

Sevenoaks Town Council – 22nd April 2024

Minute Number and Date	Action	Update/Status
11 th September 2023 (Action completed)		was approved with amendments and submitted to KCC.
196 3 rd July 2023 (Action agreed) 466 6 th November 2023 (Action completed)	To informally consult on proposed additional parking restrictions at the Keep Clear section at Clare Way , and decide whether to pursue a Traffic Protection Order to enforce it.	Due to equal mix of strong responses from the informal consultation, Councillors agreed to keep the situation under review, with the hopes that the consultation and potential for subsequent TRO would act as a successful deterrent.
269 31 st July 2023 (Action agreed) 298 29 th August 2023 (Action completed)	To produce and agree a formal response to KCC's Family Hub Services public consultation .	Copy of Cllr Gustard's personal response was received, amended and approved by the Planning Committee on 29 th August 2023.
285 14 th August 2023 (Action agreed) 299 29 th August 2023 (Action completed)	To produce and agree a formal response to Southeastern's consultation on the proposed future of ticket offices .	Cllr Clayton's draft response and other collated Cllr responses were received, amended and approved by the Planning Committee on 29 th August 2023.
405 9 th October 2023 (Action completed)	Register Longspring Woods and Longspring Field as Assets of Community Value	Longspring Woods confirmed successful, Longspring Field confirmed unsuccessful.
508 20 th November 2023 (Action agreed and Working Group formed) 592 8 th January 2024 (Action completed)	To produce and agree a formal response to SDC's Local Plan 2040 Regulation 18 Part 2 Public Consultation	Completed via Working Group comprising Cllr Wightman, Cllr Gustard, Cllr Dr Canet and Cllr Shea, with assistance from Planning Committee Clerk and comments from Cllr Clayton. Approved by Planning Committee 8 th January 2024. Submitted to Sevenoaks District Council 11 th January 2024.
556 4 th December 2023 (Action agreed) 593 8 th January 2024 (Action completed)	To produce and agree a formal response to KCC's Draft Local Flood Risk Management Strategy	Draft response prepared by Cllr Granville, amended with Planning Committee comments agreed 18 th December 2023. Approved by Planning Committee 8 th January 2024 Submitted to Kent County Council.

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Completed Matters – Actions COMPLETED via Sevenoaks Town Council’s **Finance & General Purposes Committee** since the election of the Town Council’s new Councillors 2023-2027 up to present.

Minute Number and Date	Action	Update/Status
08 – F&GP 3.4.2017 263 – F&GP 18.9.2017 222 - OSL 3.9.18 197 – F&GP 05.08.19	Street Lighting – completion of final stage of project seeking agreement of private roads to contribute towards their streetlights.	Completed. All private roads have now agreed to contribute towards their streetlights. All seven lights in Woodside Road were replaced on 25 August and baffles fitted to the one outside No.16.
626 F&GP 27.02.23 44 F&GP 24.04.23	RESOLVED: That Sevenoaks Town Council re-tender for both the Saturday High Street and Wednesday Markets on the basis set out in the Officer’s report.	Completed It was noted that the Town Council had been successful in its tenders to Sevenoaks District Council to operate the Wednesday and Saturday Markets in Sevenoaks Town.
51 F&GP 24.04.23	RESOLVED: To formally approve the recruitment of the RFO / Deputy Town Clerk as per the Town Clerk’s report	Completed: Georgina Jackson appointed and took up the post end September 2023.
128 12.06.23	Current Matters & Priorities. It was noted that the Town Council Priorities would be reviewed in a few months’ time.	Completed: Draft Sevenoaks Town Council Priorities approved by Community Infrastructure Committee on 30.10.23., adopted by Town Council Meeting 27.11.23.
253.1 24.07.23	Cllr Wightman and Cllr Dixon to meet with the new Responsible Finance Officer, once in post, to review the current investment of funds to seek an increase in returns.	Completed November 2023.
257 24.07.23	RESOLVED that:the Sevenoaks Town Council Communications Engagement Strategy be reviewed by the Communications Working	Completed: Adopted by Committee on 27.11.23.

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Minute Number and Date	Action	Update/Status
	Party and submitted to a future meeting.	
389 02.10.2023	RESOLVED: 1)That a new wireless fire alarm system be installed at the Town Council office building by the current fire protection contractor. 2)That the expenditure of £4,275.00 be taken from the Contingency Budget	Completed
392 02.10.23	Grants awarded: Sevenoaks Counselling - £2000 Hi Kent - £1,000 Baby Umbrella - £2,600	Grants paid.
532 27.11.23	RESOLVED: That the expenditure of £1,875 for the installation of the new feeder pillar and cable for Christmas lights at No.30 London Road be met from Community Infrastructure Levy (CIL) funds.	Completed, installed November 2023.
534 27.11.23	RESOLVED: That £15,000 funding from 2023/24 contingency be approved for the West Kent Housing, Sevenoaks District Detached Youth Work Project for 2024-2025 subject to appropriate reporting and delivery measures being put in place.	Completed. Project commenced 2024/25.
537 27.11.23	Grant award of £5,000 for core seed funding to Sevenoaks Summer Festival 2024.	Grant paid for expenditure in 2024.
605 27.11.23	RESOLVED: That the server decommission project [including replacement of 8 computers] be completed at a cost of £6,985.95, to be paid for out of Establishments (cost centre 31), noting saving of £2,898.13 on renewing licenses.	Completed January 2024.
606 27.11.23	RESOLVED: That £14,267.66 CIL funding be awarded to The Stag Theatre for its LED stage lighting upgrade.	Funds transferred to the Stag.
7143 26.02.24	Grants awarded: Friends of Pontoise - £250 Friends of Rheinbach -£250 Art in June - £500	Grant awards presented at Annual Town Meeting 11 th March 2024.

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Minute Number and Date	Action	Update/Status
	South East open Studios - £250 Sevenoaks Three Arts - £600 West Kent Mediation - £900 Sevenoaks Voluntary Transport Group - £1,000 Sevenoaks Samaritans - £1,488 Baby Umbrella - £500 West Kent Mind - £2,500 Stag Community Arts Centre - £4,000 Sevenoaks Bowling Club - £1,000	

Completed Matters – Actions COMPLETED via Sevenoaks Town Council’s **Community Infrastructure Committee**, since the election of the Town Council’s new Councillors 2023-2027 up to present.

Minute Number and Date	Action	Update/Status
Minute 165 26.06.23	RESOLVED: To RECOMMEND to full Council that the further consultation on the 20mph speed limit for Sevenoaks Town area be undertaken by the Town Council	Agreed by Council on 24.07.23. Consultation undertaken 1 st November – 14 th December 2023. Results reported to Joint Transportation Board on 20 th March 2024. Recommendation by JTB for reduced scheme to be delivered with 4 roads removed.
Minute 169 23.06.23	RESOLVED that: arrangements be put in place for new Town Councillors to receive Cyber Security information .	Cyber security training for Councillors took place on 05.01.2024.
Minute 319 11.09.2023	RESOLVED that: 1) Sevenoaks Town Council accepts the quotation of £54,509 net from Kings Ramps for the refurbishment of the Skateboard Park , in order for works to progress and be installed for half term school holiday and an ‘event’ to be arranged for young people; and	Skateboard Refurbishment completed October 2023. See also in Youth Services Committee section below.

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Minute Number and Date	Action	Update/Status
	2) The additional £14,509 be used from current provision of CIL.	
320 11.09.2023	<p>Approval given to applications to be submitted to Sevenoaks District Council CIL Board by 15th September for decision in November 2023. in respect of:</p> <ul style="list-style-type: none"> • Electric Bus for the No. 8 route with a match funding of £25,000 from STC CIL and £35,000 from No. 8 Bus Earmarked Reserves. • Sevenoaks Town Football Club in its application to the SDC CIL Board for funding a new Pavilion with a match funding of £87,500 from current and future STC CIL receipts. • Town Centre Wayfinding Signage project with a match funding of £28,202 in the Town Councils Earmarked Reserves. • The Stag in its application to the SDC CIL Board for funding for new lighting with a match funding of £14,268 from current and future STC CIL receipts. 	<p>Bid submitted but unsuccessful.</p> <p>Bid submitted – successful.</p> <p>Bid submitted but unsuccessful.</p> <p>Bid submitted – unsuccessful. However, F&GP Committee subsequently approved £14,268 CIL funding for the Stag on 12.01.2024.</p>
30.10.2023 Minute 439	<p>Blue Skies Meeting – Sevenoaks Town Council Priorities</p> <p>RESOLVED: subject to the amendments agreed, to RECOMMEND to the next meeting of the Town Council that the Sevenoaks Town Council Priorities 2023 -2027 be approved and adopted.</p>	Adopted by Town Council on 27.11.23.

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Completed Matters – Actions COMPLETED via Sevenoaks Town Council’s **Open Spaces & Leisure Committee**, since the election of the Town Council’s new Councillors 2023-2027 up to present.

Minute Number and Date	Action	Update/Status
152 (iv) 05.07.21	<p>St Nicholas Church – Quinquennial Report</p> <p>Quotes from qualified stone masons for works mentioned in the Quinquennial report of 12.03.2021 have been obtained and will be reviewed by Officers.</p> <p>Two most competitive have been invited to requote with plan to complete works 2023/24.</p>	Work completed satisfactorily October 2023.
156 05.07.2021	<p>Greatness Recreation Ground Management and Improvement Plan Survey</p> <p>Meeting with stakeholders was held on 08.10.2021. It was agreed that a survey would be produced in 2022.</p> <p>The survey will be part of the professional consultant’s work required by the Football Foundation to progress the proposed new pavilion.</p> <p>STFC and STC jointly appointed consultant for public consultation in January 2023.</p>	<p>Public Consultation regarding current use and improvements to Greatness Recreation Ground commenced on 8 August and was due to close on 15 September 2023 but extended for one week to enable residents receiving notification via the Town Crier time to respond.</p> <p>The Greatness Recreation Ground Working Party has been formed to address survey results – initial meeting to be held on 25th April.</p>
206.5 10.07.2023	<p>Refurbishment of Skateboard Park at Greatness Recreation Ground</p> <p>It was noted that the skatepark has regular maintenance but needs fundamental repairs.</p>	Work completed October 2023.
255 F&GP 24.07.2023	<p>Finance & General Purposes Committee</p> <p>RESOLVED that:</p> <p>1) Option 1 set out in the report (replace all existing boards and resurface, retaining and strengthening existing frames) as recommended by the Youth Services Committee be approved; and</p>	A successful event to launch the re-opening of the Skatepark was held on 24 th October 2023.

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Minute Number and Date	Action	Update/Status
	<p>2) £40,000 of CIL funding be allocated to this project.</p> <p>At the Extra-ordinary meeting of the Community Infrastructure Committee held on 11th September, it was agreed that the quotation of £54,509 net from Kings Ramps be accepted, and the additional £14,509 be funded from CIL.</p>	
<p>208.1 10.07.2023</p>	<p>RESOLVED that:</p> <p>1) allotment rents for Quakers Hall Allotments be increased by no more than 10% i.e., to 23p per square metre, slightly more than the rate of inflation, with effect from 1st October 2024;</p> <p>2) that allotment rents for Bradbourne Vale Allotments be increased by 0.2p to round up to 22p per square metre, with effect from 1st October 2024.</p>	<p>It was noted that the 23p for QHA should have read 24p as the calculation was 21.8p + 2.2p. Error minuted as discussed and reported, the increase for QHA 2024-25 was therefore 5.5% and not 10%.</p> <p>Allotment tenants given required one year notice of increase.</p>
<p>213 10.07.2023</p> <p>668.9 02.12.24</p>	<p>Woodside Road Open Space RESOLVED:</p> <p>1) Officers to prepare a consultation leaflet to be circulated to local residents by Ward Councillors.</p> <p>2) To commission an updated Environmental Health report on the land to ensure there is no contamination.</p> <p>3) To begin implementing a plan of action in the Autumn subject to local support and result of Environmental Health report.</p> <p>The Committee further considered proposals for the Woodside Road open space, in the light of the £10,000 quotation received for the cleansing of the area of potentially contaminated land. It was noted that the site was safe but there was a risk of phosphorus contamination should the site be dug deep.</p>	<p>RESOLVED: That the Town Council does not proceed with the cleansing of the area of potentially contaminated land at Woodside Road, which is safe if left undisturbed by deep digging, and does not carry out public consultation on the matter.</p>

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Minute Number and Date	Action	Update/Status
214 10.07.2023	Mill Pond Wood steps from Seal Road	Project Completed.
215 10.07.2023	Raleys Car Park Permit Scheme RESOLVED: to expand the criteria to open applications to independent businesses alongside independent retailers.	All permits for 2024/25 have now been awarded.
353 08.11.2021	Kent Association of Local Councils – Fire Hydrant Initiative Awaiting information from KALC/KFRS with guidance on progressing scheme. Pending information from KFRS. STC liaising with representative from Sevenoaks Fire Station. KFRS advised that an online provision for reporting faulty hydrants is available via KCC website- Report a Fault.	Item removed from future Current Matters report.
522 14.02.2022 345.2 18.09.23	Sevenoaks Lawn Tennis Club - parking barrier in Raleys Car Park RESOLVED: to support the SLTC proposal subject to [conditions] RESOLVED: that the installation of the entry barrier be approved, subject to the width of the adjacent parking spaces not being reduced to less than 2,400mm.	Installation of new barrier has been completed.
582.4 13.02.2023	Vine - Condition of Grass RESOLVED: 1) To rule out the placement of a path down the middle of the grass; 2) To seed and temporarily fence off an area of the grass to allow it time to recover; and 3) To consider what can be installed in the garden to celebrate the Coronation	Grass was renovated in October. King Charles Coronation Roses planted in Vine Gardens in December.
582.5 13.02.23	Vine - Anti-social behaviour RESOLVED that Officers: 1) Review additional security arrangements to be taken;	Item was reported to Youth Service Committee. Enhanced CCTV was installed, and

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Minute Number and Date	Action	Update/Status
	<p>2) Continue and intensify communication with the Police; and</p> <p>3) Report back at the next Committee meeting.</p>	<p>existing/damaged toilet doors were replaced with more robust/steel doors.</p> <p>SDC consulted on PSPO. Consultation closed Sunday 24 September 2023.</p> <p>Results reported to Youth Services Committee 08.11.23.</p> <p>A Public Spaces Prohibition Order was implemented in February.</p>

Completed Matters – Actions COMPLETED via Sevenoaks Town Council’s **Youth Services Committee**, since the election of the Town Council’s new Councillors 2023-2027 up to present.

Minute Number & Date	Action	Update/ Status
<p>181 28/06/2023</p> <p>307.1 06/09/2023</p>	<p>RESOLVED: To purchase 1 class room repair kit at £375 for use over time at House in the Basement from the Youth Outreach Budget</p>	<p>Arranged with Team Repair for a session pack to go to House in the Basement.</p> <p>First session repairing retro games consoles had been very successful.</p>
<p>182 28/06/2023</p>	<p>RESOLVED: To fund the Design a Christmas Light Competition for £700 from the Youth Outreach Budget.</p>	<p>Completed. Winning Angel design manufactured and installed at the Stag on the 18th of December 2023, with the winner and her family present for the switch on with the Mayor.</p>
<p>185 28/06/2023</p>	<p>Skatepark Refurbishment RECOMMENDED: For the Finance & General Purposes Committee to review the options for funding the repairs as per option 1 to the skate park at £40,000.</p>	<p>Funding approved and refurbishment completed October 2023. Re-opening event held on 24th of October.</p>
<p>309 06.09.23</p>	<p>Grants awarded to:</p> <ul style="list-style-type: none"> Sevenoaks District Scouts - £1,335 & £250 	<p>Grants paid to recipients.</p>

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Minute Number & Date	Action	Update/ Status
	<ul style="list-style-type: none"> Sevenoaks Three Arts Festival, Young Musician of the Year 	
483 08.11.23	RESOLVED: To RECOMMEND to the Finance & General Purposes Committee that £15,000 funding be approved for the West Kent Housing, Sevenoaks District Detached Youth Work Project for 2024-2025 subject to appropriate reporting measures being put in place.	Approved at F&GP 27.11.23. Project commenced 2024/25.
650 24/01/2024	RESOLVED: To fund [skateboarding] sessions for girls with the remaining Youth Outreach Grant Budget of £600 and to pay the remainder of £510 from the Youth Outreach Grant Budget in the new financial year.	Six sessions arranged between 18 th April & 23 May.
761 20/03/2024	RESOLVED: Agreed grant awards for the following: <ul style="list-style-type: none"> Kent Youth Jazz Orchestra (KYJO) - £500 We are Beams - £1,440 	Grant award paid to KYJO. Funding for We are Beams for room hire in earmarked reserve to be used to pay invoices raised.

Completed Matters – Actions COMPLETED via Sevenoaks Town Council’s **Personnel Committee**, since the election of the Town Council’s new Councillors 2023-2027 up to present.

Minute Number and Date	Action	Update/Status
30.10.2023 Minute 454	Employee Assistance Programme RESOLVED: To recirculate information to Councillors about their ability to access the Employee Assistance Programme.	Completed.
30.10.2023 Minute 457	Town Clerk’s Report RESOLVED: To extend the current Heritage Engagement Officer post to the end of March 2024. With budget coming from STC 2023 / 2024 budget salary underspend rather than Bat & Ball Station reserves.	Completed.

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664 25.03.2024	RESOLVED: To note and accept the Finance & General Purposes Committee resolution in relation to annual cost of living pay increases for staff, and with effect from 1 st April 2024: i) To increase staff's pay with effect from 1 st April 2024, in line with National Agreement: <ul style="list-style-type: none">• £1,925 FTE permanent salary• 3.88% above SCP 44 / £50,000 p.a. ii) To pay Real Living Wage of £12 per hour for casual staff employed before 1 st April 2022. iii) To pay Government National Living Wage/ Minimum wage of £11.44 per hour for casual staff employed on or after 1 st April 2022.	Implemented from 1 st April 2024.
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