

**14 May 2024 at 7.30 pm\***  
or on the rising of Annual Council, whichever is the later.

**Council Chamber, Argyle Road, Sevenoaks**



# Special Cabinet

## Supplementary Agenda

	Pages	Contact
<b>2. Sub-Committee terms of reference</b>		
a) To agree the terms of reference of Advisory Committees (as set out in Appendix R to the Constitution) (Appendix marked to follow)	(Pages 1 - 4)	
<b>3. To appoint Memberships of Advisory Committees and Boards for the municipal year 2024/25</b> (Appendix marked to follow)	(Pages 5 - 8)	
<b>4. To appoint representatives to other organisations (Executive)</b> (Appendix marked to follow)	(Pages 9 - 10)	

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or [democratic.services@sevenoaks.gov.uk](mailto:democratic.services@sevenoaks.gov.uk).

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## **APPENDIX R: Cabinet Advisory Committees**

### **1. Introduction**

- 1.1. There shall be one advisory Committee for each Cabinet Portfolio

### **2. Terms of Reference**

- 2.1. Each Cabinet Advisory Committee shall:

- (a) undertake policy initiation and development;
- (b) consider such other matters as are referred to it by the Portfolio Holder;
- (c) at the request of either Cabinet or the Audit Committee carry out specific research and development projects and to submit recommendations to Cabinet; and
- (d) develop and approve its annual work plan ensuring that there is efficient use of the Committee's time.
- (e) The Cabinet Member be requested to provide a report to each meeting outlining their activities since the previous meeting and any decisions they intend to take in the following three months.

within the areas of responsibility of that Portfolio. A list of all Portfolios can be found in Appendix H of the Constitution

- 2.2. The Cabinet Advisory Committees are to ensure that there is mutual respect and co-operation with all other Committees within the Council.
- 2.3. In addition to the above the Development & Conservation Advisory Committee is to recommend, and keep under review, governance arrangements for the prioritisation of the Community Infrastructure Levy (CIL)

### **3. Membership**

- 3.1. Each Cabinet Advisory Committee will comprise 12 elected Members appointed in line with political proportionality rules, including the relevant Portfolio Holder.
- 3.2. The Membership of the Committee can be found at Appendix H – Membership of Council Committees, Cabinet and Advisory Committees.

### **4. Cabinet Advisory Committee Procedure Rules**

- 4.1. The quorum for each Cabinet Advisory Committee shall be six (6) voting Members.

## **Cabinet Membership and Portfolios**

(7 Members) Cllrs. Hogarth (Chairman), Perry Cole, Dyball, Horwood, Maskell, Thornton and Roy

### **Cllr Irene Roy - Portfolio Holder for Cleaner & Greener**

Direct Services, Street Cleansing, Waste & Recycling, CCTV, Environmental Health, Climate Change, Green Spaces, Parking, Pest Control, Licensing, Emergency Planning, Air Quality, Delivery Partner Assurance, Wellbeing

### **Cllr Julia Thornton - Portfolio Holder for Development & Conservation**

Development Control, Local Plan, Planning Policy, Conservation, Development Services, Building Control, Transport Policy, Planning Enforcement, Wellbeing

### **Cllr Kevin Maskell- Portfolio Holder for Finance & Investments**

Corporate Governance, Financial Strategy, Local Tax, Procurement, Strategic Risk, Tax & Benefits, Fraud Prevention, Operational Assets. Business Continuity, Investments, Legal, Wellbeing

### **Cllr Perry Cole - Portfolio Holder for Housing & Health**

Housing Strategy & Policy, Housing Standards, Housing Needs, Homelessness, Empty Homes, Gypsy and Traveller, DFG, Health, Energy Efficiency, Fuel Poverty, HERO, Wellbeing

### **Cllr Michael Horwood - Portfolio Holder for Improvement & Innovation**

Policy, Performance, Communications, Customer Service, Business Transformation, Special Projects, Digital, Workforce, Economic Development & Regeneration, Equalities, Members, Wellbeing

### **Cllr Lesley Dyball - Portfolio Holder for People & Places**

Community Plan, Community Safety, Town Centres, Tourism, West Kent Partnership, WK Leader, Community Grants, Safeguarding, Youth, Parishes, Leisure Activities, Wellbeing



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## **Membership of Cabinet Advisory Committees 2024/25**

### **Cleaner & Greener Advisory Committee**

Membership (12 Members to include Portfolio Holder: 7 Conservative, 3 Liberal Democrat, 1 Green Party, 1 Sevenoaks Independent)

Cabinet Member: Cllr Roy

Deputy Cabinet Member: Cllr Bayley

Cllrs. Abraham, Alger, Barker, Bulford Clack, Glynnis Darrington, Gustard, Kitchener, Shea and White

### **Development & Conservation Advisory Committee**

Membership (12 Members to include Portfolio Holder: 7 Conservative, 3 Liberal Democrats, 1 Green Party, 1 Sevenoaks Independent)

Cabinet Member: Cllr Thornton

Deputy Cabinet Member: Cllr Reay

Cllrs. Barnett, Barker, Camp, Paul Darrington, Edwards-Winsor, Kitchener, Purves, Shea, Williams, White

### **Finance & Investment Advisory Committee**

Membership (12 Members to include Portfolio Holder: 7 Conservative, 3 Liberal Democrat, 1 Green Party, 1 Sevenoaks Independent)

Cabinet Member: Cllr Maskell

Deputy Cabinet Member: Cllr Grint

Cllrs. Bayley, Clayton, Kitchener, Lindop, Malone, Cathy Morgan, Jim Morgan, Scott, Silander and Williams

### **Housing & Health Advisory Committee**

Membership (12 Members to include Portfolio Holder: 7 Conservative, 3 Liberal Democrat, 1 Green Party, 1 Sevenoaks Independent)

Portfolio Holder: Cllr Perry Cole

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Deputy Cabinet Member: Cllr Harrison

Cllrs. Bulford, Camp, Clack, Glynnis Darrington, Edwards-Winser, Gustard, Hudson, Lindop, Scott, and Streatfeild

### **Improvement & Innovation Advisory Committee**

Membership (12 Members to include Portfolio Holder: 7 Conservative, 3 Liberal Democrats, 1 Green Party, 1 Independent)

Cabinet Member: Cllr Horwood

Deputy Cabinet Member: Cllr Williams

Cllrs Abraham, Baker, Clayton, Glynnis Darrington, Malone, Manamperi, Jim Morgan, Varley, Waterton and White

### **People & Places Advisory Committee**

Membership (12 Members to include Portfolio Holder: 7 Conservative, 3 Liberal Democrat, 1 Green Party, 1 Sevenoaks Independent)

Cabinet Member: Cllr Dyball

Deputy Cabinet Member: Cllr White

Cllrs Alger, Barnett, Bulford, Paul Darrington, Edwards-Winser, Granville, Hudson, Manamperi, Cathy Morgan, and Varley



**COMMUNITY INFRASTRUCTURE LEVY SPENDING BOARD**

**MEMBERSHIP 2024/25**

Membership

15 Members: (15 Members: 9 Conservative, 4 Liberal Democrat, 1 Green Party, 1 Sevenoaks Independent)

Chairman: Cllr Barnett

Vice Chairman: Cllr Grint

Cllrs: Abraham, Alger, Baker, Barker, Barnes, Paul Darrington, Granville, Kitchener, Horwood, McArthur, Purves, Shea, and White

## Agenda Item 3

### **Sevenoaks Joint Transportation Board 2024/25**

(6 District Council Members: (6 Conservative), 6 Kent County Council Members and 3 Town/Parish Council Representatives)

Chairman: County Councillor Chard (TBC)

Vice-Chairman: Cllr Roy

*(The position of Chairman is on a yearly alternate basis between the District Council and County Council and appointed under respective constitutional arrangements. This year it is the District Council's turn.)*

District Council Membership: Cllrs Baker, Haslam, Horwood, Skinner and Williams

County Council Membership: Perry Cole, Brazier, Gough, McArthur and Streatfield

Town/Parish Council Representative: (nominated by the Area Committee of the Kent Association of Local Councils) Cllr England, Cllr Wightman and a Vacancy

*(The Board comprises of all Kent County Council local members for divisions in the Sevenoaks District Council area, an equal number of Sevenoaks District Council Members and a Town/Parish Council Representative (of which a substitute member may be nominated) who may speak but not vote, nor propose a motion or amendment.)*

**APPOINTMENTS TO OTHER ORGANISATIONS 2024/25 – EXECUTIVE**

Organisation	Appointed	Period of appointment	No. of Reps	Appointee(s) 24/25
Becket Trust Housing Association	yearly	May 2024- 25	1	Cllr Streatfeild
Campaign for the Protection of Rural England – Sevenoaks Branch	yearly	May 2024 - 25	1	Vacancy
District Councils Network Assembly	yearly	May 2024 - 25	1	Cllr Hogarth
Eden Valley Museum Trust -Executive Committee	yearly	May 2024 - 25	1	Cllr J. Morgan
High Weald Area of Outstanding Natural Beauty – Joint Advisory Committee	yearly	May 2024 - 25	1	Cllr Williams
Kent & Medway Police & Crime Panel	Yearly	May 2023 – 24	1	Cllr Perry Cole
Kent Downs Area of Outstanding Natural Beauty Forum –	yearly	May 2024 - 25	1	Cllr Reay
Kent Resource Partnership Members Board	yearly	May 2024 - 25	1 (Portfolio Holder & deputy to sub)	Cllr Roy
Local Children's Partnership Board	yearly	May 2024 - 25	1	Cllr Dyball
Local Government Association (LGA) – General Assembly	yearly	May 2023 – 24	1	Cllr Hogarth
NHS Integrated Care Board: Elected Members Forum (West Kent)	Yearly	May 2024 – 25	1	Cllr Perry Cole
Parking and Traffic Regulations Outside London Adjudication Joint	yearly	May 2024 - 25	1 (Portfolio Holder &	Cllr Roy

## Agenda Item 4

Organisation	Appointed	Period of appointment	No. of Reps	Appointee(s) 24/25
Committee (PATROLAJC)			deputy to sub)	
Public Realms Commission	Yearly	May 2024 – 25	1	Cllr Esler
Sevenoaks District Arts Council	Yearly	May 2024 - 25	6	Cllr Bulford Cllr Penny Cole Cllr Dyball Cllr Granville Cllr Haslam Cllr Robinson
Sevenoaks District Sports Council	yearly	May 2024 - 25	3	Cllr Ball Cllr Maskell Cllr Purves
Sevenoaks Town Council Town Team	yearly	May 2024 - 25	1	Cllr Clack
South East Councils Executive	Yearly	May 2024 – 25	1	Cllr Hogarth
South East Employers	yearly	May 2024 - 25	1	Cllr Maskell
Upper Medway Internal Drainage Board	yearly	May 2024 - 25	1	Cllr Baker
West Kent Improvement Board Members' Forum	Yearly	May 2023 – 24	1	Cllr Perry Cole