

Council Offices  
Argyle Road  
Sevenoaks  
Kent  
TN13 1HG



Despatched: 16.07.18

I hereby summon you to attend the meeting of the Sevenoaks District Council to be held in the Council Chamber, Council Offices, Argyle Road, Sevenoaks commencing at 7.00 pm on 24 July 2018 to transact the under-mentioned business.

Chief Executive

## AGENDA

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren with a flashing red light, please leave the building immediately, following the fire exit signs.

### Apologies for absence

1. To approve as a correct record, the minutes of the meeting of the Council held on 15 May 2018. (Pages 1 - 4)
2. To receive any declarations of interest not included in the register of interest from Members in respect of items of business included on the agenda for this meeting.
3. Chairman's Announcements.
4. To receive any questions from members of the public under paragraph 17 of Part 2 (The Council and District Council Members) of the Constitution.
5. To receive any petitions submitted by members of the public under paragraph 18 of Part 2 (The Council and District Council Members) of the Constitution.
6. Matters considered by the Cabinet
  - a) Christmas Parking 2018 (Pages 5 - 10)
7. To consider the following reports from the Chief Executive or other Chief Officers on matters requiring the attention of Council:
  - a) Declaration of vacancy (Pages 11 - 12)

8. To consider any questions by Members under paragraph 19.3 of Part 2 (The Council and District Council Members) of the Constitution, notice of which have been duly given.
9. To consider any motions by Members under paragraph 20 of Part 2 (The Council and District Council Members) of the Constitution, notice of which have been duly given.
10. To receive the report of the Leader of the Council on the work of the Cabinet since the last Council meeting. (Pages 13 - 16)

#### EXEMPT ITEMS

At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.

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 appropriate Contact Officer named on a report prior to the day of the meeting.

Should you require a copy of this agenda or any of the reports listed on it in another format please do not hesitate to contact the Democratic Services Team as set out below.

For any other queries concerning this agenda or the meeting please contact:

Democratic Services (01732 227000/ [democratic.servces@sevenoaks.gov.uk](mailto:democratic.servces@sevenoaks.gov.uk))

ANNUAL COUNCIL

Minutes of the meeting held on 15 May 2018 commencing at 7.00 pm

Present: Cllr. Abraham (Chairman)

Cllr. Mrs. Bosley (Vice Chairman)

Cllrs. Ball, Bosley, Clack, Clark, Coleman, Dickins, Dyball, Edwards-Winsler, Esler, Eyre, Fleming, Gaywood, Grint, Halford, Hogg, Horwood, Mrs. Hunter, Kelly, Krogdahl, Lake, Layland, Lindsay, London, Lowe, Maskell, McArthur, McGarvey, McGregor, Mrs. Morris, Parkin, Parson, Pearsall, Pett, Piper, Purves, Raikes, Scholey, Searles, Miss. Stack, Thornton and Williamson

Apologies for absence were received from Cllrs. Barnes, Mrs. Bayley, Brown, C. Barnes, Dr. Canet, Firth, Hogarth, Kitchener, Reay, Scott and Ms. Tennessee.

CHEQUE PRESENTATION

The Chairman, Cllr. Abraham, announced that since the last meeting of Council he had hosted a Charity Dinner at Brandshatch Place and had held an Indoor bowling event at Hollybush, and this, along with a donation from the Civic Office award along with the charity bucket had raised a further £2359.30.

Overall he announced that he had raised £4000 in total during his year as Chairman for the Ellenor Lions Hospice. He invited his consort, Mrs Nicki Warren forward to accept the cheque for the final amount on behalf of the hospice.

1. To elect a Member to be Chairman for the ensuing year.

Cllr. Fleming proposed and Cllr. Lowe seconded that Cllr. Pat Bosley be elected Chairman of the Council for the next municipal year.

Resolved: That Cllr. Pat Bosley be elected Chairman of the Council for the municipal year, 2018/19.

Cllr. Mrs Bosley made the declaration of acceptance of office and took the chair. The new Chairman thanked the Council for her election and expressed her appreciation for the many good wishes she had received.

The new Chairman led the Council in expressing sincere thanks to the outgoing Chairman, Cllr. Abraham, for his service to the Council and to the District and to Mrs Nicki Warren, his daughter, in her role as Chairman's Consort. The new Chairman presented the past Chairman's badge, Shield and gifts to Cllr. Abraham, and flowers and a gift to Mrs Warren.

In response Cllr. Abraham thanked Cllr. Mrs Bosley for her support as his Vice Chairman, and offered particular thanks to Reverend Bourne who had taken on the role of his Chaplain during the year.

Cllr. Mrs Bosley announced that her Consort for the year would be her husband, Cllr. Ian Bosley and presented him with the badge of office and a gift. She announced that Reverend Sarah Corry of St Edmund King & Martyr Church, Parish of West Kingsdown, would be her Chaplain and invested her with the Chaplains cross.

#### COUNCILLOR PAT BOSLEY IN THE CHAIR

2. To elect a Member to be Vice-Chairman for the ensuing year.

Cllr. Fleming proposed and Cllr. Lowe seconded that Cllr. John Edwards-Winsor be elected Vice Chairman of the Council for the ensuing municipal year.

Resolved: That Cllr. Edwards-Winsor be appointed Vice Chairman of the Council for the municipal year, 2018/19.

Cllr. Edwards-Winsor made the declaration of acceptance of office and expressed his thanks to the Council for his appointment.

The Chairman of the Council then presented the new Vice Chairman's Consort, Mrs Frances Edwards-Winsor, with her badge of office.

#### CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that her interests had always been in health and the local community, and so her theme would be community wellbeing and the celebration of the work around the District by the Council, local groups and volunteers. During her year she planned to visit all the schemes in receipt of the Council's community grant funding and would welcome local ward members in joining her. Already in the calendar was the 'Big Sing' on 21 June 2018, tickets available at The Stag Theatre and she was hoping to hold an event marking Mental Health Day in November. She encouraged Members to help set up more 'Every Step Counts' walks in their areas.

The Chairman also announced that her Charity for the year would be the [Silas Pullen Fund - The Brain Tumour Charity](#).

3. To approve as a correct record the minutes of the meeting of the Council held on 1 May 2018.

The Chairman moved that the Minutes of the meeting of the Council held on 1 May 2018 be approved and signed as a correct record.

Resolved: That the minutes of the meeting of the Council held on 1 May 2018 be approved and signed by the Chairman as a correct record.

4. Declarations of Interest

There were no additional declarations of interest.

5. Scheme of Delegations

Cllr. Fleming proposed and Cllr. Lowe seconded that the delegations to Committees and Officers, and delegations of executive functions by the Leader of the Council be agreed, and appointments to the Cabinet and the composition of the Cabinet Portfolios be noted.

Resolved: That

- a) the delegations to Committees (Parts 3 - 12 of the Constitution) and the delegations to Officers (Part 13 of the Constitution) be agreed; and
- b) the delegations of executive functions and appointments to the Cabinet, be noted.

6. To appoint the Chairmen, Vice-Chairmen and Membership of Committees for the ensuing year.

Cllr. Fleming proposed and Cllr. Lowe seconded that the appointments of Chairmen, Vice Chairmen and Membership of Committees for the municipal year 2018/19 as detailed in the appendix to the report, be approved.

Resolved: That the appointments of Chairmen, Vice Chairmen and membership of Committees for 2018/19, be approved.

7. To confirm the Calendar of Meetings for the ensuing year.

Cllr. Fleming moved and Cllr. Lowe seconded that the calendar of meetings for the municipal year 2018/19, be confirmed.

Resolved: That the Calendar of ordinary meetings for the municipal year 2018/19 be confirmed.

8. To appoint representative on other organisations.

Cllr. Fleming moved and Cllr. Lowe seconded that the appointment of representatives on outside organisations for the municipal year 2018/19 be agreed.

Resolved: That the non-executive appointments to other organisations for the municipal year 2018/19 be confirmed.

9. To note the outgoing Chairman's Report

The report was noted.

THE MEETING WAS CONCLUDED AT 7.33 PM

CHAIRMAN

**Item 6a - Christmas Parking**

The attached report was considered by the Cabinet on 12 July 2018, and the relevant minute extract was therefore not available prior to printing of these papers and will follow when available.

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**CHRISTMAS PARKING 2018**

**Council - 24 July 2018**

Report of Chief Officer Environmental and Operational Services

Status: For Consideration

Also considered by: Direct and Trading Advisory Committee - 3 July 2018

Cabinet - 12 July 2018

Key Decision: No

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**Executive Summary:** This report requests that the Committee considers free concessionary parking on select dates at Christmas 2018.

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**This report supports the key aims of:** The effective management of Council resources and supporting and developing the local economy.

**Portfolio Holder** Councillor Matthew Dickins

**Contact Officer** John Strachan, Ext. 7310

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**Recommendation to Direct & Trading Advisory Committee:** That the recommendation to Cabinet below be considered.

**Recommendation to Cabinet:** That

- a) Subject to consideration of any views of the Advisory committee, free parking be provided for two weekends leading up to Christmas, as detailed in paragraph 2 of the report; and
- b) Subject to recommendation (a) above, it be recommended to Council that the cost in terms of loss of income for free Christmas parking be met from Supplementary Estimates.

**Recommendation to Council:** That the cost in terms of lost income for any free Christmas Parking agreed above, be funded from Supplementary Estimates.

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**Reason for recommendation:** To help encourage shoppers and other visitors to Sevenoaks and Westerham, in the busy shopping period leading up to Christmas 2018.

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## Agenda Item 6a

### Introduction and Background

- 1 In previous years the Council has helped encourage shoppers and visitors to Sevenoaks and Westerham by giving free parking in car parks and on street parking bays on two Saturdays in the run up to Christmas.
- 2 Free parking is proposed over the two weekends leading up to Christmas in December 2018. With the exception of Blighs, town parking is free on Sundays. With the extension of charges in to Blighs Members are asked to consider free parking in this car park on the two Sundays before Christmas.

Location	Date
Sevenoaks	Saturday and Sunday 8 and 9 December 2018
	Saturday and Sunday 15 and 16 December 2018
Westerham	Saturday 8 December 2018 (Sundays free)
	Saturday 15 December 2018 (Sundays free)

- 3 Relaxing parking charges on weekends has no impact on Swanley or at Knockholt Station as charges only apply Monday to Friday.
- 4 This is regarded as being of particular importance in light of similar initiatives operated in other towns in neighbouring Districts.
- 5 Vehicles parking for free are still required to observe maximum periods of stay in car parks and on street.
- 6 Regular monitoring will endeavour to ensure compliance with the maximum stay periods in car parks and on-street, to ensure that space is not monopolised by all-day parking by shop workers.
- 7 Weekend free parking will be promoted for shop workers in the Council Offices staff car park accessed from Gordon Road.
- 8 As in previous years Senico Community Leisure whose parking areas form a part of the Suffolk Way car park have participated in these events, they will be invited to participate again.

### Background Information

- 9 The estimated shortfall in income over the two days is estimated at £16,500.

**Other Information**

- 10 Members are advised that, as in previous years, the Council’s Portfolio Holder for Direct and Trading has allowed free evening parking for Christmas Light and late night shopping events.

Location	Date
Sevenoaks	Friday 30 November 2018
Westerham	Friday 30 November 2018

**Key Implications**

Financial

- 11 Shortfall in parking income of £16,500 to be met from Supplementary Estimates.

Legal Implications and Risk Assessment Statement.

- 12 Management of “overstay” parking is difficult when there is no requirement for a ticket to be purchased and displayed.

Equality Impacts

- 13 There is a low risk that the proposals in this report would have any implications under the Equality Act.

Community Impact and Outcomes

- 14 Free Christmas parking is a local initiative popular with residents, visitors to the district, businesses and traders, and supportive of local economic vibrancy.

Human Rights

- 15 There are no human rights issues or implications.

**Appendices** None

**Background Papers** None

**Richard Wilson**  
**Chief Officer Environmental and Operational Services**

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## DECLARATION OF VACANCY

Council - 24 July 2018

Report of Chief Officer Corporate Services

Status For decision

Key Decision No

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Portfolio Holder Cllr. Anna Firth

Contact Officer Vanessa Etheridge, Ext. 7199

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### Recommendation to Council: That

- (a) it be noted that Ms Ingrid Tennessee has ceased to be a member of this authority by virtue of her absence; and
  - (b) a vacancy in Farningham, Horton Kirby and South Darenth ward be declared.
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### Introduction and Background

- 1 Ms Ingrid Tennessee last attended a meeting of the Council on 21 November 2017. She therefore had until midnight on 20 May 2018 to attend a further meeting to avoid the effect of section 85 85 of the Local Government Act 1972.
- 2 Officers have undertaken thorough checks of attendance records and minutes of meetings. There is no record of Ms Tennessee attending a meeting between 21 November 2017 and 20 May 2018. Within that period Council has not given its approval to any reason for failure to attend and therefore Ms Tennessee ceased to be a councillor by virtue of section 85 of the Local Government Act 1972.

### Declaration of vacancy

- 3 Section 86(1) (c) of the Local Government Act 1972 provides that where a councillor ceases to be a member of the authority by reason of failure to attend meetings of the authority, the authority shall, except in any cases in which a declaration has been made by the High Court, forthwith declare the office to be vacant. This is a statutory duty on the Council and it is therefore recommended that Council declares the vacancy.

### Next steps

- 4 Under section 87(1) (f) of the Local Government Act 1972 the vacancy is deemed to be the date on which Council declares the vacancy - 24 July 2018.

## Agenda Item 7a

Public notice of the vacancy must be given immediately after this declaration.  
Key Implications

### Financial

None directly arising from this report. Any election will incur a cost.

### Legal Implications and Risk Assessment Statement

Under section 85 of the Local Government Act 1972 if a councillor fails throughout a period of six consecutive months from the date of his/her last attendance to attend any meeting of the authority, he/she shall, unless the failure was due to some reason approved by Council before the expiry of that period, cease to be a member of the authority.

Section 86 of the Local Government Act 1972 requires an authority to declare a vacancy in such circumstances.

### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

### **Conclusions**

That Council notes that Ms Tennessee has ceased to be a member of this authority by virtue of her absence and declares the seat in the Farningham, Horton Kirby and South Darenth Ward as vacant.

**Appendices** None

**Background Papers** None

**Jim Carrington-West**

**Chief Officer Corporate Services**

## Cllr Fleming - Leader's report

Date: 16 April - 6 July 2018

April 2018	Event	Comments
16 April	<ul style="list-style-type: none"> <li>Meeting with Reef - SDC</li> </ul>	
	<ul style="list-style-type: none"> <li>Meeting Alliance Leisure - SDC</li> </ul>	
17 April	<ul style="list-style-type: none"> <li>Kent &amp; Medway Business Fund Investment Advisory Board - Maidstone</li> </ul>	
18 April	<ul style="list-style-type: none"> <li>Lizzy Yarnold Bus Tour - District</li> </ul>	
19 April	<ul style="list-style-type: none"> <li>Corporate Plan Meeting - SDC</li> </ul>	
	<ul style="list-style-type: none"> <li>Meeting with Ward Members &amp; Planning Policy - SDC</li> </ul>	
	<ul style="list-style-type: none"> <li>Cabinet - SDC</li> </ul>	
23 April	<ul style="list-style-type: none"> <li>Corporate Induction - SDC</li> </ul>	
	<ul style="list-style-type: none"> <li>Website Policy Meeting - SDC</li> </ul>	
	<ul style="list-style-type: none"> <li>Which Way Westerham Briefing - SDC</li> </ul>	
24 April	<ul style="list-style-type: none"> <li>Strategic Programme Board - SDC</li> </ul>	
26 April	<ul style="list-style-type: none"> <li>LGA Local Authority Challenge Day - London</li> </ul>	
27 April	<ul style="list-style-type: none"> <li>West Kent Partnership Meeting - Tunbridge Wells</li> </ul>	
30 April	<ul style="list-style-type: none"> <li>West Kent Housing Association/SDC Annual Liaison Meeting - SDC</li> </ul>	
	<ul style="list-style-type: none"> <li>Finance Sector Discussion - KCC Maidstone</li> </ul>	
<b>May 2018</b>		
1 May	<ul style="list-style-type: none"> <li>Policy &amp; Performance Portfolio Holder Meeting - SDC</li> </ul>	
	<ul style="list-style-type: none"> <li>Meeting with Paul Carter re Sevenoaks Adult Education Centre &amp; Library - Sevenoaks</li> </ul>	
	<ul style="list-style-type: none"> <li>Council</li> </ul>	
2 May	<ul style="list-style-type: none"> <li>Coffee &amp; Cake 'Thank you' with Staff involved in Lizzy Yarnold Event - SDC</li> </ul>	
	<ul style="list-style-type: none"> <li>Sevenoaks Chamber Networking Event - SDC</li> </ul>	
	<ul style="list-style-type: none"> <li>Meeting with Westerham Town Council - SDC</li> </ul>	
3 May	<ul style="list-style-type: none"> <li>Meeting with Compaid - SDC</li> </ul>	
	<ul style="list-style-type: none"> <li>Income Strip Funding Meeting - SDC</li> </ul>	
	<ul style="list-style-type: none"> <li>Meeting re offsite modular construction - SDC</li> </ul>	
	<ul style="list-style-type: none"> <li>Meeting re Buckhurst 2 Junction Improvements - SDC</li> </ul>	
	<ul style="list-style-type: none"> <li>Potential Exceptional Circumstances Sites Meeting - SDC</li> </ul>	
8 May	<ul style="list-style-type: none"> <li>LGA Councillor Induction Launch Event - London</li> </ul>	
9 May	<ul style="list-style-type: none"> <li>DCN Members' Board Away Day - Birmingham</li> </ul>	
10 May	<ul style="list-style-type: none"> <li>Meeting with Birmingham City Council Head of Commercialism - SDC</li> </ul>	
11 May	<ul style="list-style-type: none"> <li>South Norfolk Awards Evening - Norwich</li> </ul>	
13 May	<ul style="list-style-type: none"> <li>Dementia Run - Knole Park</li> </ul>	
14 May	<ul style="list-style-type: none"> <li>Meeting with Bradbourne Vale Residents' Association representative - SDC</li> </ul>	
15 May	<ul style="list-style-type: none"> <li>Annual Council &amp; Special Cabinet - SDC</li> </ul>	

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16 May	<ul style="list-style-type: none"> <li>• Telephone research call re Commercialisation</li> <li>• Meeting with Cllr Chowney Hastings BC - SDC</li> </ul>	
17 May	<ul style="list-style-type: none"> <li>• DCN Spring Assembly- London</li> </ul>	
18 May	<ul style="list-style-type: none"> <li>• Meeting with BT - SDC</li> </ul>	
	<ul style="list-style-type: none"> <li>• Hartley Annual Parish Meeting - Hartley</li> </ul>	
21 May	<ul style="list-style-type: none"> <li>• Meeting re Housing Summit - Maidstone</li> <li>• Kent &amp; Medway Economic Partnership Meeting - Maidstone</li> </ul>	
	<ul style="list-style-type: none"> <li>• Halstead Parish Annual Meeting - Halstead</li> </ul>	
22 May	<ul style="list-style-type: none"> <li>• Meeting with Berkeley Homes - SDC</li> </ul>	
23 May	<ul style="list-style-type: none"> <li>• GovTech Networking Event - London</li> </ul>	
24 May	<ul style="list-style-type: none"> <li>• LGA Improvement &amp; Innovation Board - London</li> <li>• Telephone meeting re Homelessness Commission</li> <li>• Development Control Committee - SDC</li> </ul>	
29 May	<ul style="list-style-type: none"> <li>• Strategic Programme Board - SDC</li> <li>• Westerham Town Council Liaison Meeting - Westerham</li> </ul>	
31 May	<ul style="list-style-type: none"> <li>• Edenbridge Town Council Liaison Meeting - Edenbridge</li> </ul>	
<b>June 2018</b>		
1 June	<ul style="list-style-type: none"> <li>• Meeting re Local Plan - SDC</li> </ul>	
4 June	<ul style="list-style-type: none"> <li>• Policy &amp; Performance Portfolio Holder Meeting - SDC</li> <li>• Corporate Induction - SDC</li> <li>• Internal Audit meeting - SDC</li> <li>• Annual Cricket Match - Sevenoaks Vine</li> </ul>	
5 June	<ul style="list-style-type: none"> <li>• Kent Leaders' Meeting - Maidstone</li> </ul>	
6 June	<ul style="list-style-type: none"> <li>• LGA Leadership Board - London</li> </ul>	
7 June	<ul style="list-style-type: none"> <li>• LGA Councillors' Forum - London</li> <li>• LGA Executive Board - London</li> <li>• Quercas 7 Trading Board - SDC</li> <li>• Cabinet - SDC</li> </ul>	
10 June	<ul style="list-style-type: none"> <li>• Launch of Swanley Youth Rugby - Swanley</li> </ul>	
11 June	<ul style="list-style-type: none"> <li>• Swanley Town Council Liaison Meeting - Swanley</li> </ul>	
12 June	<ul style="list-style-type: none"> <li>• Meeting with iESE - SDC</li> </ul>	
18 June	<ul style="list-style-type: none"> <li>• Meeting at Sevenoaks Primary School re parking issues - Sevenoaks</li> </ul>	
20 June	<ul style="list-style-type: none"> <li>• Sevenoaks Town Forum - Sevenoaks</li> </ul>	
21 June	<ul style="list-style-type: none"> <li>• Member Training - SDC</li> <li>• Policy &amp; Performance Advisory Committee - SDC</li> <li>• The Big Sing - The Stag, Sevenoaks</li> </ul>	
22 June	<ul style="list-style-type: none"> <li>• LGA Seminar - London</li> <li>• LGA Task &amp; Finish Group - London</li> </ul>	
25 June	<ul style="list-style-type: none"> <li>• LGA Commercial Services Board - London</li> <li>• Buckhurst II Meeting - SDC</li> </ul>	
26 June	<ul style="list-style-type: none"> <li>• Strategic Programme Board - SDC</li> <li>• Meeting re LGA Media Peer Review - SDC</li> </ul>	
28 June	<ul style="list-style-type: none"> <li>• SEEC All Member AGM &amp; District Councils - London</li> </ul>	



## Agenda Item 10

	<ul style="list-style-type: none"> <li>• Meeting with Green Belt Future Group - Halstead</li> </ul>	
29 June	<ul style="list-style-type: none"> <li>• Kent LEP Meeting - Purfleet</li> </ul>	
	<ul style="list-style-type: none"> <li>• SELEP Strategic Board - Purfleet</li> </ul>	
<b>July 2018</b>		
2 July	<ul style="list-style-type: none"> <li>• LGA Conference - Birmingham</li> </ul>	
3 July	<ul style="list-style-type: none"> <li>• LGA Conference - Birmingham</li> </ul>	
4 July	<ul style="list-style-type: none"> <li>• LGA Conference - Birmingham</li> </ul>	
5 July	<ul style="list-style-type: none"> <li>• LGA Conference - Birmingham</li> </ul>	

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