

ANNUAL COUNCIL

Minutes of the meeting of the held on 15 May 2012 commencing at 7.00 pm

Present: Cllr. Mrs. Morris (Chairman)

Cllr. Pett (Vice Chairman)

Cllrs. Abraham, Ayres, Mrs. Ayres, Ball, Mrs. Bayley, Bosley, Mrs. Bosley, Brookbank, Brown, Butler, Clark, Mrs. Clark, Mrs. Cook, Cooke, Davison, Mrs. Davison, Mrs. Dawson, Dickins, Edwards-Winser, Firth, Fittock, Fleming, Gaywood, Mrs. George, Grint, Hogarth, Horwood, Mrs. Hunter, London, Ms. Lowe, Maskell, McGarvey, Mrs. Morris, Orridge, Mrs. Parkin, Pett, Piper, Mrs. Purves, Raikes, Ramsay, Mrs. Sargeant, Scholey, Searles, Miss. Stack, Miss. Thornton, Towell, Underwood and Walshe

Apologies for absence: Cllrs. Ms. Chetram, Eyre and Williamson

1. To Elect a Member to be Chairman for the Ensuing Year.

Cllr. Fleming proposed and Cllr. Mrs. Davison seconded that Cllr. Mrs. Dee Morris be elected Chairman of the Council for the ensuing municipal year.

Resolved: That Cllr. Mrs. Morris be elected Chairman of the Council for the municipal year, 2012/13.

Cllr. Mrs. Morris then made the declaration of acceptance of office and took the chair. The new Chairman thanked the Council for her election and expressed her appreciation for the many good wishes she had received. She announced that her Escort for the year would be her husband, Mr. Ray Morris, and presented him with his badge of office.

The new Chairman led the Council in expressing thanks to the outgoing Chairman, Cllr. Bob Orridge, for his service to the Council and to the District. This was strongly supported by other Members who commented on Cllr. Orridge's exemplary service as Chairman and support of local voluntary organisations. The new Chairman presented Cllr. Orridge with a plaque of the official badge, the past Chairman's badge and Civic Shield, and a past Chairman's Escort badge and flowers to Mrs. Orridge.

In response Cllr. Orridge commented on the many events he had attended during the year and thanked Members and Officers for their support. He offered particular thanks to his wife and personal assistant Margaret Hagger who was retiring after working for the District Council for twenty four years, inviting all present to attend her retirement celebration at noon the next day.

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2. To Elect a Member to be Vice-Chairman for the Ensuing Year

Cllr. Fleming proposed and Cllr. Mrs. Davison seconded that Cllr. Alan Pett be elected Vice-Chairman of the Council for the ensuing municipal year.

Resolved: That Cllr. Pett be appointed Vice-Chairman of the Council for the municipal year, 2012/13.

Cllr. Pett then made the declaration of acceptance of office and expressed his thanks to the Council for his appointment.

The Chairman of the Council then presented the new Vice-Chairman's Escort, Mrs. Sylvia Eccles, with her badge of office.

3. To approve as a correct record the Minutes of the meeting of the Council held on 24 April 2012.

The Chairman proposed that the Minutes of the meeting of the Council held on 24 April 2012 be approved and signed as a correct record.

Resolved: That the minutes of the meeting of the Council held on 24 April 2012 be approved and signed by the Chairman as a correct record.

4. Declarations of Interest

No declarations of interest were made.

5. Chairman's Announcements

The Chairman proposed to send the following loyal greetings to Her Majesty the Queen in her Diamond Jubilee year, on behalf of the District Council:

'To her Most Gracious Majesty Queen Elizabeth the Second.

Your Majesty,

The Chairman, on behalf of the Councillors and residents of the District of Sevenoaks, sends loyal greetings and congratulations to Your Majesty on the occasion of the Diamond Anniversary of your accession to the throne.

For 60 years Your Majesty has given dedicated service to the people of this country and the commonwealth. You have provided a matchless example of devotion to public service.

Throughout your reign you have been supported by His Royal Highness the Duke of Edinburgh and we send him our warmest thanks and greetings.

Your Majesty has reigned for 60 years of unprecedented change. The people of Sevenoaks look forward to many more years of your wisdom and guidance in the times ahead.'

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The Chairman announced that she intended to help promote the London 2012 Olympics especially as the Paralympic Road Cycling events were being held at Brands Hatch. In light of this she would actively help promote cycling within the District including safe cycling, bicycle recycling, swap shops and maintenance workshops.

In light of recent guidance she would not be having prayers and therefore not appointing a Chaplain.

Whilst there were no longer fundraising events held she would continue in her own support of a local charity called the 'Happy Club' for the disabled.

The theme of her year as Chairman would be 'fun,' even in these frugal times with no place for extravagance she planned to enjoy her year and encouraged everyone to do the same.

6. To appoint the Chairmen, Vice-Chairmen and Membership of Committees for the Ensuing Year

Cllr. Fleming proposed and Cllr. Mrs. Davison seconded that the appointments of Chairmen, Vice Chairmen and Membership of Committees for the ensuing municipal year and recommendation as detailed in the papers tabled at the meeting, be approved.

Resolved: That

- a) the Chairmen, Vice-Chairmen and membership of Committees for the municipal year 2012/13 be approved, as set out in Appendix A to these minutes; and
- b) authority be delegated to the Leader of the Council to rotate/amend the District Council Membership of the Locality Board, as appropriate.

7. Scheme of Delegations

Cllr. Fleming proposed and Cllr. Mrs. Davison seconded that the delegations to Committees and Officers be agreed and that the delegations of executive functions by the Leader of the Council, and appointments to the Cabinet and the composition of the Cabinet Portfolios attached to the minutes at Appendix B be noted.

Resolved: That

- a) the delegations to Committees and Officers be approved; and
- b) that the appointments to the Cabinet and delegations of executive functions for 2012/13 made by the Leader, as set out in Appendix B to these minutes, be noted.

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8. To confirm the Calendar of Meetings for the Ensuing Year

Cllr. Fleming moved and Cllr. Mrs. Davison seconded that the Calendar of Meetings for ensuing Municipal Year, be agreed. It was noted that there was a discrepancy between the number of meetings scheduled and the Scheme of Delegations, which would be clarified.

Resolved: That the Calendar of Meetings for the ensuing Municipal Year 2012/13, be agreed subject to investigation into the number of Select Committee meetings complying with the Scheme of Delegations.

9. To appoint Representatives on Outside Organisations

Cllr. Fleming moved and Cllr. Mrs. Davison seconded that the appointment of representatives on outside organisations for the ensuing Municipal Year be as set out in the papers tabled at the meeting. It was noted that the representation on the Kent County Council's Health Overview and Scrutiny Committee was conducted on a rotational basis and there was no official representation on the committee this municipal year.

Resolved: That the appointment of representatives on Outside Organisations for 2012/13 as amended, as set out in Appendix C to these minutes, be approved.

10. To note the outgoing Chairman's Report

The report was noted.

THE MEETING WAS CONCLUDED AT 7.27 PM

CHAIRMAN

CHAIRMEN, VICE-CHAIRMEN AND MEMBERSHIP OF COMMITTEES 2012-13

Environment Select Committee

(19 Members: 16 Conservative, 2 Labour, 1 Liberal Democrat)

Chairman: Cllr. Bosley

Vice-Chairman: Cllr. Grint

Cllrs. Abraham, Ayres, Mrs. Bayley, Butler, Ms. Chetram, Cooke, Mrs. Dibsdall, Edwards-Winser, Eyre, London, Maskell, Orridge, Mrs. Purves, Mrs. Sargeant, Scholey, Searles and Williamson

Services Select Committee

(19 Members: 16 Conservative, 3 Labour)

Chairman: Cllr. Davison

Vice-Chairman: Cllr. Brown

Cllrs. Abraham, Mrs. Ayres, Ayres, Ball, Mrs. Dibsdall, Edwards-Winser, Fittock, Mrs. George, Hogarth, Horwood, Neal, Mrs. Parkin, Pett, Piper, Raikes, Scholey and Towell.

Social Affairs Select Committee

(19 Members: 17 Conservative, 1 Labour, 1 Liberal Democrat)

Chairman: Cllr. Mrs. Cook

Vice-Chairman: Cllr. Ms. Lowe

Cllrs. Ball, Bosley, Brookbank, Butler, Ms. Chetram, Eyre, Firth, Mrs. George, Horwood, Maskell, Neal, Mrs. Purves, Raikes, Searles, Miss. Stack, Miss. Thornton and Towell.

Performance and Governance Committee

(14 Members: 12 Conservative, 1 Labour, 1 Liberal Democrat)

Chairman: Cllr. Fittock

Vice-Chairman: Cllr. Walshe

Cllrs. Mrs. Bayley, Clark, Mrs. Cook, Davison, Dickins, Firth, Gaywood, Grint, Hogarth, London, McGarvey and Piper

Modern Local Government Group

(10 Members: 8 Conservative, 1 Labour, 1 Liberal Democrat)

Cllrs. Mrs. Bracken, Brookbank, Mrs. Cook, Mrs. Davison, Fittock, Fleming, Mrs. Hunter, Piper, Scholey and Walshe

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

Development Control Committee

(19 Members: 17 Conservative, 1 Labour, 1 Liberal Democrat)

Chairman: Cllr. Mrs. Dawson

Vice-Chairman: Cllr. Williamson

Cllrs. Mrs. Ayres, Brookbank, Brown, Clark, Cooke, Davison, Dickins, Gaywood, McGarvey, Ms. Lowe, Orridge, Mrs. Parkin, Piper, Scholey, Miss. Thornton, Underwood and Walshe.

Standards Committee

(7 District Council Members (4 Conservative, 2 Labour, 1 Liberal Democrat) + 5 independent {non-Councillor}, 5 (parish/town council representatives))

Cllrs. Ball, Mrs. Bracken, Mrs. Dibsall, Dickins, Eyre, Mrs. Purves and Underwood.

Independent Members: Mr. J. Henderson, Mr. K. Newman, Mr. J. Reece. Mr. A. Riddell and Mr. A. Smith.

Town/Parish Council Representatives: Mr. T. Austin, Mrs. S. Dickinson, Mr. R. House, Mr. R. Parry, and Mr. D. Taylor.

(Please note that a meeting of Standards Committee cannot take place without the presence of one of the independent (non-councillor) Members and one of the parish/town council representatives. Therefore the election of the Chairman and Vice-Chairman will take place at the first meeting of the Committee in the municipal year.)

Appointments Committee

(10 Members: 8 Conservative, 1 Labour, 1 Liberal Democrat)

Cllrs. Brown, Mrs. Cook, Fittock, Fleming, Gaywood, Walshe + 4 appropriate Portfolio Holders

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

Electoral Arrangements Committee

(10 Members: 9 Conservative, 1 Labour)

Cllrs. Mrs. Bayley, Bosley, Brookbank, Mrs. Clark, Mrs. Davison, Fleming, Grint, Mrs. Hunter, Ms. Lowe and Mrs. Sargeant.

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

Sevenoaks Joint Transportation Board

(7 District Council Members: (6 Conservative, 1 Labour), 7 Kent Council Council Members and 1 Town/Parish Council Representative)

Chairman: County Cllr. Parry

Vice-Chairman: Cllr. James 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. Mrs. Davison, Edwards-Winsor, Searles, Towell, Underwood and Williamson.

County Council Membership: County Councillors: Brazier, Brookbank, Chard, Gough, Lake and John London.

Town/Parish Council Representative: Cllr. Robson (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.)

Licensing Committee

(15 Members: 13 Conservative, 1 Labour, 1 Liberal Democrat)

Chairman: Cllr. Pett

Cllrs. Abraham, Mrs. Ayres, Ayres, Clark, Cooke, Davison, Mrs. Dawson, Fittock, Hogarth, Orridge, Mrs. Parkin, Piper, Raikes and Walshe.

Homelessness Review Board

(3 Members: to be drawn from the Council)

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

Locality Board

(14 Members: 7 District Council Cabinet Members and 7 Kent County Council Members)

Chairman: Cllr. Fleming

Vice Chairman: County Cllr. Brookbank

(The position of Chairman to be the Leader of Sevenoaks District Council, with the Vice Chairman appointed by Kent County Council. Leader has delegated authority to rotate/amend the District Council Membership as appropriate)

District Council Membership: Cllrs. Mrs. Bosley, Ms. Chetram, Clark, Davison, Ramsay and Searles.

County Council Membership: County Councillors: Brazier, Chard, Gough, Lake, John London and Parry.

Cabinet Membership

(8 Members: 8 Conservatives) Cllrs. Mrs. Bosley, Mrs. Bracken, Mrs. Clark, Mrs Davison, Fleming (Chairman), Mrs. Hunter and Ramsay.

Portfolio Holders 2012/13 (Annex to Appendix H of the Constitution - last revised May 2011)

Cllr. Pat Bosley	Community Wellbeing	Art, Culture, Community Development, Community Grants, Community Plan (S), Healthy Living, Leisure, Localism (S), Older People, Olympics 2012, Tourism, Town and Parish Councils, Young People
Cllr. Elaine Bracken	Safe Community	CCTV, Community Plan (S), Community Safety, Emergency Planning, Environmental Health and Regulation, Equality, Freedom of Information, Food Hygiene, Legal and Democratic Services, Licensing, Localism (S)
Cllr. Carol Clark	Housing and Balanced Communities	Climate Change, Community Plan (S), Community Regeneration, Economic Development (S), Homeless, Housing Strategy, Housing Needs, Improvement Grants, Key Worker and Affordable Housing, Localism (S), Sustainable Development
Cllr. Jill Davison	Planning and Improvement (Deputy Leader)	Community Plan (S), Conservation, Data Quality, Development Control, Economic Development (S), Highway related Issues, Internal Service Inspections (S), Local Development Framework, Localism (S), Local Strategic Partnership (S), Performance Management (S), Planning Policy, Transport Policy
Cllr. Peter Fleming	Leader	Communications & Consultation, Community Plan (S), Corporate Governance, Corporate Planning, Customer Services & Standards, Internal Service Inspections (S), IT and website, Localism (S), Local Strategic Partnership (S), Organisational Development, Partnership Working (S), Performance Management (S)
Cllr. Avril Hunter	The Cleaner and Greener Environment	Air Quality, Building Control, Clean Streets, Community Plan (S), Contaminated Land, Flooding, Grass Cutting, Localism (S), Open Spaces, Parking Management, Recycling, Refuse, Sustainability
Cllr. Brian Ramsay	Finance and Value for Money	Annual Efficiency Statement, Audit, Budget, Community Plan (S), Human Resources, Local Tax and Benefit, Localism (S), Payroll, Procurement Policies, Property, Risk Assessment, Use of Resources, Value for Money, Partnership Working (S)

Area	Portfolio Holder/Portfolio
Air Quality	Cllr Avril Hunter (The Cleaner and Greener Environment)
Annual Efficiency Statement	Cllr Brian Ramsay (Finance and Value for Money)
Art	Cllr Pat Bosley (Community Wellbeing)
Audit	Cllr Brian Ramsay (Finance and Value for Money)
Budget	Cllr Brian Ramsay (Finance and Value for Money)
Building Control	Cllr Avril Hunter (The Cleaner and Greener Environment)
CCTV	Cllr Elaine Bracken (Safe Community)
Clean Streets	Cllr Avril Hunter (The Cleaner and Greener Environment)
Climate Change	Cllr Carol Clark (Housing and Balanced Communities)
Communications & Consultation	Cllr Peter Fleming (Leader)
Community Development	Cllr Pat Bosley (Community Wellbeing)
Community Grants	Cllr Pat Bosley (Community Wellbeing)
Community Plan	Shared between all Portfolio Holders: Cllr Pat Bosley (Community Wellbeing), Cllr Carol Clark (Housing and Balanced Communities), Cllr Jill Davison (Planning and Improvement), Cllr Peter Fleming (Leader), Cllr Avril Hunter (The Cleaner and Greener Environment), Cllr Elaine Bracken (Safe Community) and Cllr Brian Ramsay (Finance and Value for Money)
Community Regeneration	Cllr Carol Clark (Housing and Balanced Communities)
Community Safety	Cllr Elaine Bracken (Safe Community)
Conservation	Cllr Jill Davison (Planning and Improvement)
Contaminated Land	Cllr Avril Hunter (The Cleaner and Greener Environment)
Corporate Governance	Cllr Peter Fleming (Leader)
Corporate Planning	Cllr Peter Fleming (Leader)

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Appendix B

Culture	Cllr Pat Bosley (Community Wellbeing)
Customer Services & Standards	Cllr Peter Fleming (Leader)
Data Quality Project Management	Cllr Jill Davison (Planning and Improvement)
Development Control	Cllr Jill Davison (Planning and Improvement)
Economic Development	Shared between Cllr Carol Clark (Housing and Balanced Communities) and Cllr Jill Davison (Planning and Improvement)
Emergency Planning	Cllr Elaine Bracken (Safe Community)
Environmental Health and Regulation	Cllr Elaine Bracken (Safe Community)
Equality	Cllr Elaine Bracken (Safe Community)
Flooding	Cllr Avril Hunter (The Cleaner and Greener Environment)
Food Hygiene	Cllr Elaine Bracken (Safe Community)
Freedom of Information	Cllr Elaine Bracken (Safe Community)
Grass Cutting	Cllr Avril Hunter (The Cleaner and Greener Environment)
Healthy Living	Cllr Pat Bosley (Community Wellbeing)
Highway related Issues	Cllr Jill Davison (Planning and Improvement)
Homeless	Cllr Carol Clark (Housing and Balanced Communities)
Housing Needs	Cllr Carol Clark (Housing and Balanced Communities)
Housing Strategy	Cllr Carol Clark (Housing and Balanced Communities)
Human Resources	Cllr Brian Ramsay (Finance and Value for Money)
Improvement Grants	Cllr Carol Clark (Housing and Balanced Communities)
Internal Service Inspections	Shared between Cllr Jill Davison (Planning and Improvement) and Cllr Peter Fleming (Leader)
IT and website	Cllr Peter Fleming (Leader)
Key Worker and Affordable Housing	Cllr Carol Clark (Housing and Balanced Communities)

Legal and Democratic Services	Cllr Elaine Bracken (Safe Community)
Leisure	Cllr Pat Bosley (Community Wellbeing)
Licensing	Cllr Elaine Bracken (Safe Community)
Localism	Shared between all Portfolio Holders: Cllr Pat Bosley (Community Wellbeing), Cllr Carol Clark (Housing and Balanced Communities), Cllr Jill Davison (Planning and Improvement), Cllr Peter Fleming (Leader), Cllr Avril Hunter (The Cleaner and Greener Environment), Cllr Elaine Bracken (Safe Community) and Cllr Brian Ramsay (Finance and Value for Money)
Local Development Framework	Cllr Jill Davison (Planning and Improvement)
Local Strategic Partnership	Shared between Cllr Jill Davison (Planning and Improvement) and Cllr Peter Fleming (Leader)
Local Tax and Benefit	Cllr Brian Ramsay (Finance and Value for Money)
Older People	Cllr Pat Bosley (Community Wellbeing)
Olympics 2012	Cllr Pat Bosley (Community Wellbeing)
Open Spaces	Cllr Avril Hunter (The Cleaner and Greener Environment)
Organisational Development	Cllr Peter Fleming (Leader)
Parking Management	Cllr Avril Hunter (The Cleaner and Greener Environment)
Partnership Working	Shared between Cllr Peter Fleming (Leader) and Cllr Brian Ramsay (Finance and Value for Money)
Payroll	Cllr Brian Ramsay (Finance and Value for Money)
Performance Management	Shared between Cllr Jill Davison (Planning and Improvement) and Cllr Peter Fleming (Leader)
Planning Policy	Cllr Jill Davison (Planning and Improvement)
Procurement Policies	Cllr Brian Ramsay (Finance and Value for Money)
Property	Cllr Brian Ramsay (Finance and Value for Money)
Recycling	Cllr Avril Hunter (The Cleaner and Greener Environment)

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Appendix B

Refuse	Cllr Avril Hunter (The Cleaner and Greener Environment)
Risk Assessment	Cllr Brian Ramsay (Finance and Value for Money)
Sustainability	Cllr Avril Hunter (The Cleaner and Greener Environment)
Sustainable development	Cllr Carol Clark (Housing and Balanced Communities)
Tourism	Cllr Pat Bosley (Community Wellbeing)
Town and Parish Councils,	Cllr Pat Bosley (Community Wellbeing)
Transport Policy	Cllr Jill Davison (Planning and Improvement)
Use of Resources	Cllr Brian Ramsay (Finance and Value for Money)
Value for Money	Cllr Brian Ramsay (Finance and Value for Money)
Young People	Cllr Pat Bosley (Community Wellbeing)

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APPOINTMENTS TO OTHER ORGANISATIONS 2012/13 – NON-EXECUTIVE – TO BE APPROVED BY COUNCIL

<u>Organisation</u>	<u>No. of Reps</u>	<u>Period of Appoint- ment</u>	<u>Renewal Date</u>	<u>Appointee(s) 2012/13</u>
Age UK:				
Darent Valley	2	Annual	May 2013	Mrs. F.P. Parkin M Fittock
Sevenoaks, Tonbridge & District	1	Annual	May 2013	R. Walshe
Biggin Hill Airport Consultative Committee	1	Annual	May 2013	Mrs. E.L.S. Bracken
Bough Beech Reservoir Recreation Consultative and Management Advisory Committee	1	Annual	May 2013	P.C.R. Cooke
Citizens Advice Bureaux:				
Edenbridge & Westerham	2	Annual	May 2013	K.J. Maskell C. Neal
Sevenoaks and Swanley CAB Ltd	2	Annual	May 2013	Mrs. A.D. Hunter Ms. I. Chetham
Kent County Council's Health Overview and Scrutiny Committee	-	Annual	May 2013	Rotated Membership - turn of Representatives from Maidstone and Dartford
Kent County Playing Fields Association	1	Annual	May 2013	M. Fittock
Kent Rural Community Council – General Council	2	Annual	May 2013	Cam. Clark Miss. J. Thornton
RELATE: West Kent & Tunbridge Wells	1	Annual	May 2013	Ms. M.J.M. Lowe
Sevenoaks Churches Group for Social Concern	2	Annual	May 2013	P.R. McGarvey Mrs. A. Cook

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Appendix C

<u>Organisation</u>	<u>No. of Reps</u>	<u>Period of Appoint- ment</u>	<u>Renewal Date</u>	<u>Appointee(s) 2012/13</u>
Sevenoaks Conservation Council	4	Annual	May 2013	R.L. Piper P. Towell J. Edwards-Winser R. Walshe
Sevenoaks District Access Group	5	Annual	May 2013	Mrs. A.E. Dawson Mrs. F.P. Parkin A.W.L. Pett R.L. Piper J.Underwood
Sevenoaks Leisure Board of Trustees	2	Annual	May 2013	Mrs. G.P.E. Davison Mrs. A. George
Volunteer Bureaux:				
Sevenoaks Volunteer Transport Group	1	Annual	May 2013	R.J. Davison
Edenbridge Volunteer Transport Service	1	Annual	May 2013	R. Orridge
North West Kent Volunteer Centre	1	Annual	May 2013	T. Searles