

Despatched: 09.05.16

ANNUAL COUNCIL

SUPPLEMENTARY AGENDA

(items previously marked to follow)

3. To approve as a correct record the minutes of the meeting of the Council held on 26 April 2016 (Pages 1 - 4)
5. Appointment of Chairmen, Vice Chairmen and membership of Committees for 2016/17 - Appendix (Pages 5 - 8)
6. b) To note the delegations of executive functions and appointments to the Cabinet made by the Leader (Pages 9 - 10)
8. Appointments to other organisations 2016/17 - Appendix (Pages 11 - 14)
10. To note the outgoing Chairman's Report (Pages 15 - 18)

This page is intentionally left blank

DISTRICT COUNCIL OF SEVENOAKS

Minutes of the Meeting of the Sevenoaks District Council
held on 26 April 2016 commencing at 7.00 pm

Present: Cllr. McGarvey (Chairman)

Cllr. Raikes (Vice Chairman)

Cllrs. Abraham, Mrs. Bayley, Ball, Barnes, Bosley, Mrs. Bosley, Brookbank, Brown, Dr. Canet, Clack, Clark, Dickins, Edwards-Winser, Esler, Eyre, Firth, Fleming, Gaywood, Grint, Halford, Hogarth, Hogg, Horwood, Mrs. Hunter, Kelly, Kitchener, Krogdahl, Lake, Layland, Lindsay, London, Lowe, Maskell, McArthur, McGregor, Mrs. Morris, Parkin, Pearsall, Pett, Piper, Reay, Scott, Searles, Ms. Tennessee, Thornton and Williamson

Apologies for absence were received from Cllrs. Cooke, Dyball, Parson, Purves, Scholey and Miss. Stack

94. To approve as a correct record the minutes of the meeting of the Council held on 16 February 2016

Resolved: That the Minutes of the meeting of the Council held on 16 February 2016 be approved and signed as a correct record.

95. 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.

96. Chairman's Announcements

The Chairman reported with great sadness, the passing of former Councillor and past Chairman, Michael Stevens. He had represented Halstead, Knockholt and Badgers Mount ward from 1985 to 1995; been the Chairman of the Planning & Transportation Committee from 1988 to 1993; Vice Chairman of the Council in 1993/94; and served as Chairman of the Council during 1994/95.

Cllr Raikes advised that he had not known him personally but as Vice Chairman had attended the celebration of his life that had been well attended. Mr Stevens had organised the event himself for his wife who had passed shortly before. Cllr Williamson, who had known him for many years had said a few words at the celebration.

All present paused for a moment's silence in memory.

97. 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.

Agenda Item 3

Council - Tuesday, 26 April 2016

98. 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 were received.

99. Matters considered by the Cabinet

- (a) Asset Maintenance – White Oak Leisure Centre, Swanley

Councillor Fleming proposed and Councillor Searles seconded, the recommendation from Cabinet. The report sought funding by supplementary estimate for maintenance works agreed by the Cabinet.

The Leader advised that it reflected the ongoing commitment to keep the facility open whilst continuing to pursue options for a new leisure facility in Swanley, whether on the existing site or an alternative one. In response to questions he reported that the leisure centre was included in the asset maintenance programme and monitored hence the report before Members. He also advised that no decisions had yet been taken, or alternative site decided, and Members would be the first to be notified of any options under consideration.

Resolved: That works identified to be carried out at White Oak Leisure Centre, at an estimated cost of £64,140, be funded by a supplementary estimate.

100. Matters considered by other standing committees

- (a) Appointment of Monitoring Officer

The Chairman clarified that the interim posting would be in addition to existing duties, and not instead of. Councillor Fleming proposed and Councillor Pett seconded the recommendations from the Governance Committee.

Councillor Fleming advised that the post of Head of Legal & Democratic Services had now been filled, with a start date of 1 July 2016.

Resolved: That

- a) in the absence of a Head of Legal & Democratic Services post holder, the Chief Officer Legal & Governance continue as Monitoring Officer until the end of May 2016 (or until such time as the Head of Legal & Democratic Services is in post, whichever is the sooner); and
- b) in the absence of a Head of Legal & Democratic Services post holder after the end of May 2016, the Chief Officer Corporate Services be appointed interim Monitoring Officer, until such time the Head of Legal & Democratic Services is in post.

Council - Tuesday, 26 April 2016

101. 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.

No questions had been received.

102. 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.

103. 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 25 January to 14 April 2016. The Leader commented on the Commonwealth Flag raising ceremony, and in particular the moving World War One (WWI) Commemorative event with the added poignancy of the presence of a Dunkirk veteran. All present had also been particularly impressed by the attending Year 3 school children from St John's Primary School.

He also advised that the Council had entered three categories at the MJ Awards and had been shortlisted for two. Presentations had been given and the results were awaited.

104. To receive reports from the Chairmen of the Audit and Scrutiny Committees on the work of the Committees since the last Council meeting.

- (a) Annual report from the Audit Committee

The Chairman of Audit Committee commended his report to the Council, thanking Members and Officers for their work. There were no questions.

- (b) Annual report from the Scrutiny Committee

The Chairman of Scrutiny Committee commended his report to the Council, thanking Members and Officers for their work. There were no questions.

THE MEETING WAS CONCLUDED AT 7.17 PM

CHAIRMAN

This page is intentionally left blank

APPENDIX

CHAIRMEN, VICE-CHAIRMEN AND MEMBERSHIP OF COMMITTEES 2016-17

Appointments Committee

(10 Members: 5 Conservatives, 1 Liberal Democrat, plus Leader of the Council and 3 appropriate Portfolio Holders)

Cllrs. Clark, Grint, London, Purves, Scholey and Miss Stack

(Please note the election of the Chairman will take place at the first meeting of the Committee in the municipal year.)

Audit Committee

(9 Members: 8 Conservative, 1 Liberal Democrat)

Chairman: Cllr Grint

Vice Chairman: Cllr Brookbank

Cllrs. Clack, Dyball, Edwards-Winsor, Layland, McArthur, Purves and Reay

Development Control Committee

(19 Members: 16 Conservative, 1 Independent, 1 Labour, 1 Liberal Democrat)

Chairman: Cllr Williamson

Vice-Chairman: Cllr Thornton

Cllrs. Ball, Barnes, Bosley, Brown, Clark, Cooke, Edwards-Winsor, Mrs. Hunter, Hogg, Horwood, Gaywood, Kitchener, Layland, Parkin, Purves, Reay and Miss Stack

Governance Committee

(7 Members: 6 Conservative, 1 Liberal Democrat)

Chairman: Cllr Pett

Vice-Chairman: Cllr Ms Tennessee

Cllrs. Dr. Canet, Clack, Layland, London and McGarvey

Agenda Item 5

Health Liaison Board

(8 Members: 7 Conservative, 1 Liberal Democrat)

Chairman: Cllr. Mrs Bosley

Vice-Chairman: Cllr. Brookbank

Cllrs. Abraham, Dr. Canet, Clark, Dyball, McArthur and Parkin

Homelessness Review Board

(3 Members: to be drawn from the Council)

The Portfolio Holder for Housing & Health to be Chairman of the Board and the membership to be drawn from the Council.

Licensing Committee

(13 Members: 12 Conservative, 1 Liberal Democrat)

Chairman: Cllr Mrs Morris

Vice-Chairman: Cllr Clark

Cllrs. Abraham, Mrs Bosley, Dr. Canet, Cooke, Esler, Kelly, Lake, McArthur, Parkin, Pett and Scholey

Scrutiny Committee

(11 Members: 7 Conservative, 1 Independent, 1 Labour, 1 Liberal Democrat, 1 UKIP)

Chairman: Cllr London

Vice-Chairman: Cllr Brown

Cllrs Ball, Brookbank, Clack, Hogg, Kitchener, Lindsay, McArthur, Purves and Reay

Standards Committee

The Standards Committee will be composed of:

7 Members other than the Leader of the Council and no more than 1 Member selected from a particular Parish Boundary.

(7 Members: 7 Conservative)

Only one Member out of the above seven Members to be an Executive Member without being a Chair of the Committee as Standards is a Council function as opposed to an Executive function (s.27(8), Part 1, Chapter 7 of the Localism Act 2011.

Up to 2 co-opted Members of a parish or town council (a parish/town council member)

Chairman: Cllr Gaywood

Vice-Chairman: Cllr. Ball

Cllrs. Bosley, McGarvey, McGregor, Morris and a vacancy

Sevenoaks Joint Transportation Board

(7 District Council Members: (7 Conservative), 7 Kent Council Council Members and 1 Town/Parish Council Representative)

Chairman: County Councillor to be advised

Vice-Chairman: Cllr London

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

District Council Membership: Cllrs. Barnes, Clack, Edwards-Winser, Esler, Layland and Williamson.

County Council Membership: County Councillors: Brazier, Brookbank, Chard, Mrs. Crabtree, Gough, Parry and Pearman

Town/Parish Council Representative: (nominated by the Area Committee of the Kent Association of Local Councils)

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

This page is intentionally left blank

Cabinet Membership

(7 Members: 7 Conservatives) Cllrs. Fleming, (Chairman), Dickins, Firth, Hogarth, Lowe , Piper and Searles

Portfolio Holders 2016/17 (Annex to Appendix H of the Constitution – last revised May 2016)

Cllr. Peter Fleming	Leader Policy & Performance	Corporate Policy & Performance, Communications, Customer Service Standards, Business Transformation, Special Projects (Asset Acquisition, Disposal & Redevelopment), Digital, Human Resources.
Cllr. Matthew Dickins	Direct & Trading Services	Direct Services, Street Cleansing, Waste & Recycling, CCTV, Environmental Health, Markets, Parking, Pest Control.
Cllr. Roddy Hogarth	Economic & Community Development	Economic Development, Business Continuity, Emergency Planning, Regeneration, Town Centres, Tourism, West Kent Partnership, West Kent Leader Programme, Community Grants, Community Plan, Community Safety, Youth, Parishes.
Cllr. Tony Searles	Finance	Audit & Corporate Governance, Budget & Financial Strategy, Local Tax, Procurement Policy, Facilities Management, Strategic Risk, Housing Benefit, Fraud, Operational Assets.
Cllr. Michelle Lowe	Housing & Health	Housing Strategy & Policy, Housing Standards, Housing Needs, Empty Homes, Gypsy and Traveller, DFG, Health, Energy Efficiency, Fuel Poverty, Leisure.
Cllr Anna Firth	Legal & Democratic Services	Corporate Health and Safety, Equality, Democratic Services, Elections, Legal, Licensing, Trading Company, Shared Service Programme, Governance.
Cllr. Robert Piper	Planning	Conservation, Development Services, Development Control, Local Plan, Planning Policy, Building control, Transport policy, Enforcement.

This page is intentionally left blank

APPOINTMENTS TO OTHER ORGANISATIONS 2016/17 - NON-EXECUTIVE

<u>Organisation</u>	<u>Appointed</u>	<u>Period of appointment</u>	<u>No. of Reps</u>	<u>Appointee(s) 2016/17</u>
Action with Communities in Rural Kent	yearly	May 2016 - 2017	2	Cllr. Clark Cllr. Thornton
Age UK:				
Darent Valley	yearly	May 2016 - 2017	1	Cllr. Parkin
Sevenoaks, Tonbridge & District	yearly	May 2016 - 2017	1	Cllr. Edwards-Winser
Biggin Hill Airport Consultative Committee	yearly	May 2016 - 2017	1	Cllr. Hogarth
Bough Beech Reservoir Recreation Consultative and Management Advisory Committee	yearly	May 2016 - 2017	1	Cllr. Cooke
Citizens Advice Bureau:				
Edenbridge & Westerham	yearly	May 2016 - 2017	2	Cllr. Maskell Cllr. Cooke
North & West Kent	yearly	May 2016 - 2017	1	Cllr. Mrs. Hunter (Reserve: Cllr. Dyball)
Health & Wellbeing Boards:				
Dartford, Gravesham and Swanley	yearly	May 2016 - 2017	1	Cllr. Searles
West Kent and Weald	yearly	May 2016 - 2017	1	Cllr. Mrs. Bosley
Clinical Commissioning Groups (Observers):				
Dartford, Gravesham and Swanley			1	Cllr. Searles
West Kent and Weald			1	Cllr. Mrs. Bosley

Agenda Item 8

<u>Organisation</u>	<u>Appointed</u>	<u>Period of appointment</u>	<u>No. of Reps</u>	<u>Appointee(s) 2016/17</u>
Kent County Council's Health Overview and Scrutiny Committee	On rota system	May 2016 - 2017	1 Sub	Cllr. Parkin
Kent County Playing Fields Association	yearly	May 2016 - 2017	1	Cllr. Abraham
Local Democracy & Accountability Network for Councillors (SEE)	yearly	May 2016 - 2017	1 (+deputy)	Cllr. Raikes (Cllr. Miss Stack)
RELATE: West Kent & Tunbridge Wells	yearly	May 2016 - 2017	1	Cllr. Esler
Sevenoaks Churches Group for Social Concern	yearly	May 2016 - 2017	2	Cllr. Mrs. Hunter Cllr. McGarvey
Sevenoaks Conservation Council	yearly	May 2016 - 2017	4	Cllr. Clack Cllr. Edwards-Winser Cllr. Piper Cllr. Purves
Sevenoaks District Access Group	yearly	May 2016 - 2017	5	Cllr. McArthur Cllr. Parkin Cllr. Pett Cllr. Piper Cllr. Dr. Canet
Sevenoaks Leisure Board of Trustees	yearly	May 2016 - 2017	2	Cllr. Mrs. Bosley Cllr. Clark
Volunteer Bureau:				
Sevenoaks Volunteer Transport Group	yearly	May 2016 - 2017	1	Mr. R.J. Davison
Edenbridge Volunteer Transport Service	yearly	May 2016 - 2017	1	Cllr. Layland

Agenda Item 8

<u>Organisation</u>	<u>Appointed</u>	<u>Period of appointment</u>	<u>No. of Reps</u>	<u>Appointee(s) 2016/17</u>
North West Kent Volunteer Centre (Swanley)	yearly	May 2016 - 2017	1	Cllr. Pett

This page is intentionally left blank

SDC Chairman's report 2016

What a year! Previous Chairmen have reeled off statistics about the copious events they have attended as SDC Chairman, but I have had to be selective in which events I agreed to attend – both because I wanted to focus on those invitations that had a more tangible benefit for Sevenoaks – such as the many charity AGMs - and encouraging the immediately neighbouring Mayors & Chairmen in their events – and because this year personally turned out to be somewhat traumatic and busier because of unexpected external incidents. Although still memorable and productive, I am afraid that in the end it has not been possible to organise a Civic Service this year – for a variety of reasons outside my control - and that omission has very much disappointed me more than anything. But we have forged some particularly good friendships with several of the other mayors & chairmen throughout Kent.

I spent time with senior personnel in many charities, to encourage them to look outside their current over-dependence on dwindling and/or single funding sources - such as SDC & KCC - helping them plan for a more robust future or at least a more diverse funding reliance. And the offer is still open to cast my experienced eye (the blood-shot one) over the next steps in their campaigning and future planning.

I mostly avoided tea parties and the like, especially if far-flung such as in Kent's coastal towns or Essex (or beyond), but in focussing on how other Councils or their partners run things, I did manage a trip to the Royal Observatory in Greenwich (the day when their computer doing the night-sky projections crashed); and Dreamland in Margate (unfortunately before the treasured Scenic Railway was ready to open); and The Battle of Britain Memorial (in Capel-le-Fern in July when the weather was so awful that the flying displays were all cancelled), and to see Eynsford Concert Band in concert in Sevenoaks, with quite a good supporting act that night (the Grenadier Guards). The Royal Engineers museum in Gillingham was a good one too.

Back at home, I hosted 2 events deliberately to show off to surrounding Mayors & Chairmen some of our local attractions (and to show them how we can organise events to make these assets really entertaining for visitors): In September, two dozen came to Lullingstone Castle & World Garden for the day, where the Mayors & Chairmen were expecting to be taken around the

Agenda Item 10

church and stately home by a professional or Blue Badge guide, but they got me instead (and believe me we had a lot of fun), and Tom Hart Dyke gave a very special tour of his World Garden. Then we had a private viewing of Lullingstone Roman Villa, to round of what they all thought was a great day out.

Early this April, working with Les Robus, a previous tenant of this chair, we had 19 of them attend an exclusive day at the White Oak Indoor Bowls Centre in Swanley – where again they enjoyed a special day out (much better than the usual Stately Homes, they said) and superb lunch. Highly recommended.

I should say that both of my events were self-funding through the ticket sales, and in fact raised a few extra quid for the DAVSS (Domestic Abuse Volunteer Support Service). But my main objective was to show off our local attractions.

One of my oddest events was playing guitar (with our vicar's wife and a friend), while wearing chains, at a fund-raising concert for the D'Vine Singers (a charity group in 7oaks, using music as a therapy). And a DVD of the event does exist.

The stats? In my cutting down I am afraid I only attended just over 140 events, but still clocked up just over 3,500 miles around the county. And almost every Kent District & Borough was covered, though we sadly missed Gravesham - for no apparent reason.

Several of the events were at local schools and of course The Stag – and I am immensely grateful to all those who kindly invited me to their various events.

I am particularly grateful to SDC Officers, especially Jo Middleton who replaced Charlie (a girl) and Georgie (a boy) for the invaluable support. (By the way, Jo is a girl too – it is all getting very confusing). And of course Pat Smith (another girl!), who has now had enough of me, and is retiring. And to Vanessa and David as well, in Democratic Services.

But a special thanks to Vice-Chairman Cllr Simon Raikes who has been able to attend probably more events than he was expecting as my deputy – but I know he loves it really, and I suspect he will be particularly good as my successor.

And thank you to my wife and Chaplain and Consort (not necessarily in that order), Dorothy.

And finally a big thank you from both of us to everyone who extended their hospitality towards us; to everyone who attended my 2 events; and to those

who supported us throughout the year; and to all of you, especially for your patience, thank you.

Cllr Philip McGarvey May 2016

This page is intentionally left blank