

Council Offices
Argyle Road
Sevenoaks
Kent
TN13 1HG



Despatched: 11.11.19

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 19 November 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 23 July 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) Christmas Parking 2019 (Pages 5 - 10)
7. Matters considered by other standing committees
 - a) Review of Polling Districts, Polling Places and Polling Stations (Pages 11 - 40)

- b) Report of the 'Chairman Role' Working Group (Pages 41 - 50)
 - c) To approve the minutes of the Appointments Committee held on 7 November 2019 (Pages 51 - 52)
8. To consider the following reports from the Chief Executive or other Chief Officers on matters requiring the attention of Council:
- a) Net Zero Report (Pages 53 - 60)
 - b) Draft Calendar of meetings 2020/21 (Pages 61 - 64)
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 65 - 68)

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.

COUNCIL

Minutes of the meeting held on 23 July 2019 commencing at 7.00 pm

Present: Cllr. Edwards-Winser (Chairman)

Cllr. Esler (Vice Chairman)

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

Apologies for absence were received from Cllrs. Barnett, Bayley, Carroll, Coleman, London, Parkin, Pearsall, Piper and Williamson

15. To approve as a correct record the minutes of the meeting of the Council held on 21 May 2019

The Minutes printed in the papers had Cllr Clayton in attendance, this had been rectified on the version before the Chairman and had Councillor Clayton's apologies noted.

Resolved: That the Minutes of the meetings of the Council held on 21 May 2019, be approved and signed as a correct record.

16. 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

No additional declarations of interest were received.

17. Chairman's Announcements

The Chairman announced that Mr Mike Pearsall would be the Vice Chairman's consort for the remainder of the municipal year and invited Mr Pearsall to the front to invest him with the badge of office.

The Chairman reported the sad news that a former employee Margaret Hagger who had been the Chairman's pa and secretary for the Past Chairman's group, had died the previous week. Her memorial service was taking place the following week and details had been emailed to Members. He also advised that Patrick Moore, a local veteran of the Normandy landings, had passed away. Patrick had attended many flag raising and remembrance ceremonies and would be sadly missed.

The Chairman announced that he, the Vice Chairman, or both of them, had attended 7 Civic Functions in Kent and Surrey and 35 District Organisations for AGMs or prize giving. One such event had been the Sevenoaks Area Dementia Friendly Community and he was pleased to announce that they had secured charitable status and as a registered charity, could now generate even more money for good causes by qualifying for tax relief on most public donations.

At these civic events they had extolled the virtues of the Council: Being the first District to be financially self-sufficient; The fact that the Council still had a weekly bin collection of which less than 2% went to landfill; and that the Council had the same capital revenue as in 2009, was a real eye opener to the majority of dignitaries.

He reminded Members that four weeks of family funs days were about to begin full of free activities for all, and that he and the Vice Chairman would be attending as many as possible and looked forward to seeing them there.

The Chairman reminded everyone that his first social fund-raising event was taking place the next day at Hever Castle which was being extremely well supported by Chairmen and Mayors from the surrounding Districts and towns and with the weather set to be fine it should hopefully be a good day. The Chairman also announced that there were still some spaces left on his Shoreham wine tasting evening.

18. To receive any questions from members of the public under paragraph 17 of Part 2 (The Council and District Council Members) of the Constitution.

No questions had been received.

19. 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.

No petitions had been received.

20. Matters considered by the Cabinet

- (a) Strategic Management Team Restructure

Councillor Fleming moved and Councillor Dickins seconded the recommendation from Cabinet, which sought approval of 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.

Councillor Fleming asked Members to join him in acknowledging the exceptional work both Lesley Bowles and Richard Wilson had done for the Council over the years, conveying his and the Council's thanks to them.

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Resolved: That the restructure of the Council's Strategic Management Team be approved.

21. Matters considered by other standing committees

(a) Licensing Act 2003 - Statement of Licensing Policy

Councillor Fleming moved and Councillor Clack seconded the recommendation from Licensing Committee, which sought approval of the revised Statement of Licensing Policy for the five-year period 1 April 2015 - 31 March 2020.

Resolved: That the revised statement of Licensing Policy be adopted.

22. 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

Councillor Fleming proposed and Councillor Dickins seconded the report which sought approval of the appointment of Cllr Harrison to the Dartford & Gravesham NHS Trust Stakeholder Council.

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

23. 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.

One question had been received from a Member in accordance with paragraph 19.3 of Part 2 (The Council and District Council Members) of the Constitution.

Question 1: Cllr Purves

'Kent County Council has declared a Climate Change Emergency, and has agreed to a target of net zero emissions by 2050. Has SDC set a target, if so, for when, and what initiatives do SDC propose to implement to meet that target?'

Response: Leader of the Council

The Kent and Medway Energy and Low Emissions Strategy was currently out to consultation, which would close at the end of September. This was a strategy of the Kent Environment Strategy Steering Group, on which, the Council was represented, and as such it was a strategy for the County of Kent.

The Energy and Low Emissions Strategy had a vision, 'By 2050 the County of Kent has reduced emissions to net-zero and is benefiting from a competitive, innovative and resilient low carbon economy, where no deaths are associated with poor air quality'.

Following the end of the consultation and the issue of the final strategy, the strategy would be considered by the Cleaner & Greener Advisory Committee with a recommendation to Cabinet to adopt the strategy. The consultation document can be found on the Kent County Council (KCC) and we encourage people to respond.

He added that this was only one piece of the jigsaw and he would be calling for a debate on climate change at the next Council meeting.

Supplementary question: Cllr Purves

Councillor Purves was pleased to hear there would be a debate at the next meeting of Full Council. She advised she had been disappointed that the recent replacement of refuse freighters had been for more diesel vehicles and not for hybrid or electric ones. She asked the Leader to confirm that all future vehicles would be hybrid or electric in the future.

Response: Leader of the Council

The Leader advised that the Council covered 140 square miles and that the only council he knew of that was committed to such vehicles was the City of London which was famously only one square mile. It was not a commitment he could make. However he could commit to the Council's current track record of replacing appropriately sized vehicles such as the electric one already being driven by the Civil Enforcement Officers.

24. 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.

No motions had been received.

25. To receive the report of the Leader of the Council on the work of the Cabinet since the last Council meeting.

The Leader of the Council reported on the work that he and the Cabinet had undertaken in the period 8 April to 5 July 2019. The Leader reminded Members of the opportunity to look at the White Oak Leisure Centre proposals at a meeting on Thursday 25 July 2019 at 6pm.

THE MEETING WAS CONCLUDED AT 7.20 PM

CHAIRMAN

Item 6(a) - Christmas Parking 2019

The attached report was considered by the Cabinet on 7 November 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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CHRISTMAS PARKING 2019

Council - 19 November 2019

Report of Chief Officer Finance & Trading
Chief Officer Environmental & Operational Services

Status: For Consideration

Also considered by: Cabinet - 7 November 2019
Cleaner & Greener Advisory committee 29 October 2019

Key Decision: No

Executive Summary: This report requests that the Committee considers free concessionary parking on select dates at Christmas 2019.

This report supports the key aims of:

The effective management of Council resources and supporting and developing the local economy.

Portfolio Holder Cllr. Margot McArthur

Contact Officer(s) John Strachan, Ext. 7310

Recommendation to Cleaner and Greener Advisory Committee: That proposals for free parking in Sevenoaks town over the two weekends leading up to Christmas 2019 be considered by the Committee and its views be submitted for consideration by Council and the cost of funding this be met from Supplementary Estimates.

Recommendation to Council: That the Council considers the views of the Committee and if minded to agree to these proposals, that it authorises the cost of funding be met from Supplementary Estimates.

Reason for recommendation: To help encourage shoppers and other visitors to Sevenoaks and Westerham, in the busy shopping period leading up to Christmas 2019.

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.

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- 2 Free parking is proposed in all Sevenoaks town car parks on the two Saturdays leading up to Christmas in December 2019 and free parking in Blighs car park which is the only charged car park on the two Sundays before Christmas.

Location	Date
Sevenoaks	Saturday and Sunday 14 and 15 December 2019
	Saturday and Sunday 21 and 22 December 2019
Westerham	Saturday 14 December 2019 (Sundays free)
	Saturday 21 December 2019 (Sundays free)

- 3 To help maintain parking turnover in Blighs over the two weekends, the maximum stay in Blighs will be reduced from 4 to 3 hours.
- 4 Relaxing parking charges on weekends has no impact on Swanley or at Knockholt Station as charges only apply Monday to Friday.
- 5 This is regarded as being of particular importance in light of similar initiatives operated in other towns in neighbouring Districts.
- 6 Vehicles parking for free are still required to observe maximum periods of stay in car parks and on street.
- 7 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.
- 8 Weekend free parking will be promoted for shop workers in the Council Offices staff car park accessed from Gordon Road.
- 9 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

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

Other Information

- 11 Members are advised that, as in previous years, the Cleaner and Greener Portfolio Holder has allowed free evening parking for Christmas Light and late night shopping events.

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Item 7(a) - Review of Polling Districts, Polling Places and Polling Stations

The attached report was considered by the Governance Committee on 5 November 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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REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS

Council - 19 November 2019

Report of	Chief Executive
Status	For Decision
Also considered by	Governance - 5 November 2019
Key Decision	No

Executive Summary:

The Council has conducted a statutory consultation under the requirements of the Representation of the People Act 1983 (as amended) regarding the polling districts and polling places within the District. The Council is legally required to undertake and conclude the review, by determining the geographical polling districts and agreeing to the locations of polling places.

This report makes recommendations to confirm the location of every polling place throughout the district, and to implement a minor change to one existing polling district. Members are invited to agree the recommendations, bringing the review to a formal close in line with the legislated timetable.

Contact Officers Jim Carrington-West, Ext. 7286
 Nicola Fletcher, Ext. 7188

Recommendation to Governance Committee

That Council be recommended to:

- (a) agree to the minor adjustment to the boundary between polling districts BZ (Lower St. John's) and CC (Upper St. John's) such that all properties are included in the same polling district;
- (b) all other polling district boundaries are retained unchanged; and
- (c) agree to the proposed polling places as shown in Appendix C .

Recommendation to Council that:

- (a) the minor adjustment to the boundary between polling districts BZ (Lower St. John's) and CC (Upper St. John's), be agreed;
 - (b) all other polling district boundaries are retained unchanged; and
-

(c) the proposed polling places as shown in Appendix C be agreed.

Reason for recommendation:

The Council has considered all responses from the statutory public consultation, along with the suitability and accessibility of all venues, and concludes that the revised polling districts and amended schedule of polling places best meets the requirements of the legislation, Electoral Commission best practice and the needs of the local electorate.

Introduction and Background

- 1 Every district council area is divided into geographical administrative areas known as polling districts. Each polling district must have a polling place assigned to it; this polling place is the location or venue in which a polling station will be placed.
- 2 All district councils are required by law to complete a review of polling districts and polling places every five years. The current statutory review must be completed by 31 January 2020. Best practice, however, dictates that the review should be concluded, where practicable, in advance of the publication of the next revised Register of Electors on 1 December 2019. This enables any changes to take effect from that date. Members are invited to note that should a major election take place before 1 December 2019, publication of the revised Register of Electors may be deferred until up to February 2020; in such a case any changes will take effect from that amended publication date.
- 3 The Electoral Commission have developed guidance to assist with determining polling districts and polling places (<https://www.electoralcommission.org.uk/i-am-a/electoral-administrator/polling-place-reviews>). This is based on the relevant legislation (the Representation of the People Act 1983, as amended) which sets out the steps required within a formal review. This includes the following requirements:
 - Publish a notice formally initiating the public consultation as part of the review.
 - Consult the Acting Returning Officer for every parliamentary constituency which is wholly or partly in its area.
 - Publish all representations made by an Acting Returning Officer within 30 days of receipt by posting a copy of them at the local authority's office and in at least one conspicuous place in their area and, if the authority maintains a website, by placing a copy on the authority's website.
 - Seek representations from such persons as it thinks have particular expertise in relation to access to premises or facilities for persons who

have different forms of disability. Such persons must have an opportunity to make representations and to comment on the representations made by the Acting Returning Officer(s).

- On completion of a review, give reasons for its decisions and publish all information relevant to the review.
- 4 As such, there is a requirement to undertake a formal public consultation in which members of the public, elected representatives, and other statutory consultees are invited to respond to the draft recommendations.

Definitions

- 5 The following definitions apply throughout this review:
- A **polling district** is a geographical area. District councils are required to divide their area into polling districts for the purposes of elections. The polling district determines which polling station an elector must attend in order to vote in person. Each parish and parish ward must have a separate polling district.
 - A **polling place** is the building or area in which polling stations will be selected by the (Acting) Returning Officer at an election. The district council must designate polling places for each polling district. Each polling place should be accessible to all electors, including those with disabilities, as far as practicable.
 - A **polling station** is the room or area within the polling place where voting takes place. These are chosen by the relevant (Acting) Returning Officer for a given election, and not by the council.
 - The **Returning Officer** is the individual who has responsibility for delivering free, fair, democratic elections in accordance with the relevant legislation. This role is independent of the council. At a Parliamentary Election, this individual is known as the Acting Returning Officer, hence the term '(Acting) Returning Officer' refers to the individuals responsible for delivering each level of election. This person is also known as the (A)RO.
- 6 It is important to note that polling districts determine to which polling place and polling station a voter must attend to vote in person. They are administrative areas within wards, and do not affect which candidate or party the elector may vote for.

Rules applicable to determining polling districts and polling places

- 7 Electoral Commission guidance states that each parish and parish ward is to be a separate polling district, and the boundaries and designations of

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polling districts should not adversely impact on an elector's ability to attend their polling station.

- 8 Polling places should be considered taking accessibility, location and suitability into account. In practice, polling stations have to meet basic standards in order to be suitable for use bearing in mind the requirements for staff working in those venues and the numbers of electors who may attend to cast their vote.

Draft proposals and consultation

- 9 In developing the draft proposals, officers visited every current and proposed polling place and assessed them for their suitability based on Electoral Commission templates. They also reviewed every polling district boundary using high resolution digital mapping.
- 10 Based on these assessments, draft proposals were developed for consultation.
- 11 As part of the statutory review, contributions from the Acting Returning Officers for the Parliamentary Constituencies that represent the district should be sought. As such, Sevenoaks District Council has consulted with the Acting Returning Officers for the Dartford, Sevenoaks and Tonbridge & Malling constituencies on the draft proposals.
- 12 In addition, the current proposal by the Boundary Commission for England (BCE) for the realignment of parliamentary constituency boundaries would result (if that review receives Parliamentary approval in its current form) in part of this district being transferred from the Dartford parliamentary constituency to the Gravesham parliamentary constituency. As a result, Sevenoaks District Council has also consulted with the Acting Returning Officer for Gravesham. If the changes proposed by the BCE are implemented, that part of Sevenoaks District that is currently part of Tonbridge & Malling parliamentary constituency will form part of the new Tonbridge parliamentary constituency; the ARO will remain unchanged, however.
- 13 The draft proposals have also been sent, as part of the consultation process, as follows:
 - To all elected representatives of the district
 - District, parish and county councillors
 - Members of Parliament representing residents of this district
 - Members of the European Parliament for the South East Region
 - The Police & Crime Commissioner for Kent
 - Local political party representatives

- Local groups with expertise in disability and access issues, and a meeting held with the Sevenoaks District Access Group to discuss the proposals. This included:
 - Sevenoaks District Access Group
 - Alzheimer’s Society (West Kent)
 - Kent Association for the Blind
 - Avenues Group
 - Hft
 - IASK
 - Age UK
 - All keyholders for the existing and proposed venues were invited to confirm that their venues remain available for use as polling places.
 - Residents of the one property that would be affected by the proposed polling district boundary change.
- 14 Information about the consultation was also published on the Sevenoaks District Council website, and on public noticeboards. The draft proposals were published online and made available to view at the Council offices.
- 15 The public consultation ran from 31 July 2019 through to 1 October 2019.

Responses to the consultation

- 16 The Acting Returning Officers for the Parliamentary constituencies representing Sevenoaks District residents submitted their responses to the consultation as set out below. These were published along with the consultation documents as they were received. Note that the ARO for Sevenoaks is also the Chief Executive of Sevenoaks District Council and therefore the draft proposals were made in liaison with him.
- **Acting Returning Officer for Gravesham (non-statutory consultee):**
“We have no comments on the recommendations, and are happy with them.” (17 July 2019)
 - **Acting Returning Officer for Tonbridge & Malling:**
“I fully support and endorse the proposals prepared for this review of polling districts and polling places within the Tonbridge & Malling Constituency. I also endorse the comments attributed to each proposal.” (26 July 2019)
 - **Acting Returning Officer for Dartford:**
“I have reviewed the proposals by Sevenoaks District Council for the Dartford Parliamentary Constituency and support the recommendations

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which seem to offer effective arrangements which support the council's priority to encourage strong and involved communities, by enabling the electorate to effectively engage in the democratic process.

Where possible no more than 2500 electors should vote at any one polling station however; more than one polling station can be situated in a polling place and these proposals would facilitate this.

The election timetable has been demanding and will continue to be challenging over the next four years. In this time, Sevenoaks will need to continue to review these arrangements and make any necessary changes to polling places as the electorate in each area changes.

Each of the proposed polling places would offer a suitable facilities for the location of a polling station.” (7 August 2019)

- 17 In response to the submission from Dartford, Members are invited to note that the staffing allocations for a Parliamentary Election are the responsibility of the Acting Returning Officer for that constituency. However we remain confident that the venues are suitable for individual and, where appropriate, two or more polling stations, and we will continue to monitor this over time.
- 18 During the consultation we received a total of 11 additional responses (in addition to confirmations from keyholders that venues remain available for use). These, along with our responses, are included at Appendix A. To summarise, the majority of the responses supported our draft proposals. However, the following are worth noting:
 - Sevenoaks Community Centre is unavailable for use until 2021 due to building work. A suitable alternative, the Bat and Ball station building, has been identified and confirmed as suitable and available. I therefore **recommend** that the polling place be amended to reflect this.
 - Fordcombe village hall is likely to be unavailable due to building work. The community has limited alternative facilities, namely the Chafford Arms public house and the primary school. The Chafford Arms is unsuitable as it has no pavement access and is unlikely to be available for a short-notice poll at certain times of the year; it would also require temporary ramps to be installed, and the venue hire cost is prohibitive. The school is not ideal, as it has no step-free access and the layout of the building means that temporary ramps cannot be safely installed. However, of the two possible alternative venues the school is the only one considered suitable. Whilst we try to avoid using schools, in order to minimise disruption to staff and pupils, it is unfortunately unavoidable in this circumstance. That said, the exact timing of renovation work at the village hall is currently unknown. I therefore **recommend** that the polling place remain the village hall, with the caveat that when it is unavailable due to building work the primary school is used instead. This is likely to be for a limited period before

the village hall refurbishment is completed and the premises available again.

- District Councillors for Sevenoaks Eastern ward (response numbers 008 and 009) responded that the proposed polling place was not suitable for the Hillingdon polling district because of the distance that some residents must travel to get to it. Having reviewed the locations, the distance between the current venue and their alternative proposed site of a mobile venue is an 11 minute walk. Moving to Trinity school would also create the same issue for electors living nearer to the current polling place (the St Johns Church Hall) - they would have the same distance to travel as people who live near Trinity school and walk to St Johns Church Hall - as both venues are on opposite sides of the polling district. In addition, we try to minimise the use of schools as polling stations as far as possible to minimise disruption to students. There are issues with mobile polling stations, most notably in this location the lack of facilities for staff and electors. Whilst the current location of the venue is not ideal for residents of Hillingdon, Trinity school is no better, and a mobile or temporary venue creates more issues than it resolves for residents and polling staff. I therefore **recommend** keeping the venues as set out in the draft recommendations. Members are invited to note that the County Councillor for this area has also indicated (response 010) that they are happy with the draft proposals for polling places.
- Due to changes taking place at Swanley Youth Centre, the room currently used for elections may become unavailable in future. We have assessed the alternative room, and consider it would be suitable for use as a polling station when the main room is unavailable for use. I therefore **recommend** we retain the Swanley Youth Centre as a polling place, noting the actual room used may change depending on circumstances at the time of an election.

Final recommendations

- 19 It is worth noting that the authority to amend polling places is set by the Council; the decision as to exactly where in the polling place a polling station is located is determined by the (Acting) Returning Officer. Any changes close to an election (such as a venue being unavailable) can cause complications if the Council is required to meet to agree them; this is particularly difficult for unscheduled or short-notice polls. Whilst the (A)RO has authority to change a venue if required if there is insufficient time to consult Council, it is good practice to try to avoid such restrictions whilst retaining Council's overall responsibility for determining polling places. Some local authorities designate entire districts as their polling places; I do not agree that this gives a level of specificity required, and arguably does not fully comply with Electoral Commission guidance. I therefore recommend that each polling place is set as 'At or near...' the proposed

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venue. This gives some flexibility in setting exact locations for polling stations, particularly where short-notice changes are required whilst retaining Council's decision-making responsibility. For all practical purposes this does not affect the actual location of polling stations unless there are unavoidable necessary changes.

20 In addition, Members are invited to note that the polling districts and polling places in use are monitored on an ongoing basis and that if circumstances change (such as a large residential development) before the next scheduled formal review, changes to polling districts and polling places can be made in the interim.

21 My final recommendations are:

Polling districts. Adjust the boundary between polling districts BZ (Lower St John's) and CC (Upper St John's) such that all properties are included in the same polling district. **Polling places.** Set the polling places as shown in **Appendix C**. These take the consultation responses into account.

Publication of materials

22 The legislation requires that the council publishes all information relevant to this review of polling places and polling districts. In addition, the Council is required to publish copies of all correspondence sent to Acting Returning Officers and to individuals or organisations the local authority consulted with as they have particular expertise in relation to access to premises or facilities for persons who have different forms of disability; these are available online as background documents. The publication of this report, along with appendices, background documents and minutes of the Governance Committee and Council, satisfy this requirement. A copy of these documents will be made available online and at the council offices, in line with both normal practice and the statutory requirements for this review.

Key Implications

Financial

This is a statutory review. Costs associated with the conduct of the review are met from within existing budgets.

Legal Implications and Risk Assessment Statement

This is a statutory review, conducted under the Representation of the People Act 1983 (as amended) and Electoral Commission guidance. There is a risk that, if the council does not take responses from the consultation into account, individuals

may appeal to the Electoral Commission. Given that all responses have been fully considered and where not taken on board we have set out our reasons, this risk is minimal.

Equality Assessment

The accessibility and suitability of each venue has been taken into account in the conduct of this review. As a result, the decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. Where access to venues is restricted, we have proposed temporary access changes where possible (such as ramps). In some locations this is unfortunately not possible. However all registered electors are entitled to request to vote by post, negating the need to attend the polling station. If an elector wishes to vote in person at a polling station with limited access, the polling station staff will assist them to enable them to vote in person, whilst ensuring the secrecy of the election. All polling station staff are trained prior to each election and reminded of their responsibilities in terms of supporting electors and enabling them to vote.

A very small number of the polling places are in venues that sell alcohol, and some are in churches or church halls. There may be some electors who are unwilling to visit such venues. However, there has been no change in the number or location of these venues from previous years, and in each case there is no suitable alternative venue. As noted above, all registered electors are entitled to request to vote by post, negating the need to attend the polling station in person.

Conclusions

This review of polling districts and polling places satisfies the legal requirement to undertake a review including completion of a public consultation and publication of all documents relating to the review. There is a legal requirement to agree to a new schedule of polling districts and polling places by the end of January 2020, taking the consultation into account and following Electoral Commission guidance.

Appendices

Appendix A - Summary of consultation responses and our comments thereon

Appendix B - Recommended change to Polling District boundary

Appendix C - Recommended polling places

Background Papers

Notice of Review as published

Draft proposals as consulted upon

Correspondence sent to statutory consultees

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<https://cds.sevenoaks.gov.uk/ieListDocuments.aspx?CId=289&MId=2409&Ver=4&J=2>

Electoral Commission guidance on these reviews is available from <https://www.electoralcommission.org.uk/i-am-a/electoral-administrator/polling-place-reviews>

Jim Carrington-West

Chief Officer Customer & Resources

Review of polling districts, polling places and polling stations

Consultation responses

Please note that responses from venues solely confirming availability are not included.

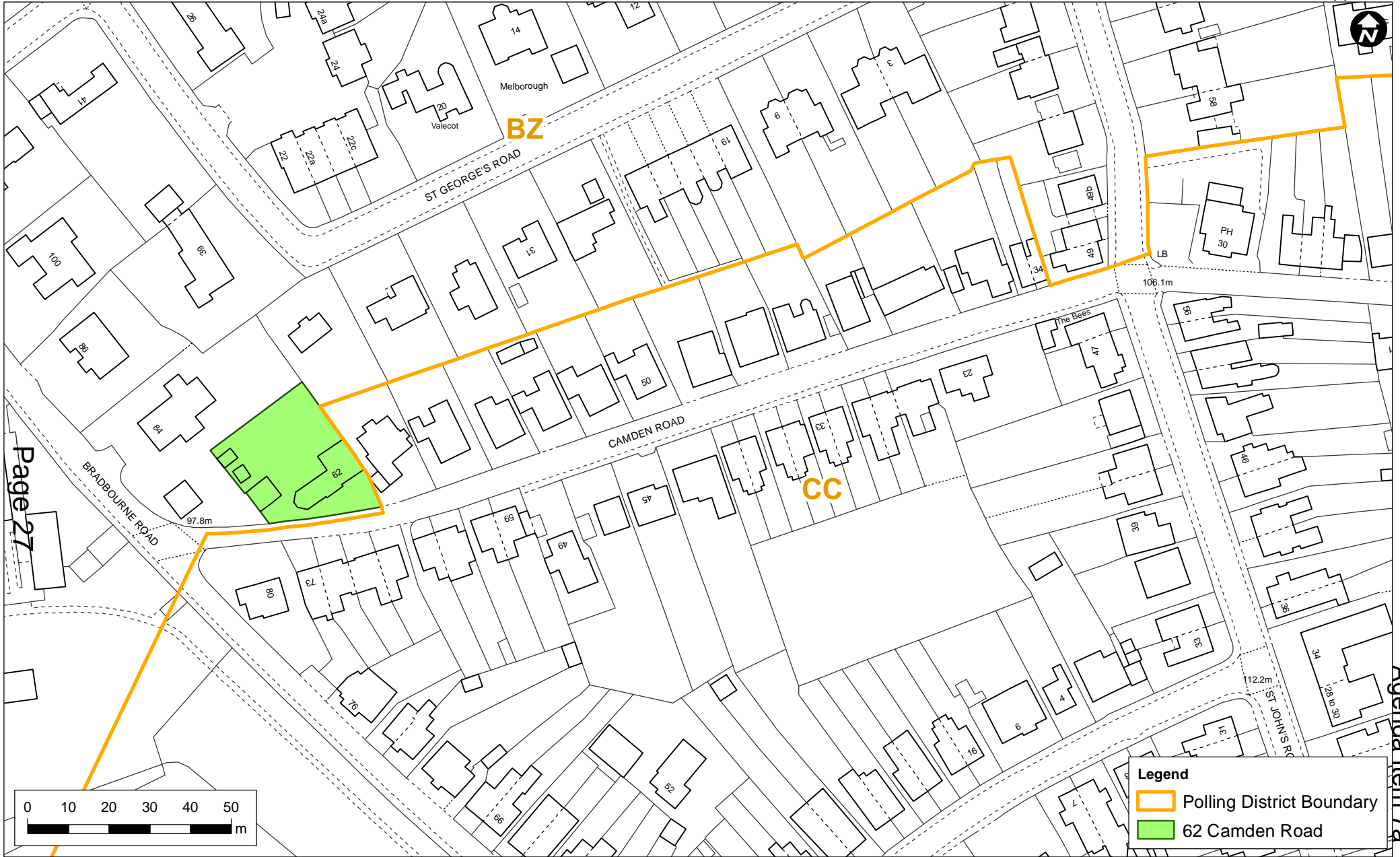
#	Date	Constituency / Ward	Respondent	Summary of comment	Response
001	27 July 2019	Sevenoaks / Northern Sevenoaks	District Councillor	The Polling station at Sevenoaks Community Centre will not be available for use until 2021 as it is being rebuilt. Perhaps the Bat and Ball Station building managed by the Sevenoaks Town Council might be suitable for that part of the Ward.	<p>The owners of the venue have confirmed that Sevenoaks Community Centre will not be available during 2019/2020 and have suggested the same alternative.</p> <p>Having visited and assessed the Bat and Ball Station building, I confirm it would be suitable for use as a polling station and therefore recommend that this be the new venue until such time as the community centre is available again. The (A)RO will ensure adequate signage and information on poll cards for all voters affected by this change.</p>
002	31 July 2019	Sevenoaks / Sevenoaks Rural North East county division	County Councillor	The proposed facilities in my division are fine.	
003	1 August 2019	Sevenoaks / Sevenoaks Kippington	District Councillor	I am happy with the proposed arrangements.	

#	Date	Constituency / Ward	Respondent	Summary of comment	Response
004	1 August 2019	Tonbridge & Malling / Penshurst, Fordcombe and Chiddingstone	District Councillor	I don't think you can be aware that Fordcombe village hall is currently closed and is going to be demolished and rebuilt. Should an election be called in the next eighteen months, a different venue will be necessary.	The exact timing for the temporary closure of the venue is not yet confirmed. Alternatives have been considered, with the primary school identified as the most suitable. I therefore recommend that the polling place remain the village hall, with the caveat that when it is unavailable due to building work the primary school is used instead. This is likely to be for a limited period before the village hall refurbishment is completed and the premises available again.
005	2 August 2019	Sevenoaks / Hextable	District Councillor	Hextable members have commented after this was looked at previously and given the well-known and existing central location of our polling station at St Peters church, I feel there would be no benefit from changing these arrangements.	
006	5 August 2019	Sevenoaks / Sevenoaks Northern	Venue	Sevenoaks Community Centre – This is now closed until late 2020 whilst refurbishment and extension works are carried out In place of the Sevenoaks Community Centre, Sevenoaks Town Council can offer the Bat & Ball Station. The Station has 2 rooms and I attach some	See response to 001, above.

#	Date	Constituency / Ward	Respondent	Summary of comment	Response
				information about it. I would think that the Booking Hall would probably be the better sized room for you. The address is Bat & Ball Station, Chatham Hill Road, Sevenoaks, Kent TN14 5AP	
007	5 August 2019	Sevenoaks / Fawkham & West Kingsdown	Venue	I confirm that this venue will be available for future use and many local people have commented that it is convenient with good parking available.	
008	9 August 2019	Sevenoaks / Eastern	District Councillor	An important fact which was apparent in the latest local elections in Eastern Ward was a significant difference in turnout on the day between the Hillingdon and Hollybush polling areas.	There tends to be a higher turnout (both in percentage and count of electors) in BV compared to BW. The venue remains suitable for two stations. The (A)RO is responsible for allocating staff for each election and will ensure sufficient staff at the busier station, taking into account historic turnout information.
009	12 August 2019	Sevenoaks / Eastern	District Councillor	I note that the Consultation document states that each polling station should be accessible for all electors. I believe that in Sevenoaks Eastern this is not the case, and voters from the Hillingdon (BV) end of the ward are at a disadvantage.	The alternative venue suggested is not suitable for use as a polling station venue. Whilst the current venue is not ideal for all electors, it represents the best location we can currently provide.

#	Date	Constituency / Ward	Respondent	Summary of comment	Response
010	13 August 2019	Sevenoaks / Sevenoaks Town County Division	County Councillor	I have read the consultation document and am happy with the proposals for the wards in my KCC division – Sevenoaks Town.	
011	14 August 2019	Sevenoaks / Swanley St Mary’s	Venue	The venue (Swanley Youth Centre) is available at present. However, future building work is planned (no date is yet confirmed), at which point an alternative room in the same building will be available for use for a polling station.	We have assessed the alternative room, and consider it would be suitable for use as a polling station when the main room is unavailable for use. I therefore recommend we retain the Swanley Youth Centre as a polling place, noting the actual room used may change depending on circumstances at the time of an election.

Agenda Item 7a



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Agenda Item 7a

Legend

- Polling District Boundary
- 62 Camden Road



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Ordnance Survey 100019428

Polling District Boundary Between Districts BZ and CC, North of Camden Road Sevenoaks TN13 3LX

Scale: 1:1,250 @ A4
Date: July 2019

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Parliamentary Constituency : Sevenoaks**Ward : Ash and New Ash Green**

AA	Ash	At or near The Village Hall, The Street, Ash, Kent, TN15 7HB	Sevenoaks Rural North East	Ash-cum-Ridley - Ash ward	314 (of which, postal voters: 16)	The current polling place is suitable and accessible.
AC	New Ash Green North West	At or near New Ash Green Youth Centre, Ash Road, Ash, Kent, DA3 8JY	Sevenoaks Rural North East	Ash-cum-Ridley - New Ash Green North West ward	2063 (of which, postal voters: 181)	The current polling place is suitable and accessible.
AD	New Ash Green South East	At or near New Ash Green Village Hall, Centre Road, New Ash Green, Kent, DA3 8HH	Sevenoaks Rural North East	Ash-cum-Ridley - New Ash Green South East ward	2253 (of which, postal voters: 223)	The current polling place is suitable and accessible.

Ward : Brasted, Chevening and Sundridge

AF	Brasted	At or near Brasted Village Hall, High Street, Brasted, Kent, TN16 1JA	Sevenoaks West	Brasted parish	762 (of which, postal voters: 90)	The current polling place is suitable and accessible.
AG	Toys Hill	At or near Toys Hill Village Hall, Puddledock Lane, Westerham, Kent, TN16 1PY	Sevenoaks West	Brasted parish	375 (of which, postal voters: 79)	Access to the venue is poor, with steps into the building. However no suitable alternatives exist in this rural location. It is not possible to place a temporary ramp, as doing so would cause a dangerous obstruction for other users of the venue and block access in the area. Given the small number of electors allocated to this station and the lack of suitable alternatives, there is a requirement to continue to use this venue as a polling place. The (A)RO will ensure the staff are trained with regards accessibility and able to support electors who may need their additional support at an election in order to be able to vote. The (A)RO will consider mechanisms to alert the polling station staff to the presence of voters outside the station who are unable to ascend the steps.
AH	Chevening	At or near Chevening Church Hall, Homedean Road, Chipstead, Kent, TN13 2RU	Sevenoaks West	Chevening parish	2288 (of which, postal voters: 367)	The current polling place is suitable and accessible.
CI	Ide Hill	At or near Ide Hill Village Hall, Ide Hill, Kent, TN14 6JG (Wheatsheaf Room)	Sevenoaks West	Sundridge with Ide Hill - Ide Hill	529 (of which, postal voters: 65)	The current polling place is suitable and accessible. The Wheatsheaf Room is down the corridor from the main entrance, but access is flat and smooth.
CJ	Sundridge	At or near Sundridge Village Hall, Main Road, Sundridge, Kent, TN14 6EJ	Sevenoaks West	Sundridge with Ide Hill - Sundridge	984 (of which, postal voters: 141)	The current polling place is suitable and accessible.

Polling district	Final recommendation: polling place	County division	Parish	Total electorate	Review of access
Parliamentary Constituency : Sevenoaks					
Ward : Crockenhill & Well Hill					
AN Crockenhill	At or near Crockenhill Village Hall, Stones Cross Road, Crockenhill, Kent, BR8 8LT	Sevenoaks North & Darent Valley	Crockenhill parish	1329 (of which, postal voters: 154)	The current polling place is suitable and accessible.
CH Well Hill	At or near Well Hill Mission Church, Well Hill, Orpington, Kent, BR6 7PR	Sevenoaks North & Darent Valley	Shoreham - The Well Hill Hundreds	223 (of which, postal voters: 30)	The current polling place is suitable, although access is via an unpaved road. There is a small step to access the hall, but it is not possible to place a temporary ramp. The (A)RO will ensure the staff are trained with regards accessibility and able to support electors who may need their additional support at an election in order to be able to vote. There are no suitable alternatives available in this small rural polling district.
Ward : Dunton Green & Riverhead					
AO Dunton Green	At or near Dunton Green Village Hall, London Road, Dunton Green, Sevenoaks, TN13 2TE	Sevenoaks West	Dunton Green parish	2367 (of which, postal voters: 279)	The current polling place is suitable and accessible.
BN Riverhead	At or near Riverhead Village Hall, Amherst Hill, Riverhead, Kent, TN13 2EL	Sevenoaks West	Riverhead parish	1827 (of which, postal voters: 358)	The current polling place is suitable and accessible.
Ward : Eynsford					
AV Eynsford	At or near Eynsford Village Hall, High Street, Eynsford, Kent, DA4 0AA	Sevenoaks North & Darent Valley	Eynsford parish	1507 (of which, postal voters: 207)	The current polling place is suitable and accessible.
Ward : Farningham, Horton Kirby & South Darent					
AW Farningham	At or near Farningham Village Hall, High Street, Farningham, Kent, DA4 0DH	Sevenoaks North & Darent Valley	Farningham parish	1146 (of which, postal voters: 122)	The current polling place is suitable and accessible.
BE Horton Kirby	At or near Fighting Cocks Public House, The Street, Horton Kirby, Kent, DA4 9BY	Sevenoaks North & Darent Valley	Horton Kirby & South Darent parish	951 (of which, postal voters: 115)	The current polling place is suitable and accessible. The room is quite dark, but the (A)RO provides temporary lighting for use in the polling station. Alternative venues have been considered, but are unable to guarantee availability for future elections so are not suitable for designation as a polling place.
BF South Darent	At or near Horton Kirby & South Darent Jubilee Hall, Horton Road, South Darent, Kent, DA4 9AZ	Sevenoaks North & Darent Valley	Horton Kirby And South Darent parish	1757 (of which, postal voters: 288)	The current polling place is suitable and accessible.

Polling district	Final recommendation: polling place	County division	Parish	Total electorate	Review of access
Parliamentary Constituency : Sevenoaks					
Ward : Fawkham & West Kingsdown					
AX Fawkham	At or near Fawkham Village Hall, Valley Road, Fawkham, Kent, DA3 8NA	Sevenoaks Rural North East	Fawkham parish	485 (of which, postal voters: 61)	The current polling place is suitable and accessible.
CS East Hill	At or near Woodlands Church Hall, Tinkerpot Lane, West Kingsdown, Kent, TN15 6AA	Sevenoaks Rural North East	West Kingsdown - East Hill ward	274 (of which, postal voters: 60)	Access to the venue is not ideal, with steps into the building. However no suitable alternatives exist in this rural location. It is not possible to place a temporary ramp. Given the small number of electors allocated to this station and the lack of suitable alternatives, there is a requirement to continue to use this venue as a polling place. The (A)RO will ensure the staff are trained with regards accessibility and able to support electors who may need their additional support at an election in order to be able to vote.
CU West Kingsdown East	At or near The Old School, School Lane, West Kingsdown, Kent, TN15 6JN	Sevenoaks Rural North East	West Kingsdown - East ward	1240 (of which, postal voters: 164)	There are two small steps into the building. However no suitable alternatives exist in this rural location. It is not possible to place a temporary ramp. The (A)RO will ensure the staff are trained with regards accessibility and able to support electors who may need their additional support at an election in order to be able to vote.
CV West Kingsdown-Hever	At or near West Kingsdown Village Hall, London Road, West Kingsdown, Kent, TN15 6BZ	Sevenoaks Rural North East	West Kingsdown - Hever ward	2744 (of which, postal voters: 368)	The current polling place is suitable and accessible.
CT Knatts Valley	At or near Woodlands Church Hall, Tinkerpot Lane, West Kingsdown, Kent, TN15 6AA	Sevenoaks Rural North East	West Kingsdown - Knatts Valley ward	223 (of which, postal voters: 25)	Access to the venue is not ideal, with steps into the building. However no suitable alternatives exist in this rural location. It is not possible to place a temporary ramp. Given the small number of electors allocated to this station and the lack of suitable alternatives, there is a requirement to continue to use this venue as a polling place. The (A)RO will ensure the staff are trained with regards accessibility and able to support electors who may need their additional support at an election in order to be able to vote.
Ward : Halstead, Knockholt & Badgers Mount					
AE Badgers Mount	At or near Badgers Mount Memorial Hall, Orpington-by-pass, Badgers Mount, Sevenoaks, Kent, TN14 7AH	Sevenoaks West	Badgers Mount parish	531 (of which, postal voters: 64)	The current polling place is suitable and accessible.
AY Halstead	At or near Halstead Parish Council, The Centenary Pavilion, Station Road, Halstead, Kent, YN14 7DH	Sevenoaks West	Halstead parish	1284 (of which, postal voters: 151)	The current polling place is suitable and accessible.
BI Knockholt	At or near Knockholt Village Centre, Main Road, Knockholt, Kent, TN14 7LG	Sevenoaks West	Knockholt parish	956 (of which, postal voters: 107)	The current polling place is suitable and accessible. We have been advised that the building may be redeveloped in future, but it remains accessible and available in the meantime.

Polling district	Final recommendation: polling place	County division	Parish	Total electorate	Review of access
Parliamentary Constituency : Sevenoaks					
Ward : Hextable					
BD Hextable	At or near St Peter's Church, College Road, Hextable, Kent, BR8 7RH	Swanley	Hextable parish	3336 (of which, postal voters: 375)	The current polling place is suitable and accessible.
Ward : Kemsing					
BG Kemsing East	At or near Kemsing Parish Council St Ediths Hall, High Street, Kemsing, Kent, TN15 6NA	Sevenoaks North & Darent Valley	Kemsing parish	1686 (of which, postal voters: 237)	The current polling place is suitable and accessible.
BH Kemsing West	Kemsing Parish Council St Ediths Hall, High Street, Kemsing, Kent, TN15 6NA	Sevenoaks North & Darent Valley	Kemsing parish	1585 (of which, postal voters: 227)	The current polling place is suitable and accessible.
Ward : Otford & Shoreham					
BK Otford	At or near Otford Memorial Hall, High Street, Otford, Kent, TN14 5PQ	Sevenoaks North & Darent Valley	Otford parish	2688 (of which, postal voters: 462)	The current polling place is suitable and accessible. Redevelopment work may be taking place during 2019, although the venue is still expected to be available for all scheduled polls.
CF Romney Street	At or near Shoreham Village Hall, 25 High Street, Shoreham, Kent, TN14 7TB	Sevenoaks North & Darent Valley	Shoreham - Romney Street ward	168 (of which, postal voters: 48)	The current polling place is suitable and accessible.
CG Shoreham	At or near Shoreham Village Hall, 25 High Street, Shoreham, Kent, TN14 7TB	Sevenoaks North & Darent Valley	Shoreham - Shoreham ward	717 (of which, postal voters: 77)	The current polling place is suitable and accessible.
Ward : Seal & Weald					
BP Seal	At or near Seal Village Hall, 17 High Street, Seal, Kent, TN15 0AL	Sevenoaks North & Darent Valley	Seal - Seal ward	1330 (of which, postal voters: 161)	The current polling place is suitable and accessible.
BO Seal St. Lawrence	At or near St. Lawrence Village Hall, Church Road, Stone Street, Kent, TN15 0LL	Sevenoaks North & Darent Valley	Seal - St Lawrence ward	333 (of which, postal voters: 53)	The current polling place is suitable and accessible.
BQ Underriver	At or near Underriver Village Hall, Carters Hill, Underriver, Kent, TN15 0SB	Sevenoaks North & Darent Valley	Seal - Underriver ward	267 (of which, postal voters: 48)	The current polling place is suitable and accessible.
CD Wildernesse	At or near Church Hall, St. John The Baptist Church, Quakers Hall Lane, Sevenoaks, Kent, TN13 3NU	Sevenoaks Town	Sevenoaks - Wildernesse ward	336 (of which, postal voters: 79)	The current polling place is suitable and accessible.
CE Sevenoaks Weald	At or near Weald Memorial Hall, Long Barn Road, Sevenoaks Weald, Kent, TN14 6PT	Sevenoaks Rural South	Sevenoaks Weald parish	923 (of which, postal voters: 137)	The current polling place is suitable and accessible.

Polling district	Final recommendation: polling place	County division	Parish	Total electorate	Review of access
Parliamentary Constituency : Sevenoaks					
Ward : Sevenoaks Eastern					
BV Hillingdon	At or near Church Hall, St. John The Baptist Church, Quakers Hall Lane, Sevenoaks, Kent, TN13 3NU	Sevenoaks Town	Sevenoaks - Eastern ward	1297 (of which, postal voters: 221)	The current polling place is suitable and accessible.
BW Holly Bush	At or near Church Hall, St. John The Baptist Church, Quakers Hall Lane, Sevenoaks, Kent, TN13 3NU	Sevenoaks Town	Sevenoaks - Eastern ward	1747 (of which, postal voters: 309)	The current polling place is suitable and accessible.
Ward : Sevenoaks Kippington					
BX Kippington North	At or near Christ Church United Reform Church, Littlecourt Road, Sevenoaks, Kent, TN13 2JG	Sevenoaks Town	Sevenoaks - Kippington ward	1176 (of which, postal voters: 222)	The current polling place is suitable and accessible.
BY Kippington South	At or near The Kippington Centre, Kippington Road, Sevenoaks, Kent, TN13 2LL	Sevenoaks Town	Sevenoaks - Kippington ward	1096 (of which, postal voters: 218)	The current polling place is suitable and accessible.
CA Sevenoaks Common	At or near Solefield School, Solefields Road, Sevenoaks, Kent, TN13 1PH	Sevenoaks Town	Sevenoaks - Kippington ward	1468 (of which, postal voters: 287)	The venue is accessible via a small step, for which the (A)RO should provide a temporary ramp to ensure access for disabled voters.
Ward : Sevenoaks Northern					
BR Bat & Ball	CHANGE At or near Bat & Ball Station, Bat and Ball Road, Sevenoaks, Kent, TN14 5AP	Sevenoaks Town	Sevenoaks - Northern ward	788 (of which, postal voters: 88)	The proposed polling place is suitable and accessible.
BS Bradbourne	At or near Sevenoaks Town Council Offices, Bradbourne Vale Road, Sevenoaks, Kent, TN13 3QG	Sevenoaks Town	Sevenoaks - Northern ward	1226 (of which, postal voters: 218)	The current polling place is suitable and accessible.
BT Greatness	At or near Sevenoaks Town Football Club Pavilion, Greatness Playing Fields, Mill Lane, Sevenoaks, Kent, TN14 5BU	Sevenoaks Town	Sevenoaks - Northern ward	1222 (of which, postal voters: 135)	The current polling place is suitable and accessible.

Polling district	Final recommendation: polling place	County division	Parish	Total electorate	Review of access	
Parliamentary Constituency : Sevenoaks						
Ward : Sevenoaks Town & St Johns						
BZ	Lower St. John's Recommended minor change of polling district boundary.	At or near Sevenoaks Town Council Offices, Bradbourne Vale Road, Sevenoaks, Kent, TN13 3QG	Sevenoaks Town	Sevenoaks - St John's ward	910 (of which, postal voters: 138)	The current polling place is suitable and accessible. We propose to move one property from BZ to CC to match the other properties on the street.
CC	Upper St. John's Recommended minor change of polling district boundary.	At or near United Reformed Church, St Johns Road, Sevenoaks, Kent, TN13 3LW	Sevenoaks Town	Sevenoaks - St John's ward	1296 (of which, postal voters: 262)	The current polling place is suitable and accessible. We propose to move one property from BZ to CC to match the other properties on the street.
BU	High Street	At or near Stag Community Arts Centre, London Road, Sevenoaks, Kent, TN13 1ZZ	Sevenoaks Town	Sevenoaks - Town ward	1399 (of which, postal voters: 289)	The current polling place is suitable and accessible.
CB	Tubs Hill	At or near St. Luke's Church Hall, St. Lukes Church, Eardley Road, Sevenoaks, Kent, TN13 1XT	Sevenoaks Town	Sevenoaks - Town ward	1377 (of which, postal voters: 225)	The current polling place is suitable and accessible.
Ward : Swanley Christchurch & Swanley Village						
CK	Christ Church	At or near Christ Church Centre, Kingswood Avenue, Swanley, Kent, BR8 8AN	Swanley	Swanley - Christchurch ward	2068 (of which, postal voters: 228)	The entrance into the building is step-free, although there are steps down into the hall in which the polling station must be placed. These steps are steep and there is no step-free alternative access. The (A)RO will ensure the staff are trained with regards accessibility and provides an accessible polling booth in the lobby area at the top of the steps to enable electors to be able to vote. There are no suitable alternatives available in this area.
CL	High Firs	At or near High Firs County Primary School, Court Crescent, Swanley, Kent, BR8 8NR	Swanley	Swanley - Christchurch ward	2265 (of which, postal voters: 284)	The current polling place is suitable and accessible, using a ramp available at the venue.
CO	Swanley Village	At or near The Lamb Inn, Swanley Village Road, Swanley, Kent, BR8 7NN	Sevenoaks North & Darent Valley	Swanley - Swanley Village ward	343 (of which, postal voters: 55)	The current polling place is suitable and accessible.
Ward : Swanley St Mary's						
CM	St. Mary's	At or near Swanley Youth Centre, St Mary's Road, Swanley, Kent, BR8 7BU	Swanley	Swanley - St Mary's ward	3262 (of which, postal voters: 367)	The current polling place is suitable and accessible.
Ward : Swanley White Oak						
CN	Swanley Lane	At or near ACF Centre, Swanley Lane, Swanley, Kent, BR8 7JQ	Swanley	Swanley - White Oak ward	1620 (of which, postal voters: 223)	The current polling place is suitable and accessible, although the car park is gravelled and fairly rough access.
CP	White Oak	At or near White Oak Indoor Bowls Centre (Captain's Room), Garrolds Close, Swanley, Kent, BR8 7BF	Swanley	Swanley - White Oak ward	3184 (of which, postal voters: 406)	The venue is accessible via a small step, for which the (A)RO provides a temporary ramp to ensure access for disabled voters.

Parliamentary Constituency : Sevenoaks**Ward : Westerham & Crockham Hill**

CQ	Crockham Hill	At or near Crockham Hill Village Hall, Main Road, Crockham Hill, Kent, TN8 6RP	Sevenoaks West	Westerham - Crockham Hill ward	587 (of which, postal voters: 132)	The current polling place is suitable and accessible.
CR	Westerham	At or near Westerham Village Hall, Quebec Avenue, Westerham, Kent, TN16 1BJ	Sevenoaks West	Westerham - Westerham ward	2878 (of which, postal voters: 346)	The current polling place is suitable and accessible.

* Note that all polling districts that are currently within the Sevenoaks Parliamentary Constituency will remain in the Sevenoaks Parliamentary Constituency if the changes to the constituency boundaries as proposed by the Boundary Commission for England take effect.

Parliamentary Constituency : Dartford**Ward : Hartley & Hodsoil Street**

Polling district	Final recommendation: polling place	County division	Parish	Total electorate	Review of access
AB Hodsoil Street & Ridley	At or near Hodsoil Street And Ridley Village Hall, Greenfields, Hodsoil Street, Kent, TN15 7LE	Sevenoaks Rural North East	Ash-cum-Ridley - Hodsoil Street and Ridley ward	415 (of which, postal voters: 56)	The current polling place is suitable and accessible.
AZ Hartley North	At or near Scout Hut, Larkwell Lane, Hartley, Longfield, Kent, DA3 7EH	Sevenoaks Rural North East	Hartley parish	2267 (of which, postal voters: 372)	The current polling place is suitable and accessible.
BA Hartley South	At or near All Saints Church Hall, Ash Road, Hartley, Kent, DA3 8EL	Sevenoaks Rural North East	Hartley parish	2161 (of which, postal voters: 358)	The current polling place is suitable and accessible.

* Note that these three polling districts are currently within the Dartford Parliamentary Constituency; if the changes to the constituency boundaries as proposed by the Boundary Commission for England take effect, these three polling districts will be part of the Gravesham Parliamentary Constituency.

Polling district	Final recommendation: polling place	County division	Parish	Total electorate	Review of access
Parliamentary Constituency : Tonbridge & Malling					
Ward : Cowden & Hever					
AM Cowden	At or near Cowden Memorial Hall, Chantlers Mead, Cowden, Kent, TN8 7HU	Sevenoaks Rural South	Cowden parish	639 (of which, postal voters: 110)	The current polling place is suitable and accessible, using a mobile ramp stored at the venue.
BB Four Elms	At or near Four Elms Village Hall, Ide Hill Road, Four Elms, Kent, TN8 6NS	Sevenoaks Rural South	Hever - Four Elms ward	480 (of which, postal voters: 60)	The current polling place is suitable and accessible.
BC Hever	At or near Hever Village Hall, Hever Road, Hever, Kent, TN8 7NH	Sevenoaks Rural South	Hever - Hever ward	521 (of which, postal voters: 86)	The current polling place is suitable and accessible, using a mobile ramp stored at the venue.
Ward : Edenbridge North & East					
AP Marlpit Hill	At or near St. Paulinus Church Centre, Hillcrest Road, Edenbridge, Kent, TN8 6JS	Sevenoaks Rural South	Edenbridge - Edenbridge North & East ward	1542 (of which, postal voters: 211)	The current polling place is suitable and accessible.
AS Spitals Cross	At or near The Eden Centre, Four Elms Road, Edenbridge Kent, TN8 6BY	Sevenoaks Rural South	Edenbridge - Edenbridge North & East ward	1241 (of which, postal voters: 122)	The current polling place is suitable and accessible.
AU Town	Edenbridge WI Hall, Station Road, Edenbridge, Kent, TN8 5LX	Sevenoaks Rural South	Edenbridge - Edenbridge North & East ward	929 (of which, postal voters: 121)	The current polling place is suitable and accessible.
Ward : Edenbridge South & West					
AQ Marsh Green	At or near St John's United Reformed Church, Marsh Green Road, Marsh Green, Edenbridge, Kent, TN8 5QR	Sevenoaks Rural South	Edenbridge - Edenbridge South & West ward	360 (of which, postal voters: 48)	Access to the venue is not ideal, with steps into the building. However no suitable alternatives exist in this area (the one other venue - the Kingdom Hall of the Jehovah's Witnesses - is not available for use as a polling station), and it is not possible to place a temporary ramp due to the height of the steps. Given the small number of electors allocated to this station and the lack of suitable alternatives, there is a requirement to continue to use this venue as a polling place. The (A)RO will ensure the staff are trained with regards accessibility and able to support electors who may need their additional support at an election in order to be able to vote.
AR Pound Green	At or near Edenbridge Rugby Football Club, The Pavilion, Recreation Ground, Coomb Field, Edenbridge, Kent, TN8 5HZ	Sevenoaks Rural South	Edenbridge - Edenbridge South & West ward	1062 (of which, postal voters: 125)	The current polling place is suitable and accessible.
AT Stangrove & South End	At or near The Scout Hut, Station Road, Edenbridge, Kent, TN8 5HP	Sevenoaks Rural South	Edenbridge - Edenbridge South & West ward	1793 (of which, postal voters: 225)	The current polling place is suitable and accessible.
Ward : Leigh & Chiddingstone Causeway					
AJ Chiddingstone Causeway	At or near Chiddingstone Causeway Village Hall, Tonbridge Road, Chiddingstone Causeway, Kent, TN11 8JN	Sevenoaks Rural South	Chiddingstone - Chiddingstone Causeway ward	325 (of which, postal voters: 49)	The current polling place is suitable and accessible.

Polling district	Final recommendation: polling place	County division	Parish	Total electorate	Review of access
BJ Leigh	At or near Leigh Village Hall, High Street, Leigh, Kent, TN11 8RL	Sevenoaks Rural South	Leigh parish	1516 (of which, postal voters: 215)	The venue is accessible via a small step, for which the (A)RO should provide a temporary ramp to ensure access for disabled voters.

Appendix C

Agenda Item 7a

Polling district	Final recommendation: polling place	County division	Parish	Total electorate	Review of access
Parliamentary Constituency : Tonbridge & Malling					
Ward : Penshurst, Fordcombe & Chiddingstone					
AI Bough Beech	At or near The Wheatsheaf, Hever Road, Bough Beech, Kent, TN8 7NU	Sevenoaks Rural South	Chiddingstone - Chiddingstone ward	255 (of which, postal voters: 27)	The current polling place is suitable and accessible, using a mobile ramp stored at the venue.
AK Chiddingstone Hoath	At or near The Rock Inn, Hoath Corner, Chiddingstone Hoath, Kent, TN8 7BS	Sevenoaks Rural South	Chiddingstone - Chiddingstone ward	180 (of which, postal voters: 19)	The current polling place is to one end of the polling district, but the majority of electors are located in this area. Access to the venue is not ideal, with steps into the building. However no suitable alternatives exist in this rural location. It is not possible to place a temporary ramp, as doing so would cause a dangerous obstruction for other users of the venue and block access in the area. Given the small number of electors allocated to this station and the lack of suitable alternatives, there is a requirement to continue to use this venue as a polling place. The (A)RO will ensure the staff are trained with regards accessibility and able to support electors who may need their additional support at an election in order to be able to vote.
AL Chiddingstone Village	At or near Chiddingstone C of E Primary School, The Village, Chiddingstone, Kent, TN8 7AH	Sevenoaks Rural South	Chiddingstone - Chiddingstone ward	197 (of which, postal voters: 40)	The venue is accessible via a small step, for which the (A)RO should provide a temporary ramp to ensure access for disabled voters. The venue gets particularly busy at the start and end of the school day. Whilst we undertake to minimise the use of schools as polling station venues, there are no suitable alternatives in this case.
BL Fordcombe	At or near Fordcombe Village Hall, The Green, Fordcombe, Kent, TN3 0RT. For the duration of building works at this site, At or near Fordcome Church of England Primary School, The Green, Tunbridge Wells, TN3 0RY	Sevenoaks Rural South	Penshurst - Fordcombe ward	556 (of which, postal voters: 92)	The current polling place is suitable and accessible.
BM Penshurst	At or near Penshurst Village Hall, High Street, Penshurst, Kent, TN11 8BP	Sevenoaks Rural South	Penshurst - Penshurst ward	768 (of which, postal voters: 136)	The current polling place is suitable and accessible.

* Note that all polling districts that are currently within the Tonbridge & Malling Parliamentary Constituency will remain in the Tonbridge Parliamentary Constituency if the changes to the constituency boundaries as proposed by the Boundary Commission for England take effect.

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Item 7(b) - Report of the 'Chairman Role' Working Group

The attached report was considered by the Governance Committee on 5 November 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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REPORT OF THE 'CHAIRMAN ROLE' WORKING GROUP

Council - 19 November 2019

Report of Chief Officer Customer and Resources
Head of Legal and Democratic Services

Status For consideration

Also considered by: Governance Committee - 5 November 2019

Key Decision No

Executive Summary: This item is for the Committee to receive the report of the Members working group on the roles of the Chairman and Vice Chairman of the Council.

Portfolio Holder Cllr. Fleming

Contact Officer Martin Goodman, Ext. 7245

Recommendation to Governance Committee: That

- (a) the report of the Member working group and its recommendations be noted;
- (b) the recommendations of the Member working group be further recommended to Council for adoption but only subject to any necessary growth item being approved through the formal budget-making process;
- (c) Any recommendations for growth be referred to the next meeting of the Finance Advisory Committee for consideration.

Reason for recommendation: To progress the recommendations of the Member working group.

Introduction and Background

- 1 The Chairman's role is defined in Part 2 to the Constitution. This sets out that the Chairman of the Council will carry out the ceremonial duties of the Council attending such civic and ceremonial functions as the Council and/or s/he determines appropriate.
- 2 The Chairman is the "first resident" of the District and takes precedence over others present at any function (except for the Sovereign or

Agenda Item 7b

representative of the Sovereign). The Chairman is also responsible for Chairing Council meetings.

- 3 The role of the Chairman of the Council was significantly reduced by Members during the 2011/12 budgeting process, resulting in a saving of £68,000 per year (SCIA 39). At that time Members voted for a major reduction in Chairman's activities with the ceasing of all civic events and the deletion of the Chairman's administrative support role.
- 4 It was understood by Members at the time that this would lead to a much reduced profile for the District's Chairman except for attendance at events at no cost. At the time, Members were reminded that a small Chairman's transport fund would remain available and could be used until it was exhausted, although it was noted that many former Chairmen had driven themselves to most events. Members also noted that the Chairman and Vice Chairman would still receive significant allowances they could spend as they wished to support their roles.

The Chairman

- 5 The Chairman is invited to a wide range of events both inside and outside the District. A large number of these are social in nature and a good number involve significant travel implications. There are at present no constitutional provisions limiting the scope of attendance at such events and it is unclear which events are supported by the Council's resources. There is no clarity on permissible travel expenses, for example by taxi, although there is a limited budget from which such claims may be paid.
- 6 Members will be aware that there is at present no secretarial or dedicated administrative support for the Chairman. Officers of Democratic Services offer limited assistance by way of diary and event management over and above their normal duties.

The Member working group

- 7 Members will recall that at the last meeting of the Governance Committee Members decided to form a working group to define the role of the Chairman and Vice Chairman. The intention was clarify what the Chairman's allowance was intended to cover and any travel expenses which may legitimately be claimed. The working group was set up in the understanding that any growth item would need to be considered through the budget setting process.
- 8 The working group was still producing its report at the time of publication. This will be made public when it is available.

Key Implications

Financial

Greater administrative support than is currently made available to the Chairman

will need to be budgeted as a growth item. It is not possible to widen the scope of Officer support, or to provide greater support for travel expenses, without a growth item.

Legal Implications and Risk Assessment Statement.

No relevant legal implications or Risk Assessment.

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

This report proposes a Member working group and makes no recommendations as to outcome.

Appendices Report of the Working Group

Background Paper None

Jim Carrington-West
Chief Officer Corporate & Resources

Martin Goodman
Head of Legal and Democratic Services

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Executive Summary:

The Governance Committee was asked to look at the role of the Chairman of the Council and it recommended that a Working Group be set up to report back to the Governance Committee overall.

*This report supports the Key Aim of Effective Use of Council Resources
Portfolio Holder
Contact Officers*

Recommendation to Governance Committee:

- (a) That it be recommended to Council that either
- i) the recommendations in the Governance Committee Working Group report (appendix A) be agreed or
 - ii) a different recommendation be agreed

Recommendation to Council:

- (a) That it be recommended to Council that either
- i) the recommendations in the Governance Committee Working Group report (appendix A) be agreed or
 - ii) the recommendations agreed by the Governance Committee be agreed or
 - iii) a different recommendation is agreed

Reason for recommendation:

Background

Introduction

Working Group

At the Governance Committee meeting held in July 2019 it was agreed to set up a Working Group to look at the role of the Chairman and vice-Chairman of the Council. At the July Governance meeting, four Members of the Committee were voted to meet as the Working Group. Subsequently the Working Party collected information by interview and also held three meetings in August, September and October.

Key Implications

Financial

Legal Implications and Risk Assessment Statement.

Equality Assessment

**Report of the Governance working group on the role of the Chairman and vice-Chairman
October 2019**

- (1) The Council had last discussed the role of the Chairman (and vice-Chairman) around a decade ago at the beginning of the Council's work on its then proposed ten-year budget. At that time significant changes were made to the financing of the role and in particular to the officer administration supporting the role. The Governance Committee was asked to look again at the overall situation.
- (2) **The Chairman of Sevenoaks District Council chairs full Council meetings. He or she is not a Member of any working committee during their year in office. As the First Representative of the District, the Chairman would represent the District in certain formal ways (such as Royal visits for example). These activities are constitutional and are not part of this discussion.**
- (3) Sevenoaks District Council sees itself as a Seriously Different Council and the Working Group felt that the Council and its Chairman need not follow the civic traditions of other Councils however longstanding those traditions and Councils are.
- (4) The Working Group considers that whilst pageantry for District Councils is not common, the wearing of robes by the Chairman at formal occasions should be accepted and left to the discretion of the Chairman.
- (5) The Working Group discussed in detail the evidence it had gathered which showed the widening imbalance between the increasing number of activities by the Chairman (and vice-Chairman) over the last 3-4 years against the administrative support that increasing workload requires.
- (6) The Working Group noted the reduction in size by the Democratic Services team over the period since the role of the Chairman was last considered some ten years ago alongside the increase in activity of the role of Chairman.
- (7) Despite the protestations throughout this process by the Democratic Services team of how successfully they currently support the role of the Chairman – and that success is clear for all to see, it is also abundantly clear to the Working Party that this is due in large part to the extra commitment and additional working of individual members of the Democratic Services team.
- (8) The Working Party sees the potential danger of the impact on the routine working of the team and the pressure on individual members of the team the additional work undertaken on behalf of the Chairman could have.
- (9) A significant level of effort by the current Democratic Services team would need to be replaced to completely separate the active support the Chairman's office currently receives.
- (10) The Chairman of Sevenoaks District Council receives a Chairman's allowance (over and above his or her normal elected Member's allowance) and typically claims reimbursement of travelling expenses.
- (11) The Working Group also noted and repeated Councillors' congratulations for the successful award-winning support work of the Council to its civic duties.
- (12) The Working Group recognised the importance of supporting a charity in a civic year, particularly when the charity is close to the heart of the Chairman.
- (13) The Working Group felt that the money raising aspect of the Chairman's role should be secondary to the support for community and charity groups within the District and if raising the visibility of the Chairman's chosen charity.
- (14) The Chairman currently raises funds directly for a particular charity through fund-raising events by the Council and especially an annual "black-tie" event. These do appear to need a significant level of back office planning and operational support and put the Council at significant risk of a cost rather than raising funds. Officer time is funded as corporate overhead and not against the income derived from Chairman's events.

- (15) Events run directly by the District Council raise visibility and publicity for the Chairman's chosen charity / charities within the District.
- (16) Events held by the Chairman and to which Chairmen / Mayors of other Councils in the South East region are invited and can attend (and vice-versa where the Sevenoaks' Chairman attends the events of other Councils) can inform and publicise both the District's business development and the District Council's tourist agenda.
- (17) However the Working Group did not see a strong link between visits by the Chairman to the areas of other Councils and a useful level of knowledge that could be used by the Council in the development of its business and tourist development agendas.
- (18) The Working Group felt that this investigative role would be better served by officer to officer and direct contact between Portfolio holders between the councils involved.
- (19) The Working Group did not recognise a successful link between individual charitable fund raising by the Chairman and how the role of the District Council's Chairman is viewed overall by ratepayers in the District.
- (20) The Working Group wanted to recognise that the Council could continue to support a Member to represent the Council as its Chairman irrespective of the Member's private income.
- (21) Sevenoaks District is predominantly rural and many community groups and charities in the District's area are in places which are not easily visited by public transport. The Working Group recognised that most Members on Sevenoaks District Council are able to drive themselves but this review must recognise the potential situation where a Member cannot drive or does not have suitable transport.
- (22) The Chairman in Sevenoaks currently has mileage costs refunded from the Council's Members' budget. The Working Group noted that there is currently no effective budget to provide a car and driver. The cost of providing a vehicle and an independent driver is so disparate to the normal refund of mileage costs and does not currently have any assigned budget in the Council's 10-year plan that this remains a difficult issue which will require additional work should a future prospective Chairman fall into such special circumstances.
- (23) The Working Group notes the increasing tendency for Councils in the South East and London to reduce their overall civic budgets (whether that be in dedicated officer time, specialist roles such as Wardens, or in removing the provision of a car and driver).
- (24) The Working Group agreed that the role of the Chairman should continue to set and develop an individual agenda driven by the incumbent Chairman concentrating within the Council's area.

Members of the working group:

Cllr Eyre (Chairman)

Cllr Bayley

Cllr Harrison

Cllr Pearsall

Conclusions

The role of the Chairman is a key and publically visible one for the Council. Aside from the role of the Chairman as chairman of district council meetings and as the representative at major regional and national events, it also projects the Council publically to its residents, ratepayers in particular to the many volunteer, community and local groups active in the District. Recognition of groups by the Council in this way is both a boost for publicity and membership but also a vote of thanks for the work put in for the charity or people involved.

- (1) The role of the Chairman (and vice-Chairman) should be focussed on the local benefit of developing and increasing community and charitable links within the District.
- (2) Civic functions attended by the Chairman should focus on the benefit developed for the Council's objectives
- (3) Visits to charitable and community groups should concentrate on publicity and visibility for the group rather than specifically on fund-raising.
- (4) Visits to individual Wards should always be communicated to Ward councillors to allow them to support the Chairman and the event in their Ward.
- (5) The Chairman should work closely with Chief Officers and Portfolio Holders of the Tourist Economy, Business Development and other areas of the Council's activities to promote and develop the District and the Council's objectives.
- (6) The role of Chairman is neutral and the Working Group does not see any business or Council conflict where the Chairman may visit or open individual businesses or community groups new or expanding in the District. The Working Group sees these as opportunities for publicity and development to assist the objectives of the Council.
- (7) The Council should develop an information strand in parallel but separate from those currently used which more widely and more regularly informs Sevenoaks ratepayers and business & groups of the activities of the Chairman.
- (8) The Chairman and vice-Chairman should wherever possible make visits separately to increase the effectiveness of the role of the Chairman's office with the vice-Chairman acting as a replacement for the Chairman when needed where different events take place at the same time at different locations in the District.
- (9) The Working Group agreed that the role of the Chairman should continue to set and develop an individual agenda driven by the incumbent Chairman concentrating within the Council's area.
- (10) The Council should consider providing some additional resource to provide some additional administrative support solely for the office of the Chairman which could and should be a small part-time addition to the Democratic Services team. Whilst difficult to quantify the initial recommendation would be one day per week (0.2 FTE) to be monitored and reviewed.
- (11) The Working Group recommends to the Governance Committee that these conclusions move ahead in transition between now and the start of the civic year 2020/2021 and that a review and update be considered at the February 2020 Governance Committee meeting.

Item 7(c) - To approve the minutes of the Appointments Committee held on 7 November 2019

The minutes of the Appointments Committee held on 7 November 2019, were not available prior to printing of these papers and will follow when available.

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NET ZERO 2030

Council - 19 NOVEMBER 2019

Report of Chief Officer Planning & Regulatory Services

Status For consideration

Key Decision No

Portfolio Holder Cllr. Peter Fleming

Contact Officer Richard Morris, Ext.7139

Recommendation to Council:

The Net Zero 2030 report is considered by Members.

Reason for recommendation: To ensure Members consider the background work undertaken by the Leader of the Council to inform a debate on climate change as agreed at the Council meeting on 23 July.

Introduction and Background

- 1 At the meeting of Council on 23 July the Leader of the Council responded to a question in relation to climate change. In response to that question it was noted that there would be a debate on climate change at the next Council meeting.
- 2 Attached as an Appendix is a summary of the background work undertaken by the Leader of the Council to inform that debate.

Key Implications

Financial

Financial implications in relation to the background work undertaken have not been considered.

Legal Implications and Risk Assessment Statement.

Legal and risk implications in relation to the background work undertaken have not been considered.

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.

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Conclusions

- 3 Members may wish to consider the recommendations proposed by The Leader to inform a debate on climate change as agreed at the Council meeting on 23 July.

Appendices

Appendix - Net Zero Actions

Background Papers

None

Net Zero 2030

Executive Summary

As the Leader of the Council I am setting a clear ambition for the Council to achieve net zero greenhouse gas emissions by 2030 ('Net Zero 2030'). This report and appendix sets out actions towards meeting this target.

Recommendations

It is recommended that:

- a) Council support and endorse the ambition and actions set out in this report and appendix; and,
- b) Cabinet be asked to establish a Cabinet Working Group to oversee and lead the ongoing development and implementation of the Council's transition to Net Zero 2030.

Reason for Recommendation

It is clear all organisations and individuals have a role to play in reducing greenhouse gas emissions. This work must be undertaken fully and enthusiastically if the Council, its community and its partners are to achieve Net Zero. The Council has an enviable reputation as a forward-thinking authority which leads by example, implements policies which improve its District and embraces innovation. The aims and actions set out in this report apply that approach to the climate change challenge.

Introduction & Background

1. International efforts to minimise climate change are generally recognised to have substantively begun in 2015 with the Paris Agreement, which led to the October 2018 Intergovernmental Panel on Climate Change report. The history is summarised in the following extract from the House of Commons Library Briefing Paper, 'Legislating for net zero' (reproduced under the Open Parliament Licence v3.0).

"The UK is a Party to the UN Framework Convention on Climate Change (UNFCCC) and has signed and ratified the Paris Agreement: an international agreement on climate change. The key aim of the Paris Agreement is to hold the increase in the global average temperature to well below 2°C above pre-industrial levels and pursue efforts to limit the temperature increase to 1.5°C. The Agreement also included a widely-acknowledged net zero global greenhouse gas emissions aim for the second half of this century.

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“Following the Paris Agreement, the Intergovernmental Panel on Climate Change (IPCC) published a Special Report in October 2018 which found that limiting global warming to 1.5°C is possible but would require unprecedented “rapid and far reaching” changes in all aspects of society, including a need to reach ‘net zero’ by around 2050.”

2. The UK Government responded by commissioning the Committee on Climate Change (‘CCC’) to determine what steps the UK would need to take to achieve net-zero greenhouse gas emissions. The CCC concluded their work in May and the Government accepted their findings, amending the Climate Change Act 2008 in June to introduce a target for at least a 100% reduction of greenhouse gas emissions (compared to 1990 levels) in the UK by 2050.
3. The IPCC report observed that a large proportion of the necessary reduction in greenhouse gas reductions must take place before 2030 if warming is to be successfully limited. It is therefore recognised this should be the target for achieving net zero wherever possible. This target is referred to as Net Zero 2030.

Local Government’s Response

4. Whilst there is currently no legal requirement for local authorities to act, councils are well placed to respond both as organisations in their own right as well as bodies which enjoy a position of influence and leadership within their communities.
5. A number of councils have declared a ‘Climate Emergency’. It would appear, however, that many see the declaration itself as the fulfilment of their obligation with little detail as to what this means for each council and what, if any, action they intend to take.

Our Commitment to Net Zero

6. It is proposed that this Council unambiguously commits to working towards Net Zero 2030 and introduces policies which deliver that aim.
7. In recognition that this is a complex, challenging and serious topic which should reach the core of decision making, it is also proposed Council asks Cabinet to establish a Cabinet Working Group to oversee the ongoing development and implementation of the Council’s transition to Net Zero 2030.
8. Set out in Appendix A are initial policies and actions for the Council to deliver, Stage 1, and on which the Cabinet Working Group can build, Stage 2, overseeing measures which are specific, measurable, achievable, realistic and time bound.

9. Members will note that many of the policies proposed are fully aligned with the commitments contained in the Council Plan: placing wellbeing at the heart of everything we do; employing our values of excellence, value for money, and innovation; and, working together to improve the District's environment, economy, housing, safety and health.
10. The Council will use its position to communicate the steps it is taking and to exercise local leadership in helping others meet their environmental obligations.

Conclusions

11. The Council has already been engaging in activities to improve its environmental footprint: moving away from landfill; replacing diesel vehicles with electric; beginning an ambitious charging point rollout; introducing environmental standards in planning policies; and, moving our offices to LED lighting.
12. It is now recommended that the Council rises to the challenges posed by climate change, responding positively and constructively to achieve Net Zero 2030.

Other Options Considered and/or Rejected

None. The internationally accepted scientific evidence demonstrates the necessity of achieving net zero greenhouse gas emissions by 2050, if not before.

Key Implications

Financial

There are no financial implications associated with this report. If constituted, the proposed Cabinet Working Group will consider the resources necessary to deliver the Council's Net Zero 2030 actions and policies.

Legal Implications and Risk Assessment Statement

There are no legal implications.

Equality Assessment

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

Appendix A: Net Zero Actions

Sevenoaks District Council will fully and enthusiastically move to Net Zero 2030. To achieve this we will deliver the following:

Stage 1: Immediate actions and commitments

- Write to the Secretary of State to demand any local powers needed to achieve this commitment and the resources to match these powers
- Establish a Cabinet Working Group to oversee the production and delivery of our Net Zero 2030 commitments, working across the council towards this commitment
- Audit our current and future levels of energy use and greenhouse gas emissions, their subsequent environmental impact and develop plans to address their use
- Hold a Green Summit in Spring/Summer 2020 bringing together groups, organisations, companies and experts to engage and inspire residents
- Embrace the opportunities presented by Net Zero to secure broader environmental improvements
- Support the delivery of Kent and Medway's Energy and Low Emissions Strategy
- Help householders and businesses improve energy efficiency by providing free advice and support for energy improvements and energy saving
- Require bidders for all tenders to include an environmental statement, including their plan for achieving Net Zero, a 'Net Zero Commitment'
- Report and promote our actions towards Net Zero, and support our partners including landowners, residents, businesses and visitors to our District to play their part
- Encourage the location of clean growth businesses in our District, with the aim of developing a clean growth hub
- Work with schools, local communities and groups to create community transport hubs for short journeys, minimising pollution, improving air quality and reducing congestion.
- Deliver the environmental aspects of Sevenoaks District Councils Council and Local Plans
- Participate in and promote World Car Free Day on 22 September 2020

Stage 2: Actions and Commitments to be further investigated by the Cabinet Working Group

- Move to a renewable electricity supplier in 2020
- Roll out “free” electric car charging points across our car park estate
- Continue our transition to a zero-emissions vehicle fleet (this is a vehicle that emits no exhaust gas from the on board source of power) wherever practicable
- Require the installation of electric vehicle charging points in all new developments, both residential and non-residential
- Bring in incentives for taxi drivers to use vehicles with zero tailpipe emission by amending licensing policy
- Give a free tree for every new home built
- Explore opportunities to invest in clean growth such as a local Net Zero Bank to finance energy efficiency and carbon reduction
- Develop an electric vehicle car club, to promote the use of zero-emissions vehicle, to improve air quality in our District and produce an income to support council services
- Provide a one year 100% reduction on the District Council element of council tax for new certified Passivhaus ‘Classic’, ‘Plus’ & ‘Premium’ homes built in the District, in any year until 2030
- In all new SDC and SDC owned company developments, set an ambitious stretch target for sustainable homes in line with the London Plan
- Where everything possible has been done to achieve zero carbon but there is still a shortfall, take action through offsetting carbon dioxide emissions where necessary, and explore a Carbon Offset Fund to finance this
- Work with the local government family within Kent to deliver Net Zero across all our communities
- Look across local government both in the UK and beyond to find further appropriate and deliverable ideas and initiatives

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DRAFT CALENDAR OF MEETINGS FOR THE MUNICIPAL YEAR 2020/21

Council - 19 November 2019

Report of Chief Officer Customer & Resources

Status: For Consideration

Key Decision: No

Contact Officer Vanessa Etheridge Ext.7199

Recommendation: That the Calendar of Meetings for 2020/21 be approved subject to formal adoption at the Annual Meeting of the Council on 12 May 2020.

Introduction

- 1 The draft calendar of meetings for the municipal year 2020/21 is attached for consideration. All Members and Senior Officers have been consulted on the draft dates.
- 2 The draft calendar tries to avoid meetings on Mondays and Wednesdays and school holidays, as much as possible. Best endeavours have been made to avoid evening meetings on Mondays and Wednesdays. If additional meetings are required it may be necessary to look at these days. All additional meeting dates are set up in consultation with the relevant Chairman.
- 3 It is the responsibility of the Annual Meeting of the Council to confirm the Council's calendar of meetings for the oncoming year. However, it is considered prudent to put it before this meeting of the Council to allow more time for forward planning by Officers and Members and booking of meeting rooms etc.

Key Implications

Financial

None directly arising from this report.

Legal Implications and Risk Assessment Statement.

The Council is under a legal duty to hold an Annual Meeting during a particular period and to set a Council Tax by a specific date. The calendar proposed here meets those requirements.

SEVENOAKS DISTRICT COUNCIL - CALENDAR OF MEETINGS 2020/21

As at 4 September 2019

	APRIL 2020		MAY 2020				JUNE 2020					JULY 2020			
MONDAY	20	27	4	11	18	25 PUBLIC HOLIDAY	1	8	15	22	29	6	13	20	27
TUESDAY	21 Council	28	5	12 Annual Council SP. Cabinet SP. Licensing SP. Audit	19	26	2 Finance & Investment Advisory Cttee	9 Housing & Health Advisory Committee	16 People & Places Advisory Cttee	23 Governance Committee	30 Cleaner & Greener Advisory Cttee	7 Development & Conservation Advisory Cttee	14 Scrutiny Committee	21 Council	28
WEDNESDAY	22	29	6	13	20	27	3 Health Liaison Board (12pm)	10 Sevenoaks District Joint Transportation Board	17	24	1	8	15	22	29
THURSDAY	23 DCC	30	7 Police & Crime Commissioner Elections	14	21 DCC	28	4 Cabinet	11 DCC	18 Licensing Committee	25 Improvement & Innovation Advisory Committee	2 DCC	9 Cabinet	16 Audit Committee	23 DCC	30
FRIDAY	24	1	7 PUBLIC HOLIDAY	15	22	29	5	12	19	26	3	10	17	24	31

	AUGUST 2020			SEPTEMBER 2020					OCTOBER 2020				NOVEMBER 2020		
MONDAY	3	10	17	24	31 Public Holiday	7	14	21	28	5	12	19	26	2	8 Governance Committee
TUESDAY	4	11	18	25	1	8 Finance & Investment Advisory Cttee	15 Sevenoaks District Joint Transportation Board	22 Licensing Committee	29 Housing & Health Advisory Committee	5 People & Places Advisory Cttee	13 Cleaner & Greener Advisory Cttee	20 Development & Conservation Advisory Cttee	27	3 Audit Committee	9 Scrutiny Committee
WEDNESDAY	5	12	19	26	2	9 Health Liaison Board (12pm)	16	23	30	7	14	21	28	4 Health Liaison Board (12pm)	10
THURSDAY	6	13	20 DCC	27	3	10 DCC	17 Cabinet	24	1 DCC	8 Improvement & Innovation Advisory Committee	15 Cabinet	22 DCC	29	5 Cabinet	11 Finance & Investment Advisory Cttee
FRIDAY	7	14	21	28	4	11	18	25	2	9	16	23	30	6	12

Key (Most meetings start at 7pm UNLESS indicated otherwise and are held at the Council Offices in Argyle Road - please check the Council website for details.)

- Council
- Development Control Committee
- Licensing Committee
- Audit Committee
- Scrutiny Committee
- Governance Committee
- Standards Committee
- Cabinet
- Finance & Investment Advisory Committee
- Improvement & Innovation Advisory Committee
- Housing & Health Advisory Committee
- People & Places Advisory Committee
- Cleaner & Greener Advisory Committee
- Development & Conservation Advisory Committee
- Joint Transportation board
- Health Liaison Board - 12pm

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SEVENOAKS DISTRICT COUNCIL - CALENDAR OF MEETINGS 2020/21

As at 4 September 2019

	NOVEMBER 2020		DECEMBER 2020					JANUARY 2021				FEBRUARY 2021		
MONDAY	16	23	30	7	14	21	28 PUBLIC HOLIDAY	4	11	18	25	1	8	15
TUESDAY	17	24 Housing & Health Advisory Committee	1 People & Places Advisory Cttee	8 Sevenoaks District Joint Transportation Board	15	22	29	5 Licensing Committee	12 Scrutiny Committee	19 Cleaner & Greener Advisory Cttee	26 Audit Committee	2 Standards	9 Housing & Health Advisory Committee	16
WEDNESDAY	18	25	2	9	16	23	30	6	13	20	27 Health Liaison Board (12pm)	3	10	17
THURSDAY	19	26 DCC	3 Improvement & Innovation Advisory Committee	10 Development & Conservation Advisory Cttee	17 Cabinet	24 DCC	31 Concessionary Day	7 DCC	14 Cabinet	21 Finance & Investment Advisory Cttee	28 DCC	4 Governance Committee	11 Cabinet	18 DCC
FRIDAY	20	27	4	11	18	25 PUBLIC HOLIDAY	1 PUBLIC HOLIDAY	8	15	22	29	5	12	19
			MARCH 2021					APRIL 2021				MAY 2021		
MONDAY	22	1	8	15	22	29	5 PUBLIC HOLIDAY	12	19	26	3 PUBLIC HOLIDAY	10	16	23
TUESDAY	23	2 Council (Budget)	9 (Reserve) Council People & Places Advisory Cttee	16 Sevenoaks District Joint Transportation Board	23 Cleaner & Greener Advisory Cttee	30 Scrutiny Committee	6 Audit Committee	13	20 Council	27	4	11 Annual Council Sp. Cabinet SP. Licensing Sp Audit	17	24
WEDNESDAY	24	3	10	17	24 Licensing Committee	31 DCC	7	14	21	28	5	11	18	25
THURSDAY	25	4 Improvement & Innovation Advisory Committee	11 Development & Conservation Advisory Cttee	18 DCC	25 Cabinet	1 Finance & Investment Advisory Cttee	8	15	22 Cabinet	29 DCC	6	12	19 DCC	26
FRIDAY	26	5	12	19	26	2 GOOD FRIDAY	9	16	23	30	7	13	20	27

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Key (Most meetings start at 7pm and are held at the Council Offices in Argyle Road - please check the Council website for details.)

- | | | |
|-------------------------------|---|---|
| Council | Cabinet | Development & Conservation Advisory Committee |
| Development Control Committee | Finance & Investment Advisory Committee | Joint Transportation board |
| Licensing Committee | Improvement & Innovation Advisory Committee | Health Liaison Board - 12pm |
| Audit Committee | Housing & Health Advisory Committee | |
| Scrutiny Committee | People & Places Advisory Committee | |
| Governance Committee | Cleaner & Greener Advisory Committee | |
| Standards Committee | | |

Cllr Fleming - Leader's Report

Date: 8 July 2019 - 1 November 2019

July 2019	Event
8 July	<ul style="list-style-type: none"> Meeting with Prime Time Badminton re Leisure Centre plans - White Oak Leisure Centre, Swanley
9 July	<ul style="list-style-type: none"> White Oak Progress Meeting - SDC
10 July	<ul style="list-style-type: none"> TechUK Annual Dinner - London
11 July	<ul style="list-style-type: none"> LGA Improvement & Innovation Board - London Meeting re White Oak Leisure Centre - SDC Cabinet - SDC
15 July	<ul style="list-style-type: none"> Meeting re Cycle Parking - SDC
16 July	<ul style="list-style-type: none"> Wealden Sailability Event - Chipstead Meeting with Alan Dean (Burning2Learn) and Pav Ramewal - SDC Scrutiny Meeting - Sevenoaks Leisure Centre
17 July	<ul style="list-style-type: none"> Evidence to Environment, Food & Rural Affairs Committee re Plastic Packaging - Westminster
18 July	<ul style="list-style-type: none"> LGA Councillors' Forum - London LGA Executive - London LGA Task & Finish Group - London
20 July	<ul style="list-style-type: none"> Members' Tour of District
22 July	<ul style="list-style-type: none"> Host Work Experience Student - SDC Strategic Programme Board - SDC Presentation Skills Course to staff - SDC
23 July	<ul style="list-style-type: none"> Corporate Induction for staff - SDC Kent & Medway Business Fund Investment Advisory Board - Maidstone Council - SDC Code of Conduct Training for Members - SDC
24 July	<ul style="list-style-type: none"> LGA Social Media session for Councillors - Newcastle-under-Lyme
25 July	<ul style="list-style-type: none"> Meeting re Dying to Work Campaign - SDC White Oak Members' Briefing - SDC
30 July	<ul style="list-style-type: none"> Gateway Gatwick Launch - Gatwick
31 July	<ul style="list-style-type: none"> BBC Interview re Fly Tipping - SDC
August 2019	
1 August	<ul style="list-style-type: none"> Margaret Hagger's Memorial Service - Tunbridge Wells
2 August	<ul style="list-style-type: none"> Meeting with National Audit Office - SDC
5 August	<ul style="list-style-type: none"> LGA - Meeting re Corporate Peer Challenge - London
6 August	<ul style="list-style-type: none"> Meeting with KCC re 20s Plenty - SDC
8 August	<ul style="list-style-type: none"> Meeting re Climate Change with Margaret Carr - SDC
9 August	<ul style="list-style-type: none"> Leaving presentation - Democratic Services - SDC
12 August	<ul style="list-style-type: none"> Meeting re Climate Change with Margaret Carr - SDC
13 August	<ul style="list-style-type: none"> Site visit to Burlington Mews - Sevenoaks

Agenda Item 11

	<ul style="list-style-type: none"> • Meeting re Stangrove Estate plans - SDC
	<ul style="list-style-type: none"> • Meeting re Fort Halstead - SDC
14 August	<ul style="list-style-type: none"> • Meeting with Bill's - Sevenoaks
15 August	<ul style="list-style-type: none"> • Meeting with Rob Comber of KCC re Transformation & Innovation - SDC
	<ul style="list-style-type: none"> • Meeting re Sevenoaks Market - SDC
20 August	<ul style="list-style-type: none"> • Briefing with Planning re Fort Halstead - SDC
	<ul style="list-style-type: none"> • Meeting re White Oak LC - SDC
21 August	<ul style="list-style-type: none"> • Sevenoaks School Masterplan Meeting - Sevenoaks
22 August	<ul style="list-style-type: none"> • Meeting with Swanley Gymnastics Club - SDC
	<ul style="list-style-type: none"> • Meeting with South East Water - SDC
23 August	<ul style="list-style-type: none"> • Swanley Town 1812 Night - Swanley
27 August	<ul style="list-style-type: none"> • Strategic Programme Board - SDC
	<ul style="list-style-type: none"> • Meet Broomhill Bank Interns and Parents - SDC
29 August	<ul style="list-style-type: none"> • Pre Political Nour LGA Training Teleconference - SDC
	<ul style="list-style-type: none"> • Meeting with Chief Executive of Reigate & Banstead Borough Council - SDC
30 August	<ul style="list-style-type: none"> • Raise the Flag Red Ensign for Merchant Navy Day - SDC
September 2019	
3 September	<ul style="list-style-type: none"> • Sevenoaks Town Forum - Sevenoaks
4 September	<ul style="list-style-type: none"> • White Oak LC Tender Opening - SDC
6 September	<ul style="list-style-type: none"> • Kent & Medway Business Fund Investment Advisory Board - Maidstone
	<ul style="list-style-type: none"> • UN Day of Literacy Event - Sevenoaks
9 September	<ul style="list-style-type: none"> • Swanley Town Council Liaison Meeting - Swanley
10 September	<ul style="list-style-type: none"> • Public Sector Communications Conference - London
11 September	<ul style="list-style-type: none"> • LGA Commercialisation Interview - London
12 September	<ul style="list-style-type: none"> • LGA Executive - London
	<ul style="list-style-type: none"> • LGA IDeA Company Board - London
	<ul style="list-style-type: none"> • Quercus 7 Trading Board & Quercus Housing Guarantor Board - SDC
	<ul style="list-style-type: none"> • Cabinet - SDC
13 September	<ul style="list-style-type: none"> • Meeting re Stangrove - SDC
	<ul style="list-style-type: none"> • Improvement & Innovation Portfolio Holder Meeting - SDC
16 September	<ul style="list-style-type: none"> • Meeting re Communications Review - SDC
17 September	<ul style="list-style-type: none"> • DCN Member Board - London
18 September	<ul style="list-style-type: none"> • SMT/SMG Development Day - Brands Hatch
19 September	<ul style="list-style-type: none"> • Rural Landowners' Meeting - Penshurst
	<ul style="list-style-type: none"> • Guardian Public Service Awards Judging - London
23 September	<ul style="list-style-type: none"> • Sevenoaks Parking Review - SDC
	<ul style="list-style-type: none"> • Strategic Programme Board - SDC
	<ul style="list-style-type: none"> • Meeting with residents re Edenbridge Leisure Centre - Edenbridge
	<ul style="list-style-type: none"> • Edenbridge Town Council Meeting re Stangrove - Edenbridge
24 September	<ul style="list-style-type: none"> • Corporate Induction - SDC
	<ul style="list-style-type: none"> • Social Media Session - Central Bedfordshire Cllrs

	<ul style="list-style-type: none"> • Kent & Medway Economic Partnership Meeting - Maidstone
25 September	<ul style="list-style-type: none"> • Speaker at Achieving Revenue & Income in Local Government Through Online & Digital Commercialisation - London
	<ul style="list-style-type: none"> • Climate Change - SDC
26 September	<ul style="list-style-type: none"> • Community Safety Unit Coffee Morning - SDC
	<ul style="list-style-type: none"> • Meeting re CIL Funding White Oak LC - SDC
	<ul style="list-style-type: none"> • Kent Leaders' Meeting - Maidstone
	<ul style="list-style-type: none"> • Kent Lord-Lieutenant's Meritorious Awards Ceremony - Penshurst Place
27 September	<ul style="list-style-type: none"> • Kent & Medway Business Fund Investment Advisory Board - Maidstone
30 September	<ul style="list-style-type: none"> • Access Ramp Official Opening Bat & Ball Station - Sevenoaks
	<ul style="list-style-type: none"> • Sevenoaks Town Council Liaison Meeting - Sevenoaks
October 2019	
1 October	<ul style="list-style-type: none"> • Westerham Town Council Liaison Meeting - Westerham
	<ul style="list-style-type: none"> • Meeting re In-Shape Christmas edition - SDC
	<ul style="list-style-type: none"> • Meeting re Reception Plans - SDC
2 October	<ul style="list-style-type: none"> • Panel guest at National LARAC Conference - Birmingham
3 October	<ul style="list-style-type: none"> • Edenbridge Town Council Liaison Meeting - Edenbridge
	<ul style="list-style-type: none"> • Improvement & Innovation Advisory Committee - SDC
4 October	<ul style="list-style-type: none"> • Kent LEP Team Meeting - Purfleet
	<ul style="list-style-type: none"> • SELEP Strategic Board Meeting - Purfleet
	<ul style="list-style-type: none"> • Judging West Kent Mind Photography Competition - Sevenoaks
8-10 October	<ul style="list-style-type: none"> • LGA Chorley Peer Review - Chorley
	<ul style="list-style-type: none"> • LGA Improvement & Innovation Lead Members' Meeting - London
	<ul style="list-style-type: none"> • Meeting with LGA Officer re Member Peer Conference - London
14 October	<ul style="list-style-type: none"> • Chair LGA Commercial Skills Conference - London
15 October	<ul style="list-style-type: none"> • LGA Peer Political Nour Training - Gloucester City Council
16 October	<ul style="list-style-type: none"> • LGiU Cllr Achievement Awards Judging Panel - London
	<ul style="list-style-type: none"> • Climate Change Meeting - SDC
17 October	<ul style="list-style-type: none"> • Meeting re DCN Governance - London
	<ul style="list-style-type: none"> • Speaker at LGA Future Leaders Event - London
	<ul style="list-style-type: none"> • Meeting re 27-37 High Street Swanley - SDC
18 October	<ul style="list-style-type: none"> • West Kent Partnership - East Malling
20 October	<ul style="list-style-type: none"> • Guest on Lembit Opik Radio Kent Show
21 October	<ul style="list-style-type: none"> • Meeting re Chief Officers Roles - SDC
	<ul style="list-style-type: none"> • Visit by Reigate & Banstead Borough Council - SDC
	<ul style="list-style-type: none"> • Corporate Induction - SDC
	<ul style="list-style-type: none"> • Climate Change Meeting - SDC
22 October	<ul style="list-style-type: none"> • Strategic Programme Board - SDC
23 October	<ul style="list-style-type: none"> • Planning for Zero Carbon Future - SDC
	<ul style="list-style-type: none"> • Parking Review Meeting - SDC
24 October	<ul style="list-style-type: none"> • Meeting with Debra Exall/Tim Woolmer - SDC
	<ul style="list-style-type: none"> • Meeting with Fr David Gibbons - Sevenoaks
28 October	<ul style="list-style-type: none"> • LGA Mentoring - Exeter
29 October	<ul style="list-style-type: none"> • LGA Improvement & Innovation Board - London

Agenda Item 11

30 October	<ul style="list-style-type: none">• Appointments Committee
31 October	<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">• LGA Meeting with Chairman - London
1 November	<ul style="list-style-type: none">• Tender Opening White Oak Leisure Centre - SDC