall determine their terms of reference;

- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. *shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting)*
- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer by noon on the day of the meeting that they are unable to attend;

An ordinary member of a committee who has been replaced at a meeting by a substitute member shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting.

- vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
- viii. Shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three. In the case of the Planning & Environment Committee and the Finance and Delivery Committee, the quorum shall be six members
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## **5. Ordinary council meetings**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**

- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 7pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Mayor and Deputy Mayor of the Council.
- f The Mayor of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until the successor is elected at the next annual meeting of the Council.
- g The Deputy Mayor of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Mayor of the Council at the next annual meeting of the Council.
- h In an election year, if the current Mayor of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Mayor of the Council has been elected. The current Mayor of the Council shall not have an original vote in respect of the election of the new Mayor of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Mayor of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Mayor of the Council has been elected. They may exercise an original vote in respect of the election of the new Mayor of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Mayor of the Council and Deputy Mayor of the Council at the annual meeting, the business shall include:
  - i. In an election year, delivery by the Mayor of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;

- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees (and the number of members);
- vii. Appointment of members to existing committees (including, if appropriate, substitute members);
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.(and review of contributions made to expenditure incurred by other local authorities);
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, the council to confirm it has in place all of the criteria to remain eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings;( *to be reviewed at first meeting of Finance and Delivery Committee following the annual meeting of the Council*)
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks; (to be reviewed at Finance and Delivery Committee)
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure; (*to be reviewed Finance and Delivery Committee*)
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (to be reviewed at first meeting of Finance and Delivery Committee following annual meeting of the Council)
- xviii. Review of the Council's policy for dealing with the press/media;( *to be reviewed at first meeting of Finance and Delivery Committee following annual meeting of the Council*)
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

**6. Extraordinary meetings of the council, committees and sub-committees**

- a **The Mayor of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Mayor of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by (no less than a quarter of the) members of the committee [or the sub-committee], those members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee]. (The public notice giving the time, place and agenda for such a meeting shall be signed by councillors calling the meeting.)

**7. Previous resolutions**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.
- c Every plan/amended plan which is validated by Sevenoaks District Council is considered by Sevenoaks Town Council on its own merits and does not recommend Approval or Refusal based on prior recommendations to previous applications and the recommendations which were provided.

**8. Voting on appointments**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

**9. Motions for a meeting that require written notice to be given to the proper officer**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

**10. Motions at a meeting that do not require written notice**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;

- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

## **11. Management of information**

See also standing order 19.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**
- e A councillor in breach of the provisions of standing order 11(d) above may be removed from a committee or a sub-committee by a resolution of the Council.



## 12. Draft minutes

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- 
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- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## 13. Code of conduct and dispensations

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b All councillors shall where possible undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.

- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.
- d Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- e **Dispensation requests shall be in writing and submitted prior to the meeting to the Proper Officer by 12 Noon on the day of the meeting.**
- f A decision as to whether to grant a dispensation shall be by the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- g A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- h Subject to standing orders 13(e) and (g), a dispensation request shall be considered by the Proper Officer before the meeting, and agreed by the meeting, or, if this is not possible, at the start of the meeting for which the dispensation is required.
- i **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

#### 14. Code of conduct complaints

- a On receipt of an alleged breach of the Council's code of conduct, the Monitoring officer at the District Council to be advised.
- b Upon notification by the District Council that it has found that a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- c Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor of Council of this fact, and the Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- d The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- e **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

#### 15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 4 days before the meeting confirming their withdrawal of it..
- iii. **convene a meeting of the Council for the election of a new Mayor of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests; ;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed *(and sealed using the Council's common seal)*  
*(see also standing order 23);*
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority;
- xv. Refer a planning application received by the Council to the Chair or in his absence the Vice-Chair of the Planning Committee in consultation with one other committee member and the Town Clerk, to have executive

powers to make observations, where it is not possible to convene a meeting of the Committee in time to meet the deadline date for return of observations to the Planning Officer. Where the executive power has been exercised, the observations made to the Planning Officer are to be reported to the next meeting of the Town Planning Committee or direct to the next meeting of the Town Council if sooner;

- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect; (*see also standing order 24*).

#### **16. Responsible financial officer**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

#### **17. Accounts and accounting statements**

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply at each Finance & Delivery Committee a statement to summarise:
  - i. the Council’s income and expenditure for the most recently closed month, and any months that have closed since the previous Finance & Delivery Committee;
  - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the year to date balances held at the end of the month being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide at the Finance & Delivery Committee:
  - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the final month and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required

by proper practices, for consideration and approval.

- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council, currently 5 days in line with agenda deadline. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 18. Financial controls and procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. **Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum the following steps:**

- .
- Any invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of the council.
- Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any of the tender before the expiry of the deadline for submission.
- Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a late tender, estimate or quote who was present when the original decision making process was undertaken.

Neither the Council, nor a committee or a sub committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

- e **Where the value is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

#### **19. Handling staff matters**

- a A matter personal to a member of staff that is being considered by any meeting is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Personnel Committee of absence occasioned by illness or other reason.

- c The chair of the Personnel Committee and Finance and Delivery Committee or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual Personal Development Plan (appraisal) of the work of the Town Clerk. It should be reported to the Personnel Committee that this has taken place.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Personnel Committee or in their absence, the vice-chair of the Personnel Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised relates to the chair or vice-chair of the Personnel Committee, this shall be communicated to another member of the Personnel Committee, which shall be reported back and progressed by resolution of the Personnel Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

## 20. Canvassing of and recommendations by councillors

- a Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

## 21. Responsibilities to provide information

See also standing order 22.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the**



**requirements of the Local Government (Transparency Requirements)  
(England) Regulations 2015.**

**22. Responsibilities under data protection legislation**

Below is not an exclusive list. See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

**23. Relations with the press/media**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

**24. Execution and sealing of legal deeds**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 24(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of the Mayor/Deputy Mayor who shall sign the deed as a witness.**

- c Delegated authority is provided to the Mayor and Town Clerk to 'seal' personal documents as required subject to a separate register of records being maintained.

**25. Communicating with district and county councillors**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

**26. Restrictions on councillor activities**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

**27. Casual Vacancy**

Following the death of a Councillor, Casual Vacancy notices will be placed the day after the funeral.

**28. Standing orders generally**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.
- c A motion to *permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two thirds of the councillors at a meeting of the council vote in favour of the same.*
- d The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible upon delivery of his declaration of acceptance of office.
- e The decision of the chair of a meeting as to the application of standing orders

at the meeting shall be final.

- f A councillors failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders

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Sevenoaks Town Council – 22<sup>nd</sup> July 2024

Events Attended - 2024/2025

Mayor: Councillor Libby Ancrum

Day & Time	Date	Organisation & Event/Venue	Attended	
Wed 12.00	15 May	Women of Kent Luncheon – Mercure Hotel Maidstone	Mayor	1
Sun 7.30	19 May	Sevenoaks Symphony Orchestra = Orchestral Concert	Mayor	2
Thurs 2.30	23 May	Kippington Nursing Home – Celebration of recent refurbishment	Deputy	3
Fri 6.30	24 May	Porchlight Sleepout – Walthamstow Hall Senior School	Deputy	4
Sun 10.30	26 May	Sevenoaks Bowling Club – Open Day	Deputy	5
Tues. 6.30	28 May	Guided Tour of Sevenoaks Town	Mayor	6
Sun 3.30	2 June	Sevenoaks Quaker Meeting – Rising Stars and the Way Ahead	Mayor	7
Thur 7.00	6 June	D-Day 80 – Procession and Beacon Lighting on the Vine	Mayor	8
Wed 10.30	12 June	Spadework's 40 <sup>th</sup> Anniversary	Mayor	9
Sat 9.55	15 June	Infinity Launch	Mayor	10
Mon 9.00	17 June	Refugee Week – Desperate Journeys with St Thomas's School	Mayor	11
Wed 1.15	19 June	Refugee Week – Desperate Journeys with Lady Boswell's School	Mayor	12
7.00		With SWR		13
Thurs 7.00	20 June	Refugee Week – Desperate Journeys with Air Cadets	Mayor	14
Fri 2.00	21 June	Lullingstone Country Park -Unveiling of a Sculpture in the Landscape.	Mayor	15
Sat 11.00	22 June	Opening of the Sevenoaks Summer Festival	Mayor	16
Sat	22 June	Go Wild at Bat and Ball Centre	Mayor	17
Sun 3.00	23 June	Mayor's Civic Service at St Luke's Church	Mayor	18
Sun 7.30	23 June	Sevenoaks Philharmonic Choir – The Mikado at the Stag	Mayor	19
Mon 10.20	24 June	Chairman SDC – Fly the Flag for Armed Forces Day	Mayor	20
Tues 10.15	25 June	Chairman KCC – Armed Forces Day Flag Raising	Mayor & Consort	21
Wed 3.00	3 July	Riding for the Disabled – Carriage Driving Event	Deputy	22
Thurs 4.45	4 July	Friends of Rheinbach – Meet and Greet visitors from Germany	Deputy	23
Tues 7.15	9 July	Sevenoaks Air Cadets – Annual General Meeting	Mayor	24
Thurs 11.00	11 July	Mayor of Medway – Call the Midwife Tour at Chatham Dockyard	Mayor + 1	25
Thurs 1.30	11 July	West Heath School – Prize Giving	Deputy & Cllr. Canet	26
Thurs 6.00	11 July	Sevenoaks Chamber of Commerce Penshurst Place	Mayor	27
Fri 5.00	12 July	Community Police VAWG Walk & Talk Knole Park	Mayor	28



## 2024 – 2025

### The Mayor of Sevenoaks Councillor Libby Ancrum Provisional Dates for Mayoral Events

<b>May/June 2024</b>  Sunday 23 June Civic Service  29 June Armed Forces Day	<b>July 2024</b>  Saturday, 20 <sup>th</sup> July Green Walk & Talk  Monday, 29 <sup>th</sup> July Peppercorn Rent Ceremony	<b>August 2024</b>
<b>September 2024</b>  3 September Merchant Navy Day  22 September STC 50 <sup>th</sup> Anniversary Celebration	<b>October 2024</b>  Thurs 17 October Autumn Walk Darenth Valley Rail link	<b>November 2024</b>  Sunday 10 November Remembrance Day  Monday 11 November Armistice Day  Tree Planting
<b>December 2024</b>	<b>January 2025</b>	<b>February 2025</b>  15 February Quiz Night
<b>March 2025</b>  8 March International Women's Day Lunch  10 March Commonwealth Day	<b>April 2025</b>  End of Term Reception  Tour of Knole House	<b>May 2025</b>