



8th October 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 14th October 2024 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/EVjURICYtT0?feature=share> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by request.

Members of the public wishing to address the Council Meeting should notify the Town Council by 12 noon on the day of the meeting. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.

Town Clerk

To assist in the speedy and efficient despatch of business, members wishing to obtain factual information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

PUBLIC QUESTIONS

To enable any questions previously submitted by members of the public on any matter to be drawn to the attention of the Town Council.

AGENDA

1	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	—
2	<u>REQUESTS FOR DISPENSATIONS</u> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).	—

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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>LONGSPRING WOODS: HIS MAJESTY THE KING SENDS CONGRATULATIONS FOR SAVING ANCIENT WOODLANDS FOR THE SEVENOAKS COMMUNITY</u> To note that, following the successful campaign and donations from local residents of more than £100,000 in 23 days, the Town Council's recent purchase of Longspring Woods had received a surprise message of congratulations from His Majesty King Charles III: <i>"His Majesty was deeply touched to hear of the community effort involved in preserving this ancient woodland for public use and hopes that you will be so kind as to convey The King's warmest thanks and good wishes to everyone who was part of this important initiative.</i> <i>His Majesty, trusts that you, the Town Councillors, and residents of Sevenoaks, will enjoy a most memorable celebration."</i>	-
5	<u>MINUTES OF PREVIOUS MEETING</u> To receive, adopt and sign the Minutes of the meeting of the Sevenoaks Town Council held on 2 nd September 2024 as a true record.	Attached
6	<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
6.1	<u>Planning & Environment Committee</u> 9 th September 2024 23 rd September 2024 7 th October 2024	
6.2	<u>Finance & Delivery Committee</u> 2 nd September 2024	
6.3	<u>Community & Wellbeing Committee</u> 16 th September 2024	

7	<p><u>FREEDOM OF INFORMATION REQUEST</u></p> <p>To note following request received under the Freedom of Information Act 2000:</p> <table><tr><th>Date Received</th><th>Date Responded</th><th>From</th><th>Topic</th><th>STC Hours to respond</th></tr><tr><td>20/08/2024</td><td>04/09/2024</td><td>RFO/ Town Team Facilitator</td><td>Business Improvement District</td><td>45 Minutes</td></tr></table>	Date Received	Date Responded	From	Topic	STC Hours to respond	20/08/2024	04/09/2024	RFO/ Town Team Facilitator	Business Improvement District	45 Minutes	-
Date Received	Date Responded	From	Topic	STC Hours to respond								
20/08/2024	04/09/2024	RFO/ Town Team Facilitator	Business Improvement District	45 Minutes								
8	<p><u>REPORTS TO COUNCIL – STC REPRESENTATIVES ON EXTERNAL ORGANISATIONS</u></p> <p>To receive reports from representatives on external organisations, if any.</p>	—										
9	<p><u>MAYOR’S ENGAGEMENTS</u></p> <p>To receive and note:</p> <ul style="list-style-type: none">a) the functions attended by the Mayor or her representative up to 6th October 2024b) the forthcoming Civic Events being organised by the Mayor during 2024/2025	Attached Attached										
10	<p><u>PRESS RELEASE</u></p> <p>To consider any agenda item which would be appropriate for a press release.</p>	—										

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Sevenoaks Town Council
Minutes of the Town Council Meeting held on 2nd September 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/p8Lsl4qPitA?feature=share>

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 7.15 p.m.

Cllr Libby Ancrum, Mayor	Apologies	Cllr Sally Layne	Present
Cllr Sue Camp	Present	Cllr Lise Michaelides	Present
Cllr Dr Marilyn Canet	Apologies	Cllr Lionel O'Hara	Apologies
Cllr Tony Clayton, Deputy Mayor (In the Chair)	Present	Cllr David Skinner OBE	Apologies
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	Present

In Attendance: Deputy Town Clerk & Responsible Finance Officer, Senior Committee Clerk and Planning Committee Clerk.

Members of Public in Attendance: 1

Representations received from Members of the Public

Cllr Richard Streatfeild, Sevenoaks District Council & Kent County Council (KCC), gave an update on key matters:

- KCC had a £30m rollover debt and was looking to make £80-90m savings
- The budget process would begin in mid-October
- The formal decision had yet to be made about the Adult Education Centre
- His recent casework had been focused on the Old Meeting House with discussions with the applicant and local residents
- An enforcement order was being investigated regarding the current use.

275 Apologies for Absence: as shown above.

276 Requests for Dispensations: none received.

277 Declarations of Interest: none received.

278 Minutes of the Meeting of Sevenoaks Town Council held on 22nd July 2024

RESOLVED: to accept and sign the minutes of the Sevenoaks Town Council meeting held on 22nd July 2024 as a true record.

279 Minutes of Committees

279.1 Planning & Environment Committee

RESOLVED: To receive and adopt the minutes of the meetings of the Planning & Environment Committee held on 29th July, 12th August and 27th August 2024 as true records.

Sevenoaks Town Council
Minutes of the Town Council Meeting held on 2nd September 2024

279.2 Finance & Delivery Committee

RESOLVED: To receive and adopt the minutes of the meeting of the Finance & Delivery Committee held on 22nd July 2024 as a true record.

279.3 Community & Wellbeing Committee

Noted that the minutes of the meeting of the Community & Wellbeing Committee on 5th August 2024 had been included as an agenda item in error, as the meeting had been cancelled due to lack of business.

280 Appointment to Greatness Recreation Ground Working Group

RESOLVED: that Cllr Chloe Gustard be appointed to the Greatness Recreation Ground Working Group in her capacity as Chair of Youth Services Working Group and representative of young people.

281 New Lease: Sevenoaks Allotment Holders Association (SAHA)

Consideration was given to the renewal of the lease with SAHA for land at Quaker's Hall Allotments (being the Trading Centre). It was noted that the figure in respect of utilities costs had been increased from £100 to £150.

RESOLVED that:

- 1) the lease between Sevenoaks Town Council and Sevenoaks Allotment Holders Association Limited in relation to land at Quaker's Hall Allotments be approved for a term of 4 years from 1st October 2024 to 30 September 2028, at a peppercorn rent
- 2) the lease be signed by the Deputy Mayor.

282 Sevenoaks District Council (SDC) Consultation on Planning Validation List

Consideration was given to the draft response to SDC's consultation on its planning validation list, prepared by a Working Group appointed by the Planning & Environment Committee, and submitted to this meeting for approval in order to meet the consultation deadline.

RESOLVED: That the draft response to Sevenoaks District Council's consultation on its planning validation list be approved.

283 Councillor Reports: Town Council Representatives on External Organisations

The following updates were noted:

Friends of Rheinbach

Cllr Dr Peter Dixon reported that Friends of Rheinbach had a useful meeting with the Town Council's Community Engagement Manager to discuss revamping of their website and other IT issues. They had also been put in touch with Paul Lansdale, Sevenoaks Football Club, to discuss the possibility of a football camp next summer for 10- to 13-year-old boys and girls from Rheinbach.

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Sevenoaks District Arts Council (SDAC)

Cllr Victoria Granville reported that the annual grant from Sevenoaks District Council to SDAC had stayed the same at £2500 to award to other arts organisations. The District Council had asked what SDAC's plans were for the future. A Working Group had been formed to look at the Arts Centre proposal and the Cultural Quarter concept being developed.

The Deputy Mayor commented that this would tie in with the monitoring of the Sevenoaks Town Neighbourhood Plan.

284 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 23rd August 2024
- b) forthcoming Civic Events being organised by the Mayor during 2024-25.

285 Press Release: None

There being no further business the Deputy Mayor closed the meeting.

Signed Dated
Mayor

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Sevenoaks Town Council Meeting – 14th October 2024

Events Attended – 2024/2025

Mayor: Councillor Libby Ancrum
Deputy Mayor: Councillor Tony Clayton
& Mayors Representatives

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 th 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
Sat	6 July	Rheinbach Dinner	Mayor	24
Tues 7.15	9 July	Sevenoaks Air Cadets – Annual General Meeting	Mayor	25

Sevenoaks Town Council Meeting – 14th October 2024

Day & Time	Date	Organisation & Event/Venue	Attended	
Thurs 11.00	11 July	Mayor of Medway – Call the Midwife Tour at Chatham Dockyard	Mayor + 1	26
Thurs 1.30	11 July	West Heath School – Prize Giving	Deputy & Cllr. Canet	27
Thurs 6.00	11 July	S'oaks Chamber of Commerce Penshurst Place	Mayor	28
Fri 5.00	12 July	Community Police VAWG Walk & Talk Knole Park	Mayor	29
Thurs 6.30	18 July	Kent Police – S'oaks Independent Advisory Service	Mayor	30
Sat 10.00	20 July	Green Walk & Talk with the Mayor	Mayor	31
Sat 6.30	20 July	Royal British Legion – Kent County Coronation Dinner at Bearsted Golf club	Mayor & Cllr Camp	32
Sat 7.30	27 July	Lydian Orchestra Concert at Unity Hall, Southborough	Mayor & Cllr Shea	33
Mon 11.30	29 July	Peppercorn Rent Ceremony The Vine	Mayor	34
Thur 10.30	01 Aug	Family Fun Day at Greatness Recreation Ground hosted by Town Council	Mayor	35
Thurs 6pm	08 Aug	Committee meeting: League of Friends Sevenoaks Hospital	Mayor	36
Tues 2.30-3.45	13 Aug	Crufts event at Weald Heights Care Home	Mayor	37
Wed 10:30	14 Aug	Rockdale Housing Association – Garden Refurbishment	Mayor	38
Mon 12.30	19 AUG	Rockdale Housing Assoc. – Rockdale Fete launch of Village	Cllr Granville & Cllr Canet	39
Tues 1.50	20 Aug	Wind in the Willows Bat and Ball Centre	Cllr Shea & Cllr Dixon	40
Thur 1.50	22 Aug	Wind in the Willows Greatness Recreation Ground	Cllr Canet	41
Fri 1.50pm	23 Aug	Wind in the Willows Vine Gardens	Cllr Granville & Cllr Canet	42
Friday 11am	23 Aug	Greatness Skate Park Event	Cllr Granville & Cllr Canet	43
Friday 6.00pm	23 Aug	Mayor of Swanley 50 th Anniversary Spectacular	Deputy Mayor & Consort	44
Thurs 6.00pm	29 Aug	Makers Exhibition – Kaleidoscope Gallery Private view	Deputy Mayor	45
Sat 11.00 2.00pm	31 Aug	Faversham Int Hop Festival	Deputy Mayor & Consort	46
Sun	1 Sept	Heavy Horse Show (S'oaks RDA) stand at show	Deputy Mayor	47
Sun 3.00	1 Sept	Oxted Band at Vine Bandstand – last STC concert of summer season	Cllr Layne	48
Tues 9.45	3 Sept	Fly the Flag for Merchant Navy Day- SDC Offices	Deputy	49
Wed 11.00 -2.00pm	4 Sept	Mayor of Maidstone Tour of Hush Heath Vineyard £40pp	Deputy & Consort	50

Sevenoaks Town Council Meeting – 14th October 2024

Day & Time	Date	Organisation & Event/Venue	Attended	
Sat 11.45	7 Sept	S'oaks Street Food Festival on the Vine	Deputy Mayor	51
Mon 8.50am	9 Sept	SDC Chairman 999 flag raising at SDC offices	Deputy	52
Tues 12-4pm	10 Sept	Mayor of Swanley Indoor Bowls and Afternoon Tea	Deputy Mayor & Cllr Layne	53
Fri 1.00	20 Sept	Sevenoaks School – Meeting with Jesse Elzinga	Mayor & Consort	54
Sat 10.00	21 Sept	Bicycle Festival at the Vine – Mayor invited to open event – (initial contact Mike Reid)	Mayor	55
Sat 1pm	21 Sept	BBQ celebrating Sevenoaks Ladies Joggers 25th anniversary. Oaks blokes 15 years at Hollybush.	Mayor & Consort	56
Sun 3pm	22 Sept	STC 50 th Anniversary Gathering at the Bat and Ball centre.	Mayor & Cllrs	57
Tues 3-5pm	24 Sept	Mayor of Maidstone Garden Party- The Orangery Turkey Mill	Deputy & Deputy Consort	58
Wed 7pm-9pm	25 Sept	VIP opening- Deckhouse	CEO, Mayor, Deputy, Cllr	59
Thurs 10.00-12:00pm	26 Sept	Guide Dogs- Blindfold Walk around Sevenoaks Town- Mayoral Form received.	Mayor	60
Sat 2.00	28 Sept	Opening of Long Spring Woods	Mayor & Councillors	61
Sat 6.00	28 Sept	Life on High – 5 Year Anniversary Cocktail Party	Mayor +1	62
Sun 4.00	29 Sept	Sevenoaks District Scouts – Annual General Meeting	Deputy	63
Sun 6.30	29 Sept	Chair Folkestone & Hythe DC – Civic Evensong	Mayor & Consort	64
Mon 8.00	30 Sept	Mayor of Medway – Charity Walk	Mayor & Consort	65
Tues 10.30	1 Oct	Judging Christmas Lights Competition	Mayor & Consort	66
Thurs 2.00	3 Oct	Launch of Mat Ball's new book at Sevenoaks Book Shop	Mayor	67
Fri 2.00	4 Oct	Mayor of Dartford – Afternoon Tea	Mayor + 1	68
Fri 6.30	4 Oct	Mayor of Swanley – Autumn Ball	Mayor & Consort	69
Sat 8.00	5 Oct	Welcome Youth Rugby Squad from South Africa	Mayor	70
Sun 5.30	6 Oct	Stag Youth Theatre Film in a Week Course	Mayor	71



2024 – 2025

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

May/June 2024 Sunday 23 June Civic Service 29 June Armed Forces Day	July 2024 Saturday, 20 July Green Walk & Talk Monday, 29 July Peppercorn Rent Ceremony	August 2024
September 2024 3 September Merchant Navy Day 22 September STC 50 th Anniversary Celebration 28 September Opening Longspring Wood	October 2024 Thurs 17 October Autumn Walk Darenth Valley Rail link	November 2024 Sunday 10 November Remembrance Day Monday 11 November Armistice Day Tree Planting
December 2024	January 2025	February 2025 15 February Quiz Night
March 2025 7 March International Women's Day Lunch 10 March Commonwealth Day	April 2025 End of Term Reception Provisional Date Wednesday 23 rd April Tour of Knole House	May 2025 Provisional Date Wednesday 7 th May Luncheon at Chevening House