



3rd December 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 9th December 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/-YoZ1E_GiEE 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.

Deputy 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	—

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	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 25 th November 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	Planning & Environment Committee on 2 nd December 2024	
5.2	Finance & Delivery Committee on 25 th November 2024	
6	<u>MAYOR – ANNUAL PRESENTATION OF PAINTING FOR THE COUNCIL’S COMMUNITY ART COLLECTION</u>	–
7	<u>PRESENTATION OF IN BLOOM CERTIFICATES</u>	–
8	<u>REPORTS TO COUNCIL – STC REPRESENTATIVES ON EXTERNAL ORGANISATIONS</u> To receive reports from representatives on external organisations, if any.	–
9	<u>MAYOR’S ENGAGEMENTS</u> To receive and note: a) the functions attended by the Mayor or her representative up to 30 th November b) the forthcoming Civic Events being organised by the Mayor during 2024/2025 – please note change of date for Mayor’s Quiz Night, now on 1 st March 2025.	Attached Attached
10	<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 25th November 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/ae2SHEhY1lw?feature=share>

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 7.19 p.m.

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

In Attendance: Town Clerk and Deputy Town Clerk & Responsible Finance Officer

Prior to the meeting, a minute's silence was held in memory of former
Mayor and Town Councillor Richard Parry

Members of Public in Attendance:1

Public Questions: None.

Representations received from Members of the Public

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

- Future of Adult Education Centre
- SEN scrutiny
- KCC budget discussions
- Local Government Reorganisation – Unitary White Paper
- Adult Social Care changes

420 Apologies for Absence: as shown above.

421 Requests for Dispensations: none received.

422 Declarations of Interest: none received.

423 Minutes of the Meeting of Sevenoaks Town Council held on 14th October 2024

RESOLVED: to accept and sign the minutes of the Sevenoaks Town Council meeting held on 14th October 2024 as a true record.

Sevenoaks Town Council
Minutes of the Town Council Meeting held on 25th November 2024

424 Minutes of Committees

424.1 Planning & Environment Committee

RESOLVED: To receive and adopt the minutes of the meetings of the Planning & Environment Committee held on 21st October, 4th November and 18th November 2024 as true records.

424.2 Finance & Delivery Committee

RESOLVED: To receive and adopt the minutes of the meeting of the Finance & Delivery Committee held on 14th October 2024 as a true record.

424.3 Personnel Committee

RESOLVED: To receive and adopt the minutes of the meeting of the Personnel Committee held on 30th October 2024 as a true record

425 Ex-officio Position of Mayor on Committees and Working Groups

RESOLVED: That voting rights for the Mayor, as Ex-officio on Committees and Working Groups of the Town Council, be reintroduced.

426 Appointment of Representative to Lady Margaret Boswell's Church of England Educational Charity

RESOLVED that: Cllr Dr Merilyn Canet be appointed as the Sevenoaks Town Council representative on Lady Margaret Boswell's Church of England Educational Charity.

427 Amendments to Schedule of Meetings 2024/25

RESOLVED: To approve the proposed amendments to the schedule of meetings for 2024/25.

428 Freedom of Information Request

RESOLVED: To note the following information request received under the Freedom of Information Act 2000:

Date Received	Date Responded	From	Topic	STC Hours to respond
29/10/24	07/11/24	Responsible Finance Officer	Expenditure on Christmas Lights	1 hour

429 Councillor Reports: Town Council Representatives on External Organisations

The following update was noted:

Cllr Granville reported that the Sevenoaks District Arts Council had convened a Working Group to review potential for public art in Sevenoaks town in and around the District Council's Land East of High Street development.

Sevenoaks Town Council
Minutes of the Town Council Meeting held on 25th November 2024

430 Mayor's Engagements

Councillors received and noted the reports of Mayoral Activities.

RESOLVED: To note and accept the reports relating to Mayoral activities:

- a) functions attended by the Mayor or her representative up to 15th November 2024
- b) forthcoming Civic Events being organised by the Mayor during 2024-25

431 Press Release: None.

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

Signed
Mayor

Dated

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Sevenoaks Town Council – 9th December 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 – 9th December 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	Crafts 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

Sevenoaks Town Council – 9th December 2024

Day & Time	Date	Organisation & Event/Venue	Attended	
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
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 Matt Ball's new book at Sevenoaks Book Shop	Mayor	67
Fri 2.00	4 Oct	Mayor of Dartford – Afternoon Tea	Mayor + 1	68

Sevenoaks Town Council – 9th December 2024

Day & Time	Date	Organisation & Event/Venue	Attended	
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
Wed 2.00	9 Oct	Sevenoaks Literary Festival – Presentation by Lucy Strange to year 5 students	Mayor	72
Fri 7.00	11 Oct	Chairman SDC – Race Night at Horton Kirby and South Darenth Village Hall	Mayor & Consort Deputy Mayor & Mayoress	73
Sat 10.00	12 Oct	Bradbourne Riding for the Disabled – Knole Ride	Mayor	74
Sat 7.00	12 Oct	D’Vine Singers – 10 th Anniversary Concert	Mayor & Consort	75
Thurs 10.00	17 Oct	Autumn Leaves – Train from Bat & Ball to Swanley	Mayor	76
Fri 6.30	18 Oct	Sevenoaks Business Awards Gala Dinner	Mayor & Consort	77
Sat 11.30	19 Oct	Emily Jackson Care Home – Cars and Coffee	Mayor	78
Fri 10.30	25 Oct	Kent Civic Launch of the Poppy Appeal 2024	Deputy Mayor	79
Sun 7.30	27 Oct	Listening Room Music Agency – Concert at The Ship Theatre, Walthamstow Hall.	Mayor & Consort	80
Fri 2.00	1 Nov	Mayor of Bromley – Charity Talk and tour of Bethlem Museum of the Mind and Bethlem Gallery	Mayor & Consort	81
Sat 10.00	2 Nov	Mayor of Swale – Tour of Historic Sheppey	Mayor & Guest	82
Sat 6.00	2 Nov	Festival of Remembrance at Rochester Cathedral – Eynsford Concert Band	Mayor & Guest	83
Sun 4.00	3 Nov	Informal Service at The Drive Methodist Church	Mayor & Guest	84
Tues 5.00	5 Nov	Switch- on Lights at the Vine (Trees)	Mayor	85
Wed 10.30	6 Nov	Sevenoaks Chamber of Commerce AGM at Bat&Ball Station	Mayor	86
Thurs 6.30	7 Nov	Lord Lieutenant – Awards Ceremony at The Royal Military School of Engineering, Chatham Consort Councillor Sandra Robinson	Mayor & Consort	87
Sun 11.00	10 Nov	Remembrance Service and Parade	Mayor & Consort	88
Mon 11.00	11 Nov	Armistice Day – Mayor to lay crosses on the War Graves at Greatness Cemetery	Mayor & Cllrs	89
Thurs 12.20	14 Nov	Guide Dogs for the Blind – Informal Lunch to thank their supporters at Hope Church, Mill Lane	Mayor	90
Sun 3.00	17 Nov	Sevenoaks Symphony Orchestra – Concert at the Stag Theatre	Mayor & Consort	91
Wed 11.00	20 Nov	Photos at STC Offices- Paul Burgess	Mayor	92

Sevenoaks Town Council – 9th December 2024

Day & Time	Date	Organisation & Event/Venue	Attended	
Wed 7.00	20 Nov	Mayor of Bexley – Performance of “Mermaid” by Rose Bruford College	Mayor & Consort	93
Sat 6.30	23 Nov	Sevenoaks Lions Club - 55th Charter Dinner Dance to be held at Wildernesse Golf Club	Deputy Mayor & Mayoress	94
Tues 6pm	26 Nov	Guys and Dolls- Walthamstow Hall	Mayor	95
Sat 3.00	30 Nov	Christmas Lights Switch-on	Mayor	96
Sat 7.00	30 Nov	Christmas Concert at St Nicholas Church	Mayor	97



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
March 2025 1 st March Quiz Night 7 th March International Women's Day Lunch 10 th March Commonwealth Day	April 2025 9 th April Mayor's Volunteers Thank You Reception Wednesday 23 rd April Tour of Knole House	May 2025 Wednesday 7 th May Luncheon at Chevening House