

Council Offices
Argyle Road
Sevenoaks
Kent
TN13 1HG



Despatched: 15.07.19

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 23 July 2019 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 21 May 2019 (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) Strategic Management Team Restructure (Pages 5 - 16)
7. Matters considered by other standing committees
 - a) Licensing Act 2003 - Statement of Licensing Policy (Pages 17 - 28)

8. To consider the following reports from the Chief Executive or other Chief Officers on matters requiring the attention of Council:
 - a) Appointment to Outside organisation (Pages 29 - 30)
9. 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.
10. 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.
11. To receive the report of the Leader of the Council on the work of the Cabinet since the last Council meeting. (Pages 31 - 32)

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.

ANNUAL COUNCIL

Minutes of the meeting held on 21 May 2019 commencing at 7.00 pm

Present: Mrs Pat Bosley (Chairman)

Cllr Edwards-Winsor (Vice Chairman)

Cllrs Abraham, Andrews, Ball, Barnes, Barnett, Bayley, Brown, Dr. Canet, Carroll, Cheeseman, Clack, Clayton, Penny Cole, Perry Cole, Coleman, Collins, G. Darrington, P. Darrington, Dickins, Dyball, Esler, Eyre, Firth, Fleming, Fothergill, Griffiths, Grint, Harrison, Hogarth, Hudson, Mrs. Hunter, Kitchener, Layland, London, Maskell, McArthur, McGarvey, McGregor, Mrs. Morris, Osborne-Jackson, Parkin, Pearsall, Pender, Pett, Piper, Purves, Reay, Roy, Thornton, Waterton and Williamson

Apologies for absence were received from Cllrs Foster and Raikes.

1. To elect a Member to be Chairman for the municipal year 2019/20

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

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

Cllr Edwards-Winsor made the declaration of acceptance of office and took the chair. The new Chairman thanked the Council for his election and expressed his appreciation for the many good wishes he had received.

The new Chairman led the Council in expressing sincere thanks to the outgoing Chairman, Mrs Pat Bosley, for her service to the Council and to the District and to Mr Ian Bosley, in her role as Chairman's Consort. They were also jointly thanked for their dedicated service as local councillors over the years. Members expressed their appreciation. The new Chairman presented the past Chairman's badge, shield and gifts to Mrs Bosley, and a gift to Mr Bosley.

In response to the thanks expressed, Pat Bosley thanked Cllr Edwards-Winsor for his support as her Vice Chairman, and offered particular thanks to her husband.

Cllr Edwards-Winsor announced that his Consort for the year would be his wife, Mrs Frances Edwards-Winsor and presented her with the badge of office and flowers. He announced that Reverend Anne Bourne, Parish of St Lukes, would be his Chaplain and invested her with the Chaplain's cross.

CLLR EDWARDS-WINSOR IN THE CHAIR

2. To elect a Member to be Vice Chairman for the municipal year 2019/20

Cllr Fleming proposed and Cllr Dickins seconded that Cllr Diana Esler be elected Vice Chairman of the Council for the ensuing municipal year.

Resolved: That Cllr Esler be appointed Vice Chairman of the Council for the municipal year, 2019/20.

Cllr Esler made the declaration of acceptance of office and expressed her thanks to the Council for her appointment.

3. To approve as a correct record the minutes of the meeting of the Council held on 30 April 2019

The Chairman moved that the Minutes of the meeting of the Council held on 30 April 2019 be approved and signed as a correct record.

Resolved: That the minutes of the meeting of the Council held on 30 April 2019 be approved and signed by the Chairman as a correct record.

4. Declarations of Interest

There were no additional declarations of interest.

5. Chairman's announcements

The Chairman announced that his Charity for the year would be Demelza. He advised that Demelza provided specialist care and support for children with terminal conditions as well as emotional support for their families, so that they could enjoy what little time they had left together as a unit. They cared for children with a range of conditions - some of which were so rare and complicated they had no name. Every year the organisation provided a lifeline to over 750 children and their families throughout Kent, South East London and East Sussex. It cost over £12M to run and they were almost entirely dependent on the generosity of their volunteer workers and fund raisers. He hoped to raise funds by organising several social events.

6. Returning Officers report

Resolved: That the Returning Officer's report be noted.

7. To elect the Leader of the Council for the next four municipal years 2019/23

Cllr Dickins proposed and Cllr Dyball seconded that Cllr Fleming be elected Leader of the Council for the next four years.

Resolved: That Cllr Fleming be elected Leader of the Council for the next four years.

8. To note the delegations of executive functions and appointments to the Cabinet made by the Leader

Annual Council - 21 May 2019

Resolved: That the delegations of executive functions and appointments to the Cabinet, be noted.

9. To agree the scheme of delegations to Committees (as set out in Parts 3-12 of the Constitution) and to confirm/approve delegations to Officers (as set out in Part 13 of the Constitution)

Cllr Fleming proposed and Cllr Dickins seconded that the delegations to Committees and Officers, and delegations of executive functions by the Leader of the Council be agreed.

Resolved: That the delegations to Committees (Parts 3 - 12 of the Constitution) and the delegations to Officers (Part 13 of the Constitution) be agreed.

10. To agree the allocation of seats to political groups in accordance with the political balance rules

Cllr Fleming moved, and Cllr Dickins seconded and it was unanimously

Resolved: That

- a) the political balance of the Council be noted as: 46 Conservative; 3 Liberal Democrat; 2 Hextable Independent; 1 Labour; 1 Independent; and 1 no party description;
 - b) the following political groupings be noted: 46 Conservative Group; 3 Liberal Democrats Group; 3 Sevenoaks Independent Group, leaving 2 ungrouped; and
 - c) the allocation of seats as set out in the Appendix to the report be agreed.
11. To appoint the Chairmen, Vice-Chairmen and Membership of Committees for the municipal year 2019/20

Cllr Fleming proposed and Cllr Dickins 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 2019/20, be approved.

12. To confirm the calendar of ordinary meetings for the municipal year 2019/20

Cllr Fleming moved and Cllr Dickins seconded that the amended calendar of meetings for the municipal year 2019/20, be confirmed.

Resolved: That the amended Calendar of ordinary meetings for the municipal year 2019/20 be confirmed.

13. To appoint representative on other organisations

Cllr Fleming moved and Cllr Dickins seconded that the appointment of representatives on outside organisations for the municipal year 2019/20 be agreed.

Resolved: That the appointments to other organisations for the municipal year 2019/20 be confirmed.

14. To note the outgoing Chairman's Report.

The report was noted.

THE MEETING WAS CONCLUDED AT 7.34 PM

CHAIRMAN

Item 6 (a) - Strategic Management Restructure

The attached report was considered by the Cabinet on 11 July 2019, and the relevant minute extract was therefore not available prior to printing of these papers and will follow when available.

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STRATEGIC MANAGEMENT TEAM RESTRUCTURE

Council - 23 July 2019

Report of	Chief Executive
Status	For Decision
Also considered by	Cabinet - 11 July 2019
Key Decision	No

Executive Summary: This report sets out a proposed Strategic Management Team restructure to better enable the Council to meet the priorities set out in its new Council Plan and the ambitions of Members following the District Council elections in May this year.

It is proposed that the Chief Officer roles are reduced from five posts to four posts and a new Strategic Advisor role for Commercial & Property is introduced to increase focus and bring new skills in to the organisation for regeneration and the delivery of capital projects.

This will result in two existing roles being deleted and the post holders, with their mutual agreement, leaving the organisation.

Portfolio Holder	Cllr Peter Fleming
Contact Officer	Dr Pav Ramewal, Ext. 7298

Recommendation to Cabinet: That it is recommended to Council to approve the restructure of the Council's Strategic Management Team.

Recommendation to Council: That the restructure of the Council's Strategic Management Team is approved.

Reason for recommendation: A proposed restructure of the Strategic Management Team is recommended to ensure the council is well placed to deliver on its Council Plan promises and on the objectives set out by the Leader of the Council and Cabinet.

Introduction and Background

- 1 This report sets out a proposed senior management restructure to better enable the Council to meet the priorities set out in its new Council Plan and the ambitions of Members following the District Council elections in May this year.

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- 2 The current senior management structure, as set out as Appendix A to this report, was adopted in May 2015. The Chief Executive is supported by five Chief Officers, who together with the Head of Legal and Democratic Services (& Monitoring Officer) and the Head of Transformation and Strategy, make up the Council's Strategic Management Team.

Council Priorities

- 3 Members will be aware that the Council became the first in the country to become self-sufficient of central government funding in 2017, fulfilling a promise made to residents. This was achieved over a time period where the Council has gone from receiving a grant of over £5 million, to no grant funding at all in 2018.
- 4 An innovative 10 year budget, exceptional financial management and long-term strategic planning have enabled the Council to deliver savings, increase income and reduce costs. Through innovation and tough choices, services have been protected and residents have not seen a decline in the level of service provided. These achievements have been widely recognised by our colleagues in local government and beyond.
- 5 Although we are proud of our achievements and how we have met the challenges of the past four years, there are more challenges to come. The new Council Plan, adopted in November 2018 begins to set out what some of those may be, and importantly sets out what it is that the Council wants to deliver for its residents in the years ahead.
- 6 The Council Plan sets out five themes of community safety, environment, economy, housing and health. It explains that wellbeing will be at the heart of everything we do, and confirms that we will continue to focus on our three pillars of excellence, innovation and value for money in the provision of services to our customers. The promises within the Council Plan include:
 - Protecting our high quality natural environment through a robust Local Plan;
 - Strengthening the District's thriving economy through the regeneration of our market towns, making better use of existing employment sites, redeveloping previously used land and enhancing both the visitor and rural economies;
 - Delivering our Housing Strategy for Sevenoaks District;
 - Protecting the strong local identities of our neighbourhoods, ensuring residents will be safe, healthy and proud of the area in which they live and work;
 - Building strong and connected neighbourhoods where residents feel proud of where they live and have a sense of belonging; and
 - Delivering first class wellbeing services, supporting residents to make healthy choices, and linking them to our core services such as leisure and housing.

- 7 Specific objectives that have been set for the Chief Executive to enable the new Council Plan to be delivered include:
- Ensuring that capital projects are delivered to programme;
 - Increasing investment income by £300,000 per annum by 2023;
 - Delivering the customer redesign project across the Council;
 - Delivering 100 genuinely affordable homes, that are in line with the local housing allowance, within 10 years;
 - Improving levels of community engagement through a programme of work in local areas and neighbourhoods; and
 - Creating opportunities for empowered communities to deliver positive change in their local area.
- 8 Although each of these objectives have timescales that extend beyond this year, it is imperative the Council takes decisions early and begins to implement plans for their delivery almost immediately. Our experience has shown that preparing early will provide better long-term benefits and increase the likelihood of the Council being successful in achieving its aims.
- 9 From initial discussions with the Leader of the Council and the Cabinet, it is clear that there is a requirement to review the Strategic Management Team structure, to ensure that it is aligned to the achievement of the ambitions that Members have set out and has the right roles and skills in place to deliver on the Council's objectives.

Strategic Management Team Restructure

- 10 Having considered the needs of the Council to deliver its priorities it is proposed that the Chief Officer roles are reduced from five posts to four posts and a new Strategic Advisor role for Commercial & Property is introduced to increase focus and bring new skills in to the organisation for regeneration and the delivery of capital projects.
- 11 The proposed new structure is set out in the diagram at Appendix B, which also shows the responsibilities of each of the posts. The paragraphs below set out the changes to existing roles, albeit job titles are still to be finalised.
- 12 Chief Officer Finance & Trading - The criteria for this role includes holding appropriate qualifications to be the Council's section 151 Officer. In addition to the responsibilities of the existing Chief Finance Officer role this Chief Officer area will also include responsibility for Direct Services, Parking Services, and Emergency Planning & Property Services. Responsibility for Revenues & Benefits services will transfer to the Chief Officer for Customer & Resources. The role of the Chief Officer Finance & Trading enables the Council to have a single responsible officer for the Council's priorities for financial self-sufficiency, value for money and assets.

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- 13 Chief Officer Planning & Regulatory Services - The criteria for this role includes holding appropriate qualifications to be the Council's Chief Planning Officer. In addition to the responsibilities of the existing Chief Planning Officer, this Chief Officer area will also include responsibility for Environmental Health and Licensing. It should be noted that responsibility for housing policy will not remain in this area, and instead be overseen by the Chief Officer for People & Places. The role of the Chief Officer Planning & Regulatory Services will ensure a strong focus on all planning matters, which are critical to our residents and enable greater co-operation amongst services that have a positive impact on the quality of the environment.
- 14 Chief Officer Customer & Resources - It is a requirement for this role to be the Deputy Electoral Registration Officer and to act as the Deputy Monitoring Officer. In addition to the responsibilities of the existing Chief Officer Corporate Services, which also includes Customer Services, IT and HR, this Chief Officer area will also include responsibility for digital services and council tax, business rates and benefits. This Chief Officer area retains a strong focus on the Council's organisational culture and approach to the customer, and responsibility for the delivery of the customer redesign, which is a priority for Members.

New Roles

- 15 The new roles within the proposed structure, Chief Officer People and Places and Strategic Advisor Commercial & Property (job titles to be confirmed), are explained further in the paragraphs that follow.
- 16 Chief Officer People & Places - This new role will have a strong focus on the empowerment of communities, to increase levels of community engagement and to ensure the co-creation of a vision for each local place.
- 17 The post holder will work with partners, town and parish councils, local community groups and the voluntary sector, to help the Council to better understand and identify local aspirations and priorities, and will have skills in building community capacity. It is hoped that this will extend to increasing active inclusion and to develop opportunities for enhanced engagement with groups who are more vulnerable and hard to reach.
- 18 The intention will be to deliver more community-led solutions that tackle priorities that matter most to local people. This will be achieved through a more joined-up, collaborative and participative approach to services working with all sectors. This should enable better outcomes for everyone and increased opportunities for people and communities to shape their own lives.
- 19 The role will bring together all of the Council's housing functions alongside those for health and wellbeing. This ensures an ongoing focus on health and housing, and provides a focal point for embedding wellbeing across Council services, which is a key ambition of the Council Plan.
- 20 Strategic Advisor Commercial & Property - This new role will report directly to the Chief Executive and provide the Council with additional commercial

and property market experience to enable it to deliver on its ambitions for growth in income and a growing portfolio of investments in the residential and commercial property markets.

- 21 Critical to the success of the post is the ability to create opportunities for inward investment, opportunities to invest in property for commercial and social benefit, and to provide advice on other opportunities to adopt a commercial approach to areas of the Council's business.
- 22 The post holder will be effective in creating strong and effective networks at local, regional and national level. They will be an outstanding negotiator and have a proven track record in identifying projects that have been delivered to improve local places, and identifying investment opportunities which generate sustainable income through resilient property portfolios.
- 23 The post holder will be supported by the Council's Head of Economic Development & Property and hold overall responsibility for the services they provide.
- 24 Having consulted the existing Chief Officers about the proposed structure it has been mutually agreed that both Lesley Bowles and Richard Wilson will not seek appointment to the new structure.
- 25 As a result and following the advice of the HR Manager:
 - Jim Carrington-West will be appointed to the role of Chief Officer Customer & Resources;
 - Adrian Rowbotham will be appointed to the role of Chief Officer Finance & Trading;
 - Richard Morris will be appointed to the role of Chief Officer Planning & Regulatory Services;
 - An external recruitment exercise will be undertaken for the post of Chief Officer People & Places; and
 - An external recruitment exercise will be undertaken for the Strategic Advisor - Commercial & Property.
- 26 Should the recommendations of this report be accepted, I would hope Members would join me in recording our sincere thanks to both Lesley Bowles (Chief Officer Communities & Business) and Richard Wilson (Chief Officer Environmental & Operational Services) for their exemplary service to the council and its communities. They have each contributed significantly to the council's recent success, had a lasting impact on the way the council manages and delivers its services, and improved the strength of its reputation locally and nationally. On a personal note they are both respected and trusted colleagues who have provided me with support and advice that I will always be grateful for.

Company Directors

- 27 It should be noted that both Lesley Bowles and Richard Wilson are currently Directors of the Council's wholly-owned companies, Quercus 7 Ltd and Quercus Housing Ltd.
- 28 When their employment with the District Council ends they will automatically cease to hold the office of Company Director. As required, the Trading Board will appoint new Directors, who will be Officers from the Council's Strategic Management Team. In considering the recommendations of this report, Members should note the use of this delegated responsibility, which will ensure the ongoing and proper management of the Council's trading companies in line with their articles of association.

Other Options Considered and/or Rejected

- 29 Consultation has been undertaken with staff that are affected by the proposed restructure of the Strategic Management Team. As part of the consultation process Officers are invited to bring forward any comments on the proposals, which can include any amendments or alternative proposals that they wish to be considered. At the time of writing no alternative structures had been put forward for consideration.
- 30 Members should note that the consultation period closed on Friday 5 July, one week after the time this report was written. As a result any further consultation responses that require Member's attention will be reported at the meeting.

Key Implications

Financial

The costs associated with delivering the restructure will be met from within existing budgets and will be limited to the costs that the Council is required to pay under national terms and conditions. The restructure is not designed to deliver financial savings to the organisation.

Legal Implications and Risk Assessment Statement

Advice has been taken from the Council's Legal and HR teams to ensure that appropriate procedures and processes have been followed in the restructure of the Strategic Management Team.

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

A proposed restructure of the Strategic Management Team is recommended to ensure the Council is well placed to deliver on its Council Plan promises and on the

objectives set out by the Leader of the Council and Cabinet. This will result in two existing roles being deleted and the post holders, with their mutual agreement, leaving the organisation.

Appendices

Appendix A - Current Strategic Management Team structure

Appendix B - Proposed Strategic Management Team structure

Background Papers

None

**Dr Pav Ramewal
Chief Executive**

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Appendix A - Current Strategic Management Team structure

Pav Ramewal Chief Executive				
↓	↓	↓	↓	↓
Lesley Bowles Chief Officer Communities & Business	Jim Carrington-West Chief Officer Corporate Services	Adrian Rowbotham Chief Finance Officer	Richard Morris Chief Planning Officer	Richard Wilson Chief Officer Environmental & Operational Services

Lee Banks Head of Transformation & Strategy (Reports to Chief Executive)	Martin Goodman Head of Legal & Democratic Services (Reports to Chief Officer Corporate Services)
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Appendix B - Proposed Strategic Management Team structure

* - New services for the Chief Officer area

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Pav Ramewal, Chief Executive				
↓	↓	↓	↓	↓
NEW POST Chief Officer People & Places	Jim Carrington-West Chief Officer Customer & Resources	Adrian Rowbotham Chief Officer Finance & Trading	Richard Morris Chief Officer Planning & Regulatory Services	NEW POST Strategic Advisor - Commercial & Property
<ul style="list-style-type: none"> * Empowering Communities * Community Wellbeing Place-making Housing Services Private sector housing * Housing policy Health, wellbeing & leisure Community Planning, projects & grants Community Safety 	<ul style="list-style-type: none"> Corporate projects Customer solutions IT & Digital Services HR & Payroll Legal & Democratic Services Governance Electoral Registration & Elections * Revenues & Benefits service 	<ul style="list-style-type: none"> Assets & Corporate Governance Finance * Direct Services * Parking Services * Kent Resource Partnership * Emergency Planning & Property Services 	<ul style="list-style-type: none"> Development Management Planning Enforcement Conservation Local Plan Planning & Transport Policy Building Control Dangerous Structures * Licensing * Environmental Health 	<ul style="list-style-type: none"> Regeneration Property Economic Development

Lee Banks Head of Transformation & Strategy (Reports to Chief Executive)	Martin Goodman Head of Legal & Democratic Services (Reports to Chief Officer Customer & Resources)
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Item 7 (a) - Licensing Act 2003 - Statement of Licensing Policy

The attached report was considered by the Licensing Committee, and the relevant minute extract is below:

Licensing Committee (Minute 5, 20 June 2019)

Members considered a report which sought direction from the Committee on the options for reviewing the Council's Statement of Licensing Policy for the five-year period 1 April 2015 - 31 March 2020 so as to include a policy for outdoor events. Following the consultation held between 12 April 2019 and 26 May 2019 the Committee was asked to assess the feedback received and decide upon the proposed amendments as set out in section 8 of the report, before recommendation to Council.

It was noted by Members that all feedback received was in support of the amendments.

Resolved: That it be recommended to Council that the revised statement of Licensing Policy be adopted from 23 July 2019.

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LICENSING ACT 2003 - STATEMENT OF LICENSING POLICY

Council - 23 July 2019

Report of Chief Officer Environmental and Operational

Status For decision

Also considered by Licensing Committee - 20 June 2019

Key Decision: No

Executive Summary: This report seeks a decision from the Committee on the options for reviewing the Council's Statement of Licensing Policy for the five-year period 1 April 2015 to 31 March 2020 so as to include a policy for outdoor events.

Following a consultation held between 12 April 2019 and 26 May 2019 (six weeks), the Committee is asked to assess the feedback received and decide upon the proposed amendments as set out in section 8 below, before recommendation to Council.

This report supports the Key Aim of sustainable economy.

Portfolio Holder Cllr Margot McArthur

Contact Officer Sharon Bamborough Ext. 7325 / 07970 731616

Recommendation to Licensing Committee: That, subject to the Committee's views on those comments received, it is recommended to Council that the revised Statement of Licensing Policy be adopted as from 24 July 2019

Recommendation to Council: That, subject to any Licensing Committee's comments, the revised Statement of Licensing Policy be adopted as from 24 July 2019.

Reason for recommendation:

The Licensing Authority's current policy does not have any specific or additional considerations for outdoor events. This reports sets out the proposed changes which will set out the Council's expectations.

Introduction and background

- 1 The Licensing Act 2003 (the Act) requires the Council, in its role as a licensing authority, to prepare and publish a statement of licensing policy with respect to the exercise of its functions under the Act.

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- 2 The Council's current Policy is in force until 31 March 2020. Once in place this Policy must be kept under review at least every five years. The usual full review of this policy is scheduled to take place later in 2019.
- 3 Feedback from the consultation exercise was received from one town council (Westerham Town Council) and two parish councils (Leigh Parish Council and Chiddingstone Parish Council). All in support of the proposed change with no suggested amendments. The feedback can be found at **Appendix A**.
- 5 The proposed Policy has been revised so as to add a new section regarding outdoor events, at section 20, set out in paragraph 8 below.
- 7 Many authorities have seen an increased demand for outdoor events and festivals in recent years. The Licensing Authority's current policy does not have any specific or additional considerations for outdoor events as opposed to the regular licensing activity which takes places mostly within buildings. In light of the evidence of an increased demand for outdoor events and festivals from other authorities, it is anticipated that there may be a national trend for an increase in such events and that Sevenoaks can expect an increase in such demand over the five-year period 1 April 2015 to 31 March 2020.
- 8 The proposed new section is as follows:
 - 20 OUTDOOR EVENTS**
 - 20.1 The general terminal hour for all licensable activities shall be 23:00 at outdoor events;
 - 20.2 Organisers/applicants shall demonstrate that they have the required permissions in place to use the land (whether private land or on Council owned land);
 - 20.3 Organisers/applicants shall demonstrate that they have arrangements in place to ensure the site is properly checked and certified (for example, if water supplies or electrics need to be safety checked); and
 - 20.4 Organisers / applicants using Council owned land will demonstrate that they have notified and where necessary sought authorisation / advice from the relevant Council departments (for example, the Parks and Open Spaces, Highways etc.).

The current full policy can be accessed here:

https://www.sevenoaks.gov.uk/downloads/file/187/licensing_policy_statement

Options for review or change

- 9 It is suggested that three options are available:
- (i) To amend the current policy so as to include the new section on outdoor events. It will then be referred to full council on 23 July 2019 for adoption to come into effect from 24 July 2019

or

 - (ii) Having considered the feedback, the Committee may, however, wish to make further changes to policy (which may require further public consultation if substantial) and direct the Licensing Service to re-draft the policy in line with any such amendments

or

 - (iii) To decide not to amend the current policy

Preferred option and reasons for recommendations

- 10 The Licensing Service recommends the first option in order to keep the wording in line with similar proposals for all the statements of licensing policy across the Licensing Partnership.

Timetable

- 11 The timetable in respect of the preparation and consultation for the proposed Policy is as follows:

18 March 2019	Licensing committee (agreed to consult)
12 April - 26 May 2019	Consultation took place
20 June 2019	Licensing Committee (to consider consultation feedback and agree final version)
23 July 2019	Full Council (Adoption)

Key Implications

Financial

There are no specific financial implications resulting from the matters considered in this report, as the minimal cost of consultation and publication in respect of the proposed Council's Statement of Gambling Policy will be met from the running costs of the Licensing Team and Licensing Partnership.

Legal Implications and Risk Assessment Statement.

The Council's Statement of Licensing Policy is an important factor when determining certain applications under the Licensing Act 2003. If the Policy is silent on a matter then the Council will have less opportunity to guide and control applications.

Ensuring that the Policy is up to date and covers relevant areas assist the Council is ensuring a consistency of approach.

Equality Assessment

Section 149(1) of the Equality Act 2010 requires that, in exercising its functions public sector bodies to have 'due regard' to the need to -

- Eliminate discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act;
- Foster good relations between people who share a relevant 'protected characteristic' and those who do not;
- Advance equality of opportunity between people who share a relevant 'protected characteristic' and those who do not.

Assessing the potential impact on equality of proposed decision, changes to policies, procedures and practices is one of the key ways in which the Council can demonstrate that they have had 'due regard'. Assessing impact on equality should be tailored to, and be proportionate to, the decision(s) being made.

Officers have considered the impact of the proposals contained in this report and consider that there would be no, or very limited adverse or disproportionate impact on those who share a protected characteristic. This will be kept under review as part of the Council's ongoing duty.

Background Papers: [Licensing Policy Statement](#)

Mr. Richard Wilson
Chief Officer Environmental and Operational Services

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Sharon Bamborough

From: Licensing
Sent: 26 April 2019 14:06
To: Sharon Bamborough
Subject: FW: change to Licensing Act Policy consultation

One for you

Thanks

Raine Daniels

Licensing Administrative Officer for Sevenoaks District Council, Tunbridge Wells Borough Council, Maidstone Borough Council and London Borough of Bexley

Sevenoaks District Council | Council Offices | Argyle Road | Sevenoaks | Kent | TN13 1HG
Tel: 01732 227004

Online: www.sevenoaks.gov.uk

From: Westerham Town Council [mailto:office@westerhamtowncouncil.gov.uk]
Sent: 26 April 2019 12:04
To: Licensing
Subject: Re: change to Licensing Act Policy consultation

Dear Sir/Madam

Westerham Town Council discussed the consultation at their Planning Committee on 25th April and fully supported the amendment to add a new section 20 relating to outdoor events to the current Policy.

Kind regards

Angela Howells

Town Clerk

Westerham Town Council
Russell House, Market Square
Westerham. TN16 1RB

www.westerhamtowncouncil.gov.uk

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Sharon Bamborough

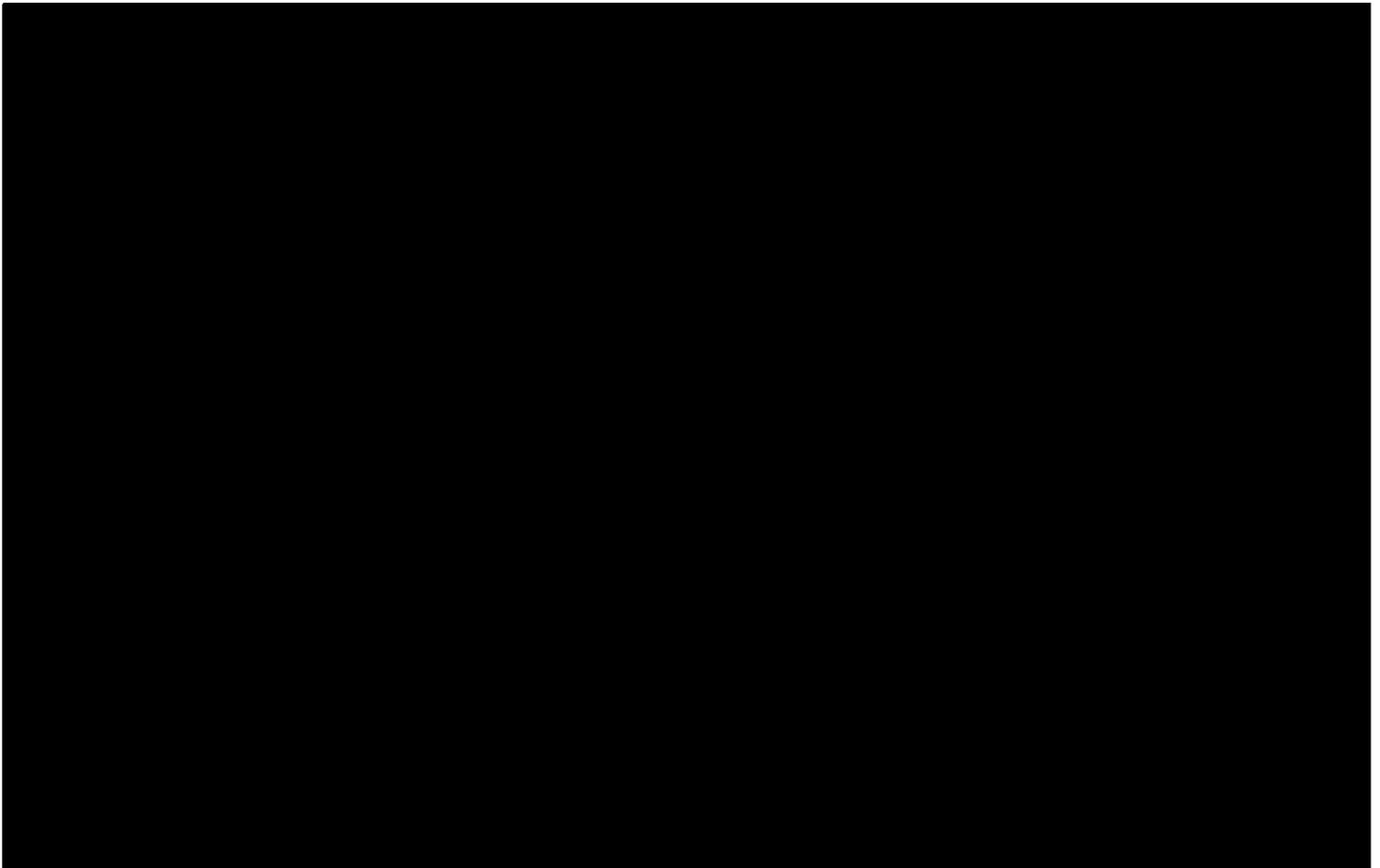
From: Licensing
Sent: 23 May 2019 13:58
To: Sharon Bamborough
Subject: FW: Sevenoaks - change to Licensing Act Policy consultation (6 weeks)
Attachments: Sevenoaks LA03 Policy for consultation.doc

From: Louise Kleinschmidt <louise.leighclerk@hotmail.com>
Sent: 23 May 2019 12:12
To: Licensing <licencing@sevenoaks.gov.uk>
Subject: FW: Sevenoaks - change to Licensing Act Policy consultation (6 weeks)

Leigh Parish Council supports the proposed changes to the Sevenoaks LA03 policy, which are as follows:

- 20.1 The general terminal hour for all licensable activities shall be 23:00 at outdoor events;
- 20.2 Organisers/applicants shall demonstrate that they have the required permissions in place to use the land (whether private land or on Council owned land);
- 20.3 Organisers/applicants shall demonstrate that they have arrangements in place to ensure the site is properly checked and certified (for example, if water supplies or electrics need to be safety checked); and
- 20.4 Organisers / applicants using Council owned land will demonstrate that they have notified and where necessary sought authorisation / advice from the relevant Council departments (for example, the Parks and Open Spaces, Highways etc.).

Kind regards
Louise Kleinschmidt
Clerk - Leigh Parish Council



Sharon Bamborough

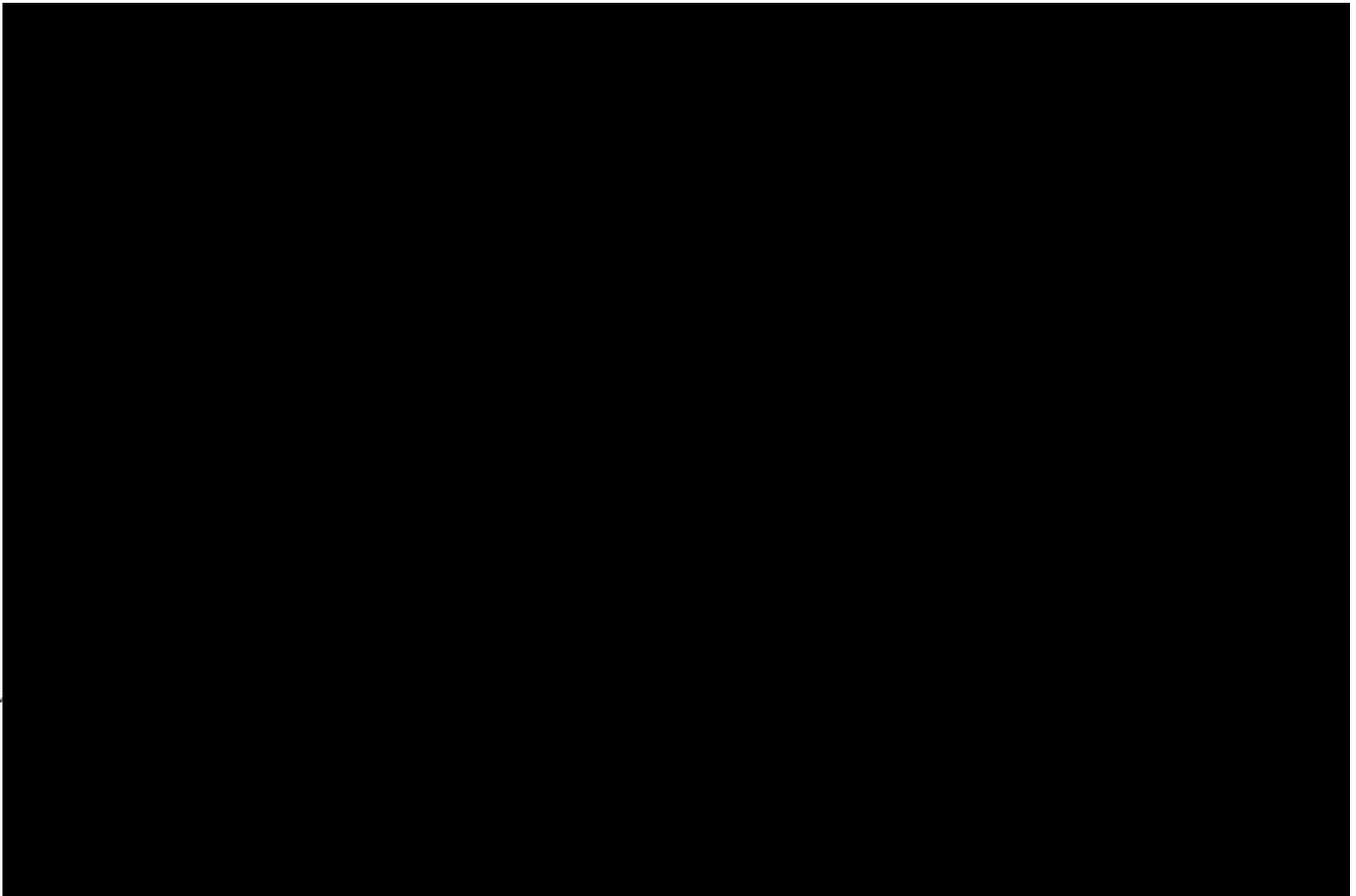
From: Licensing
Sent: 25 April 2019 12:26
To: Sharon Bamborough
Cc: Janet Lockie; Jessica Foley; Michael Moss
Subject: FW: Sevenoaks - change to Licensing Act Policy consultation (6 weeks)
Attachments: Sevenoaks LA03 Policy for consultation.doc

From: louise.clerk@chiddingstone.org [mailto:louise.clerk@chiddingstone.org]
Sent: 25 April 2019 12:18
To: Licensing
Subject: FW: Sevenoaks - change to Licensing Act Policy consultation (6 weeks)

Chiddingstone Parish Council supports the proposed changes to the Sevenoaks LA03 policy, which are as follows:

- 20.1 The general terminal hour for all licensable activities shall be 23:00 at outdoor events;
- 20.2 Organisers/applicants shall demonstrate that they have the required permissions in place to use the land (whether private land or on Council owned land);
- 20.3 Organisers/applicants shall demonstrate that they have arrangements in place to ensure the site is properly checked and certified (for example, if water supplies or electrics need to be safety checked); and
- 20.4 Organisers / applicants using Council owned land will demonstrate that they have notified and where necessary sought authorisation / advice from the relevant Council departments (for example, the Parks and Open Spaces, Highways etc.).

Kind regards
Louise Kleinschmidt
Clerk - Chiddingstone Parish Council



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APPOINTMENT TO OTHER ORGANISATIONS 2019/20 - NON-EXECUTIVE

Council - 23 July 2019

Report of Chief Officer Corporate Services

Status: For Consideration

Key Decision: No

Contact Officer Vanessa Etheridge Ext. 7199

Recommendation: That the appointment of Cllr Harrison to the Dartford & Gravesham NHS Trust Stakeholder Council, be agreed.

Introduction

- 1 It is the responsibility of the Annual Meeting of the Council to confirm the Council's non-executive appointments to other organisations which took place on 21 May 2019.
- 2 Unfortunately an administration error omitted Cllr Lynda Harrison's name as an appointee to the Dartford & Gravesham NHS Trust Stakeholder Council along with Cllr Glynnis Darrington, which this report seeks to rectify.

Key Implications

Financial

Attendance at meetings of Outside Bodies to which an Elected Member has been appointed by the Council constitutes an approved duty and there are costs involved.

Legal Implications and Risk Assessment Statement.

Appointments to represent the Council on outside bodies are made in accordance with s.111 Local Government Act 1972 where the Council is satisfied that such appointments are necessary to, conducive to, or calculated to facilitate the discharge of their statutory functions. In not appointing to those Outside Bodies listed within the Appendix, there is a risk that the Council's designated representation on such organisations would not be fulfilled.

Equality Impacts

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.

Cllr Fleming - Leader's Report

Date: 8 April 2019 - 5 July 2019

April 2019	Event
8 April	<ul style="list-style-type: none"> • LGA Peer Mentoring - Oxfordshire
9 April	<ul style="list-style-type: none"> • Sevenoaks Town Forum - Sevenoaks
10 April	<ul style="list-style-type: none"> • Meeting with Stevie Rice, CEO, West Kent Mind - SDC
11 April	<ul style="list-style-type: none"> • West Kent Housing Association/SDC Annual Liaison Meeting - Sevenoaks
12 April	<ul style="list-style-type: none"> • Friends of Upper High Street Gardens Working Party - Sevenoaks
15 April	<ul style="list-style-type: none"> • Meeting with Lesley Bowles re Housing Related Services - SDC
16 April	<ul style="list-style-type: none"> • Meeting with Dwayne Branch (MOD) - London
	<ul style="list-style-type: none"> • LGA Improvement & Innovation Board Lead Members' Meeting - London
	<ul style="list-style-type: none"> • Meeting with Rob Dale (Connect) - London
18 April	<ul style="list-style-type: none"> • Quercus 7 Briefing - SDC
23 April	<ul style="list-style-type: none"> • Kent & Medway Business Fund Investment Advisory Board - Maidstone
24 April	<ul style="list-style-type: none"> • Speaker at The Future of Public Sector Communications Conference - London
	<ul style="list-style-type: none"> • HR Manager Assessment Day - SDC
	<ul style="list-style-type: none"> • Feedback on Candidates for HR Manager - SDC
	<ul style="list-style-type: none"> • Strategic Programme Board - SDC
26 April	<ul style="list-style-type: none"> • Corporate Induction - SDC
	<ul style="list-style-type: none"> • Meeting with Lady Boswell Students - SDC
29 April	<ul style="list-style-type: none"> • RSN Regional Seminar - SDC
	<ul style="list-style-type: none"> • Meeting with management team at Reigate & Banstead Borough Council - Reigate
30 April	<ul style="list-style-type: none"> • Council - SDC
May 2019	
7 May	<ul style="list-style-type: none"> • Member Induction - SDC
8 May	<ul style="list-style-type: none"> • LGA Efficient & Intelligent Councils telephone appointment
14 May	<ul style="list-style-type: none"> • techUK's Local Government Transformation event - London
16 May	<ul style="list-style-type: none"> • DCN Spring Assembly - London
20 May	<ul style="list-style-type: none"> • LGiU Homelessness Commission Meeting - London
21 May	<ul style="list-style-type: none"> • Annual Council & Special Cabinet - SDC
22 May	<ul style="list-style-type: none"> • Meeting re White Oak with new Swanley members - SDC
23 May	<ul style="list-style-type: none"> • LGA Improvement & Innovation Board - London
	<ul style="list-style-type: none"> • LGA Informal Performance Support Panel - London
24 May	<ul style="list-style-type: none"> • Kent & Medway Business Fund Investment Advisory Board - Maidstone
	<ul style="list-style-type: none"> • Meeting with KCC Cllr Mike Whiting & Simon Jones - Maidstone
30 May	<ul style="list-style-type: none"> • Strategic Programme Board - SDC
	<ul style="list-style-type: none"> • Meeting with Margaret Carr re HERO case study - SDC
June 2019	

Agenda Item 11

4 June	<ul style="list-style-type: none"> • League of Friends Sevenoaks Hospital AGM - Sevenoaks
5 June	<ul style="list-style-type: none"> • DCN Members' Board - London
	<ul style="list-style-type: none"> • APPG on District Councils: High Streets - London
	<ul style="list-style-type: none"> • LGA Reception for Lord Porter - London
6 June	<ul style="list-style-type: none"> • LGA Councillors' Forum - London
	<ul style="list-style-type: none"> • LGA Executive - London
	<ul style="list-style-type: none"> • IDeA Board - London
	<ul style="list-style-type: none"> • LGA Task & Finish Group - London
	<ul style="list-style-type: none"> • Development Control Committee - SDC
7 June	<ul style="list-style-type: none"> • Improvement & Innovation Portfolio Holder Meeting - SDC
	<ul style="list-style-type: none"> • Telephone appointment with DCN
10 June	<ul style="list-style-type: none"> • Evidence to HLCG Select Committee Enquiry - London
	<ul style="list-style-type: none"> • LGA Parliamentary Reception - London
12 June	<ul style="list-style-type: none"> • Meeting at LGA with Matthew Hamilton - London
13 June	<ul style="list-style-type: none"> • Quercus 7 Trading Board - SDC
	<ul style="list-style-type: none"> • Cabinet - SDC
17 June	<ul style="list-style-type: none"> • Meeting re White Oak with Lesley Bowles - SDC
	<ul style="list-style-type: none"> • Meeting with Phil Webb of Sevenoaks Suns Basketball - SDC
18 June	<ul style="list-style-type: none"> • Meeting with members of Swanley Swimming Club - SDC
	<ul style="list-style-type: none"> • Strategic Leadership Meeting - Reigate & Banstead Borough Council
19 June	<ul style="list-style-type: none"> • Meeting with Economic Development team - SDC
	<ul style="list-style-type: none"> • KMFM Radio Interview re Homelessness Commission report
	<ul style="list-style-type: none"> • Meeting with Swanley Town Council members re White Oak - Swanley
20 June	<ul style="list-style-type: none"> • Meeting with Charmaine Lovatt re Communications Review - SDC
	<ul style="list-style-type: none"> • Lord Lieutenant's Farewell Reception - Penshurst Place
21 June	<ul style="list-style-type: none"> • CCA/LGA Post Election Seminar for Conservative Group Leaders - London
24 June	<ul style="list-style-type: none"> • Fly the Flag for Armed Forces - SDC
	<ul style="list-style-type: none"> • Telephone meeting re LGA Self-assessment tool
	<ul style="list-style-type: none"> • Strategic Programme Board - SDC
	<ul style="list-style-type: none"> • Annual Cricket Match - Sevenoaks
25 June	<ul style="list-style-type: none"> • Public Sector Solutions Expo - panellist - London
	<ul style="list-style-type: none"> • Kent & Medway Economic Partnership Meeting - Maidstone
26 June	<ul style="list-style-type: none"> • Pre meeting with Juliet Whitworth LGA London
	<ul style="list-style-type: none"> • Meeting with Rishi Sunak MP - London
27 June	<ul style="list-style-type: none"> • South East District Leaders' Meeting - London
	<ul style="list-style-type: none"> • South East England Councils' AGM - London
	<ul style="list-style-type: none"> • Kent Leaders' Meeting - Maidstone
	<ul style="list-style-type: none"> • Improvement & Innovation Advisory Committee Meeting - SDC
28 June	<ul style="list-style-type: none"> • Kent LEP Meeting - Purfleet
	<ul style="list-style-type: none"> • SELEP Strategic Board Meeting - Purfleet
	<ul style="list-style-type: none"> • Meeting with Countryside re Swanley Sites- SDC
July 2019	
1-4 July	<ul style="list-style-type: none"> • LGA Conference - Bournemouth
5 July	<ul style="list-style-type: none"> • West Kent Partnership - Tunbridge Wells