

13 April 2022 at 7.00 pm

Council Chamber, Argyle Road, Sevenoaks

Published: 04.04.22



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Governance Committee

Membership:

Chairman, Cllr. Eyre; Vice-Chairman, Cllr. Nelson

Cllrs. Barnes, Bayley, Clayton, Penny Cole and Harrison

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.

	Pages	Contact
Apologies for Absence		
1. Minutes To agree the Minutes of the meeting of the Committee held on 22 June 2021, as a correct record.	(Pages 1 - 4)	
2. Declarations of Interest Any interest not already registered		
3. Actions from the previous meeting (if any)		
4. Electric Vehicle Mileage	(Pages 5 - 18)	Martin Goodman Tel: 01732227245
5. Notice of Summons to Meetings	(Pages 19 - 24)	Martin Goodman Tel: 01732227245
6. Development Control Committee Procedures	(Pages 25 - 38)	Martin Goodman Tel: 01732227245
7. Chairman Events	(Pages 39 - 60)	Charlotte Sinclair Tel: 01732 227165
8. Work Plan	(Pages 61 - 62)	

EXEMPT INFORMATION

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.

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or democratic.services@sevenoaks.gov.uk.

GOVERNANCE COMMITTEE

Minutes of the meeting held on 22 June 2021 commencing at 7.00 pm

Present: Cllr. Eyre (Chairman)

Cllrs. Barnes, Bayley, Penny Cole and Harrison

Cllrs. Osborne-Jackson were also present.

Cllrs. Clayton and Nelson were present via a virtual media platform, which does not constitute attendance as recognised by the Local Government Act 1972.

1. Minutes

Resolved: That the Minutes of the meeting of the Governance Committee held on 9 November 2020 be approved and signed as a correct record.

2. Declarations of Interest

No additional declarations of interest were made.

3. Actions from the previous meeting

There were none.

4. LGA Model Code of Conduct - Recommendation of Working Group

Members considered the recommendations of the Working Group which met to consider the Local Government Association's Model Code of Conduct. The Working Group had concluded that the proposals did not add material advantages to the Council's Code of Conduct and therefore resolved that the Council's existing Code of Conduct be retained.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Council that the existing Sevenoaks District Council Members' Code of Conduct be endorsed and retained.

5. Protocol on Councillor and Officer Relations

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Governance Committee - 22 June 2021

Members considered the revised Council's Protocol on Councillor and Officer Relations. The Protocol had been revised with the advent of video conferencing and the growth in the home office taken into account.

Members noted that most of the original Protocol had been retained and that the changes were valuable to both Members and Officers.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That

- a) the revised protocol on Councillor and Officer relations, be approved; and
- b) it be recommended to Council that the revised protocol on Councillor and Officer Relations, be approved and adopted.

6. Contracts Procedure Rules

Members considered the revised Contracts Procedure Rules which had been taken into account changes since the last revision including the impact of leaving the European Union on purchasing rules.

The next review of thresholds would be implemented by January 2022 by amendments to the public procurement regulations. To ensure variable figures are kept up-to-date it was noted that the Monitoring Officer already had the authority to amend the rules from time-to-time to reflect minor changes.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That

- a) the revised Contracts Procedure Rules be approved; and
- b) it be recommended to Council that the revised Contracts Procedure Rules be approved and adopted.

7. Parliamentary Boundary Review

Members considered a report which detailed the initial proposals from the Boundary Commission for England (BCE), which was in the process of a review of all the Parliamentary constituencies in England. BCE's final recommendations

would be taken to parliament by 1 July 2023, increasing the number of English constituencies from 533 to 543. The initial proposals were set out in Appendix A.

Members of the Committee spoke about the changes which would impact their own wards. Members noted that it was proposed a survey would be carried out and requested a 'free text' box be included in any survey, so as to enable the capture of as many varied comments as possible. It was noted that it would be helpful to know whether the BCE proposals would increase or decrease the aggregate number of electors in the Sevenoaks Parliamentary constituency.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Council that

- a) the initial proposals from the Boundary Commission for England for Parliamentary boundaries for Sevenoaks District Council area from 2023, be noted; and
- b) the submission of a consultation response to the Boundary Commission for England based on the views collate from Members and following consultation with the Chairman of the Governance Committee, be approved.

8. Work Plan

The work plan was noted. The following item was added to the work plan for consideration at the meeting held on 8 November 2021:

Update on the Council's Response to the Parliamentary Boundary Review

The following items were added to the work plan for consideration at the meeting held on 3 February 2022:

Report of the Joint Independent Remuneration Panel
Procedures Relating to the Chairman of the Council

THE MEETING WAS CONCLUDED AT 7.28 PM

CHAIRMAN

ELECTRIC VEHICLE MILEAGE

Governance Committee - 13 April 2022

Report of: Monitoring Officer

Status: For consideration

Also considered by:

- Council - 26 April 2022

Key Decision: No

Executive Summary: This report seeks approval to amend the Constitution to reflect HMRC rates for mileage payments in respect of electric vehicles.

Contact Officer: Martin Goodman, Ext. 7245

Recommendation to Governance Committee: That it be recommended to Council that the Monitoring Officer be authorised to amend the Members' Allowance Scheme so as to reflect the HMRC rates for mileage payments in respect of electric vehicles.

Recommendation to Council: That the Monitoring Officer be authorised to amend the Members' Allowance Scheme so as to reflect the HMRC rates for mileage payments in respect of electric vehicles.

Reason for recommendation: To update the Constitution in the light of the growth in the availability of electric vehicles.

Introduction

- 1 The Members' Allowance Scheme will be reviewed by the Joint Independent Remuneration Panel in due course. Adjustments to the Scheme were last implemented in 2019.
- 2 In view of the Council's Net Zero ambitions, an increasing number of Officers and Members are considering electric vehicles for their transport.
- 3 In reaction to this, Council Officers will be paid at a mileage rate (where claimable) which reflects the HMRC level, currently set at 5p per mile.

Constitutional Provisions

- 4 The current mileage rates are set out in the Constitution at Appendix G (attached). This does not contain specific reference to electric vehicle mileage and so payments have been historically made at the 45p per mile

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rate which is applicable to the more expensive to run petrol or diesel vehicles. This is not justified when taking into account the considerably cheaper cost of running an electric vehicle.

Other options Considered and/or rejected

The other option available is to make no change from the present arrangement.

Key Implications

Financial

At present there are few Members with electric vehicles. This is likely to increase over time, however the savings will not require in-year adjustments to the budget.

Legal Implications and Risk Assessment Statement.

None.

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.

Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the Council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

However, it should be noted that the Council must be able to react successfully working towards its Net Zero ambitions.

Conclusions

It is recommended that proposed adjustment to the Constitution be made.

Appendices

Appendix G of the Constitution.

Background Papers

None.

Martin Goodman

Monitoring Officer

APPENDIX G: Members' Allowances Scheme (2020/21)

1. INTRODUCTION

The Members' Allowances Scheme is made under the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003 (the 2003 Regulations) and other Regulations which may come into force from time to time.

In making this Scheme, the Council must have regard to the recommendations made by the Joint Independent Remuneration Panel.

This Scheme has effect for the financial year appertaining to the year it is introduced and continues until amended or revised.

This Scheme may be amended at any time having regard to the recommendations of the Joint Independent Remuneration Panel.

For the avoidance of doubt, where the only change to this Scheme is effected by annual updating of allowances, this Scheme shall be deemed not to have been amended.

2. STATUTORY MEMBERS' ALLOWANCES SCHEME

2.1 Basic Allowance

Every District Council Member shall be paid an annual basic allowance as set out in Schedule 1 below. It will be paid in instalments of one-twelfth on the 15th of each month, with minor adjustments where necessary to ensure that the total annual sum is correct. The allowance is subject to annual updating - see paragraph 2.8 below.

The basic allowance covers time incurred by a District Council Member in carrying out his/her ordinary duties for the Council. However, it excludes travel and subsistence allowances for approved duties which are referred to separately below. Furthermore, the Council makes available to Members a certain amount of equipment over and above the basic allowance. Again, this is referred to separately below.

2.2 Special Responsibility Allowances

An annual special responsibility allowance (SRA) will be paid to certain Members. SRAs will be paid in monthly instalments. They are not payable when a Member temporarily steps into another's role (say, when the Vice-Chairman chairs a meeting). The special responsibility allowances are set out in Schedule 1 below.

2.3 Child and Dependant Carer's Allowance

Members may claim an allowance in respect of expenses necessarily incurred in relation to the provision of care for their children and other dependants while

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carrying out approved duties. Approved duties are listed in a separate section below. Claims should be made monthly in arrears, by attaching the receipt(s) to the submitted Member's claim form and entering the amount claimed on the form. Claims will not be paid without documented receipts.

The allowance to be paid per dependent child per hour during normal daytime working hours (8am to 6pm on Mondays to Fridays) and a single maximum payment per hour as set in Schedule 1 for child care arranged outside normal working hours, accompanied by an official receipt.

The dependent adults carer's allowance will be paid up to the figure in Schedule 1 per hour for the employment of a replacement carer for whom the Member is normally a full time carer. This will also apply where the Member has to arrange care for a disabled dependent child. In either case, the definition of dependant being as set out in the Employment Rights Act 1996 (s.57A), such claims to be supported by a doctor's letter confirming that the dependant is in need of constant or specialist care/supervision; (NB Carer's allowance and the allowance payable in respect of a disabled dependent child, is not payable in respect of the same child for the same period.).

2.4 Pensionable Allowances

Statutory regulations allow local authorities to make certain allowances pensionable, but only if so recommended by their independent remuneration panel. At Sevenoaks it has been agreed that the option to allow Members to participate in the Local Government Pension Scheme should not be introduced at this time.

2.5 Renunciation of Allowances

A Member may choose to forego all or part of his/her entitlement to basic or special responsibility allowances under this scheme. If this is the case, he/she should give notice of this in writing to the Chief Executive or Monitoring Officer, stating what element of his/her allowance entitlement he/she does not wish to claim. The notice should also state whether this is for the current municipal year or the remainder of the Member's term of office - if the notice does not specify a time period then it will be assumed to mean the remainder of the term of office.

A Member not wishing to claim the expenses described in section 3 below need not give notice in writing - he/she simply does not submit any expenses claim forms.

2.6 Publicising Allowances and Expenses Paid

As soon as reasonably practicable after determining a Scheme of Allowances, a copy of the Scheme will be made available for inspection and publication will take place in accordance with the 2003 Regulations.

As soon as practicable after 1st April each year arrangements will be made for the publication of the total paid to each Member in each category of allowance specified in this Scheme, in the preceding year.

2.7 Suspension of Allowances

Any Member/Co-optee who is suspended or partially suspended from his/her responsibilities or duties as a Member of the Council in accordance with legislation or regulations that may come into force from time to time may have his/her allowances withdrawn for the period of any suspension.

Where any payment allowance under this Scheme has already been made in respect of any period during which a Member/Co-optee is suspended or partially suspended or ceases to be a Member or Co-optee of the Council or is in any other way not entitled to receive the allowance in respect of that period the Council may require that such allowance or part of as relates to any such period be repaid to the Council.

2.8 Annual Updating

Members' allowances except for travelling expenses are updated annually in line with the National Joint Council for Local Government Services pay award.

3. **PAYMENT OF EXPENSES**

3.1 Approved Duties

Members/Co-optee members may claim reimbursement of travel, subsistence, Child and Dependent Carer's Allowance and conference expenses incurred whilst undertaking an approved duty. No expenses claimed more than three months after they were incurred will be paid.

Attendance at any of the following is an approved duty:

- (a) The attendance at a meeting of the District Council or of any committee or sub-committee or Working Group of the District Council, or of any body to which the Council make appointments or nominations, or any committee or sub-committee of such a body (If the outside organisation will pay travel and/or subsistence costs, then the Member should claim against that organisation and cannot claim from the District Council.);
- (b) The attendance at any meeting, the holding of which is authorised by the District Council, or a committee or sub-committee of the District Council, or a joint committee of the District Council and one or more local authority within the meaning of section 279(1) of the 1972 Act, or a sub-committee of such a joint committee provided that: -
 - (i) where the authority is divided into two or more political groups, it is a meeting to which members of at least two groups have been invited, or
 - (ii) if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited;
- (c) the attendance at a meeting of any association of authorities of which the District Council is a member

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- (d) the attendance at a meeting of the executive (Cabinet) or a meeting of any of its committees;
- (e) the attendance at pre-meeting briefings by Chairmen and Vice-Chairmen of Committees;
- (f) the performance of any duty in pursuance of any standing order made under section 135 of the 1972 Act requiring a Member or Members to be present while tender documents are being opened;
- (g) the performance of any duty in connection with the discharge of any function of the District Council by or under any enactment and empowering or requiring the District Council to inspect or authorise the inspection of premises (including site visits for planning matters); and
- (h) the attendance of any pre-arranged meetings with Officers relating to issues within the Members' responsibilities. This would encompass Portfolio Holder briefings etc. In the event of any question of interpretation, the Chief Executive, or, in his absence, the Monitoring Officer, will decide.
- (i) The attendance at meetings, training or other events where the Member is an official Council representative or requested to attend by the Leader, relevant Cabinet Member or Chief Officer.

Further Clarification of Approved Duties:

In-house training and development seminars including Members' Induction, Staff Induction and service-specific seminars

Conferences or seminars arranged by a Chief Officer.

Expenses will not be paid for attendance at national and regional bodies if the Member was not appointed to the organisation or event by the District Council.

Travel and subsistence allowances for co-opted and lay/expert members of committees and panels will be paid, at the same level as for elected Members.

Schedule 2 sets out tables of examples of what are approved duties. In specific cases not covered by this schedule Members should contact the Democratic Services Team. A decision will be made by the Chief Executive or the Monitoring Officer and the table updated accordingly

3.2 Travelling, Subsistence and other Expenses

Travelling Allowances

Travelling allowances are payable in accordance with the HMRC maximum tax free allowance from time to time:

Per mile up to and including 10,000 miles	45 pence
Over 10,000 miles	25 pence

Bicycles:

20 pence per mile tax free as per HMRC’s maximum tax free allowance for claims.

Motorcycles:

24 pence per mile tax free as per HMRC’s tax free allowance for claims.

Public Transport:

Authorised journeys taken using public transport should be reimbursed at the cost of standard travel.

Travelling allowances may be claimed by Members for attendance at meetings of the bodies or for the purposes listed in 3.1 above.

Car sharing is encouraged by the Council for duties involving more than one Member. Any claim should be made by the vehicle driver only.

Travel by taxi should only be used in exceptional circumstances and, if it is necessary, should involve more than one Member if possible.

3.3 Subsistence Expenses and Council Refreshments

- A Member may claim reimbursement of subsistence costs incurred personally while on approved duties. The latter are described at a separate section below. In order to qualify for reimbursement:
- the Member must be away from his/her usual residence for a minimum of four hours (this time period applying only to the time spent in travel to and from, and attendance at, the approved duty outside the District)
- there must be no meal provided at the approved duty, either by the Council or any other organiser for the event
- claims will only be reimbursed for subsistence purchased in the close vicinity of a local event, or in the vicinity of, or whilst travelling to or from, an event more distant.
- the Member should attach a receipt to his/her expenses claim form to show that a meal was purchased (and the amount paid will be the amount incurred and shown on the receipt up to the maximum limit shown below).

The rates payable are set annually when the annual pay award is agreed. They are currently as set out in the table below.

Subsistence type	Details	Payment amount
Lunch allowance	Covers the period from 12 noon to 2 p.m.	£9.86

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Evening meal allowance	For a period of absence ending after 7 p.m.	£12.21
Absence overnight	To cover hotel and associated expenses - but note that, in these cases, the Council will book and pay for hotel accommodation directly (see 'conferences' at separate section below)	£79.82 (increased to a maximum of £91.04 in certain circumstances, e.g. for meetings in London and for LGA meetings)

If a meal is taken on a train, this is taken to relate to the subsistence allowance which it most closely equates to (i.e. lunch or evening). The above conditions still apply.

The Council may provide refreshments for 'approved duty' meetings which last over the lunchtime period or which start between 4.30 p.m. and 6 p.m.

The District Council requires that Members ensure that any overnight stay bookings for approved duties and conferences are made by Council Officers. The Council will then pay for the cost of the accommodation and breakfast. Lunch and evening meal costs up to the subsistence amounts shown above and travel will be claimable.

3.6 Child and dependant carer's allowances

Members may claim an allowance (set out in Schedule 1 below) for the use of childminders, babysitters or other sitters for dependants while carrying out approved duties. See section 2.3 above for details. Claims must be supported by receipts for payments made.

3.7 ICT and other equipment

Members are securely able to access all Council information and communications from any internet access point, including a home computer, through the Members' Electronic Portal. In order to recognise that part of the cost of provision of such equipment is for the performance of Members' duties, Members may make claim for the following financial support:

- (a) In exceptional circumstances where a Member is unable to afford the purchase cost of a suitable computer the Council would consider assisting the Member by advancing a lump sum which would then be recovered via repayments from this allowance;
- (b) where a Member has been provided with a Council funded computer, no allowance will be paid; and
- (c) all such allowances are subject to tax along with Basic and Special Responsibility Allowances in the normal way.

3.8 Claims procedure

Claims for travel, subsistence and dependant carer's allowances must be made each month using the Members' claim form. Members can either submit a claim in writing or on-line. If any Member wishes to submit claims on-line, he/she is required to sign a 'request to submit forms via e-mail' and return it to the Head of Legal & Democratic Services or Democratic Services Team Leader so that a members' claim form can be sent electronically for completion. All claims must be received by the Democratic Services Team by the twentieth day of the month. This is essential as they must be verified and approved by the twenty third day of the month in time for the monthly payroll run on the fifteenth of the following month. Any claims received after these dates will be paid on the subsequent pay run.

Members should ensure that they submit claims each month as claims stretching back over several months may be delayed owing to the increased difficulty of verifying them. Claims over 3 months old will not be paid. All claims to be finalised within one month of the start of the financial year.

The claim form must include receipts for all expenses claimed other than car mileage, and must be signed by the Member to declare that he/she is entitled to all amounts claimed and has not already been reimbursed for these amounts by the Council or any other organisation. For those claims submitted electronically, all relevant receipts must also be submitted to support the claim.

If a Member wishes to reclaim tax paid on subsistence allowances, he/she must provide relevant receipts to HMRC. If a Member applies for benefit, he/she must declare any allowances and expenses received from the Council on his/her application form.

Should it ever arise that the Council incurs expenditure on behalf of a Member's spouse or partner, then a debtor's account will be sent to the Member to recover all additional costs and a copy of the accounts will be placed with the file of payments to Members.

4. GUIDANCE FOR OFFICERS IN RESPECT OF PAYMENT TO MEMBERS

All Officers must adhere to the above scheme when verifying and making payments to Members. The Head of Legal & Democratic Services or Democratic Services Team Leader must verify all Member claims prior to passing them for payment taking particular note of Schedule 2. The Finance Team will maintain a file of payments to Members. For all payments under the Members' Allowances Scheme, this must show the name of the recipient, together with the amount and nature of each payment. It is open for inspection free of charge by electors in the area, who may copy any part of it.

The scheme also applies to Officers incurring expenditure on a Member's behalf - if an Officer spends more than the prescribed limits shown above for a Member's travel and/or subsistence then *the Officer cannot claim the excess, but must bear the cost personally*. If an Officer wishes to make a claim for Member travel and/or subsistence, he/she must complete an employee travel and subsistence expenses claim form in the usual way, but stating clearly which Member(s) were paid for,

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and the details of the payment (cost, time of day incurred) which will allow it to be checked against the prescribed subsistence scheme. A copy must be sent immediately to the Finance Team for recording in the file of payments to Members.

If any other issue of payment to a Member arises, other than one covered by the above Members' allowance scheme or a normal service issue, then prior written approval should be obtained from the Chief Executive or Monitoring Officer.

When a department arranges any seminar, conference, course or visit which will incur costs on behalf of a Member, the lead officer must liaise with the Chief Finance Officer to ensure that only permitted expenditure is incurred. The lead Officer of the event should keep a list of Members attending an approved event, and forward it immediately afterwards to the Head of Legal and Democratic Services or Democratic Services Team Leader and the Finance Team to ensure that any subsequent Member claims for travelling and/or subsistence can be verified.

Tours outside the Sevenoaks District may be arranged by the relevant department. They will still require formal committee/cabinet approval and adequate budgetary provision. Any overnight stop, unless paid for directly by the Council, and any lunch or evening meals purchased for the Members involved must adhere to the subsistence rates shown above. If air tickets are reserved, the cheapest rate of public air travel must always be used.

Any proposed payment or commitment of civic funds must be referred to the Chief Executive or Monitoring Officer for prior approval. These Officers must ensure all payments so made remain within budgeted levels of expenditure, and that any payments to or on behalf of Members are recorded in the file of payments to Members.

Schedule 1**Members Allowances 2020/21**

With effect from the commencement of the municipal year 2020/21

Description of Allowance	2020/21 Allowance per Member £	
Basic Allowance (all Members)	5,617	
<u>Special Responsibility Allowances:</u>		
Cabinet Chairman (Council Leader)	20,550	
Deputy Leader	12,330	
Cabinet members	7,193	
Deputy Cabinet Members	1,644	
Opposition Group Leaders:	277	per Group
Liberal Democrats (3 Members)	831	
Independents (3 Members)	831	
<u>Chairmen</u>		
Advisory Committees (x7)	2,569	
Audit	2,569	
Community Infrastructure Levy (CIL) Spending Board	2,569	
Development Control	5,138	
Governance	2,569	
Health Liaison Board	2,569	
Licensing	2,569	
Scrutiny	2,569	
Sevenoaks Joint Transportation Board	2,055	
Standards	1,644	
<u>Vice-Chairmen</u>		
Advisory Committees (x7)	0	
Audit	0	
Community Infrastructure Levy (CIL) Spending Board	0	
Development Control	1,028	
Governance	0	
Health Liaison Board	0	
Licensing	0	
Scrutiny	0	
Sevenoaks Joint Transportation Board	0	

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Standards	0
<u>Committee Members</u>	
Development Control members	514
Licensing Committee members	139
<u>Other</u>	
Standards co-optees	493
Child Care (p/h/p/child max)	7.40
Dependent Carers (p/h max)	16.44

Schedule 2

Members' Allowance Scheme - Approved Duties Specific Examples

- Attendance at a meeting of Council

- Attendance at a meeting of Cabinet (all Members)
- Attendance at a meeting of any Committee/Sub-Committee/Working Group/Board/Hearing of which you are a Member (attendance at Committee meetings as an observer is not considered an approved duty, the only exception to this being meetings of the Cabinet).
- Attendance at a meeting of any outside organisation that you are appointed to by the Executive or the Council
- Attendance at any Development Control Meeting and Development Control Site Meeting as agreed by the Chairman or Vice-Chairman of Development Control, if you are a member of Development Control or a local member for the ward concerned
- Attendance of any other site visit approved by Council, the Executive or any Committee/Sub-Committee/Working Group/Board/Hearing, if you are a member of the relevant body
- Attendance by a member of the Executive at any Committee/Sub-Committee/Working Group/Board/Hearing that is discussing matters within that member's Portfolio
- Attendance at any meeting organised by Officers of the Council to which at least two political groups have been invited
- Attendance at any training session organised by Officers of the Council to which the Member has been invited
- Attendance at any service-specific seminar organised by Officers of the Council to which the Member has been invited
- Attendance at any Conference or Seminar where prior agreement has been made by a Chief Officer of the Council
- Attendance at pre-meeting briefings by Chairman/Vice-Chairman of Committees/Sub-Committees/Working Groups/Boards/Hearings
- Attendance of members of the Executive at Briefing meetings
- Attendance of a member of the Executive that is required to attend a tender opening
- Attendance at any meeting pre-arranged by Officers of the Council relating to issues within the Member's responsibilities

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NOTICE OF AND SUMMONS TO MEETINGS

Governance Committee - 13 April 2022

Report of: Monitoring Officer

Status: For consideration

Also considered by:

- Council - 26 April 2022

Key Decision: No

Executive Summary: This report seeks to update the Constitution to reflect the current legislative position as relates to giving notice of meetings. It paves the way to a reduction in courier movements in favour of formal legal service of meeting documents by email. Nothing in this report will prevent a Member from receiving a paper copy of an agenda or reports before a meeting.

Contact Officer: Martin Goodman, Ext. 7245

Recommendation to Governance Committee: It be recommended to Council that

- Members approve the revisions to Part 2 of the Constitution set out in the report;
- pursuant to the Council's Net Zero 2030 ambitions, Members agree to accept formal legal service of meeting documents by email;
- Members note that paper copies of meeting agendas and reports will continue to be available in advance of meetings notwithstanding electronic service.

Recommendation to Council: That

- Members approve the revisions to Part 2 of the Constitution set out in the report;
- pursuant to the Council's Net Zero 2030 ambitions, Members agree to accept formal legal service of meeting documents by email;
- Members note that paper copies of meeting agendas and reports will continue to be available in advance of meetings notwithstanding electronic service.

Reason for recommendation: To update the Constitution in the light of the current legislative framework and permit a reduction in urgent courier movements.

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Introduction

- 1 This report is concerned with bringing the Constitution into line with the position at law, as relates to the notice of and summons to meetings.
- 2 It also relates to the manner by which the formal legal service of meeting documents is deemed to be effected on time. It does not relate to the provisions as to openness and transparency. There is no proposal in this report to cease the provision of paper agenda packs in advance to Members.

Background

- 3 The Local Government Act 1972 provides no statutory obligation to summon Members to attend meetings of Cabinet or Committees. However, a summons to attend a Council meeting must be sent in accordance with Schedule 12.
- 4 The relevant provisions of Schedule 12 set out that *a summons to attend the meeting, specifying the business proposed to be transacted at the meeting, and authenticated by the proper officer of the council, shall be sent to every member of the council by an appropriate method.*
- 5 For the purposes of the Act, ‘an appropriate method’ is described as ... *leaving it at, or sending it by post, to the member's usual place of residence, or ... where the member has specified an address other than the member's usual place of residence, leaving it at, or sending it by post, to that different address, or ... where the member has given consent for the summons to be transmitted in electronic form to a particular electronic address (and consent has not been withdrawn), sending it in electronic form to that address.*
- 6 The relevant summons is contained within the front sheet of every Annual or Full Council agenda pack. Such summonses and agenda packs are currently sent by courier to Members. In practice, this means that Officers from Facilities Maintenance drive around the entirety of the District on a specific day, in order to meet the deadline of delivering the papers at least five working days in advance of every Council meeting.
- 7 The Local Government Act 1972 provisions as to a summonses only relate to Council meetings. There is no equivalent legal requirement as relates to other types of formal meeting. However, the current Sevenoaks District Council Constitution does not match the legal position exactly and in effect requires that the same rules be applied to Cabinet and Committee papers. Again, in practice, this means that deliveries must regularly be made across the District by Officers from Facilities Maintenance, under a strict requirement to complete all deliveries on a specific day.
- 8 To bring the constitution into line with the position at law and to allow a more environmentally friendly approach with fewer car journeys, it is recommended that changes be made.
- 9 Members will of course note that during the Covid-19 pandemic, all courier deliveries were suspended in furtherance of safe working practices. This

permitted Facilities Maintenance colleagues additional time to dedicate to their office-based duties and naturally resulted in a drop in traffic movements.

Constitutional Change

- 10 Accordingly, it is proposed that the Part 2, para 13.1 of the Constitution be amended so as to read:

The Chief Executive will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules (Appendix A - Access to Information Procedure Rules). At least five clear working days before a Council meeting, a summons to attend the meeting, specifying the business proposed to be transacted at the meeting, and authenticated by the Chief Executive, shall be sent to every Member of the Council. He will do this by leaving it at, or sending it by post to, the Member's usual place of residence, or where the Member has specified an address other than the Member's usual place of residence, leaving it at, or sending it by post to, that different address, or where the Member has given consent for the summons to be transmitted in electronic form to a particular electronic address (and consent has not been withdrawn), sending it in electronic form to that address.

- 11 The proposed provision will bring the Constitution into close parallel with the position at law. By this means it will be clarified that there is no requirement to issue a summons in respect of non-Council meetings (such as meetings of Cabinet, Advisory Committees or Committees).

Formal Service

- 12 Furthermore, in view of the Council's full commitment to being 'Net Zero' by 2030, it is proposed that Members adopt the policy of agreeing to accept the formal legal service of meeting documents by email. This would offer considerable advantages, such as a reduction in carbon footprint by means of the reduction in the number of urgent courier runs, business efficiency as Officers of Facilities Maintenance are freed from some courier obligations and an ability to provide reports less constrained by the print timetable.

Paper Agenda Packs

- 13 Members should note that there is no proposal to cease the provision of paper agenda packs for use by Members at Council, Cabinet and Committees. The proposal is however to bring the Constitution into line with the Local Government Act 1972, paving the way to a reduction in the number of time-sensitive courier runs as it will be an email, rather than an in-person delivery of papers, which will be deemed formal service of the required notice.
- 14 There is no apparent advantage in retaining a provision which defaults to the need to provide a courier service on a specific day, in all cases. However, as anticipated by the Local Government Act 1972, Members may 'opt out' of electronic delivery if they wish to withdraw their consent.

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- 15 It is envisaged that the courier run may still be made, alongside postal deliveries, when hard copy documents are to be sent to Members, but that this will not be time-constrained (other than by being well in advance of any meeting) or the default practice.

Other options Considered and/or rejected

The other option available is to make no change from the present arrangement.

Key Implications

Financial

The proposal by reduces, but does not eliminate, the need for a courier service. For that reason, this is likely to realise an unspecified saving.

Legal Implications and Risk Assessment Statement.

The relevant legal provisions are found in Schedule 12 of the Local Government Act 1972 (para 4. 1A and 1B). The relevant Constitutional provisions are found in Part 2, paragraph 13.1 of the Constitution which currently reads as follows:

The Chief Executive will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules (Appendix A - Access to Information Procedure Rules). At least five clear working days before a meeting, the Chief Executive will send a summons signed by him or her by post to every Member, leaving it at their usual place of residence or, with their agreement, to another address or to an electronic address. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

Equality Assessment (Compulsory heading - do not delete)

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.

Net Zero Implications

The proposal by nature reduces the need for a courier service. For that reason, this will support a reduction in carbon footprint in line with the Council's Net Zero 2030 objectives.

The changes proposed in this report will promote the Council's key objectives by again reducing traffic movements and allowing staff to dedicate time to other duties. Transport is the biggest contributor of carbon emissions in the districts (source: BEIS local authority carbon emissions data 2021).

Conclusions

It is recommended that that Members approve the amendments to the Constitution set out in the report. Furthermore, in order to learn the lessons of the Covid-19 pandemic and replicate some of the incidental gains from the then-enforced changes in working practices, it is recommended that Members fully endorse a request to the Head of Legal and Democratic Services to adopt a policy of electronic delivery of meeting papers where legally and Constitutionally permissible.

Appendices

None.

Background Papers

None.

Martin Goodman

Monitoring Officer

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DEVELOPMENT CONTROL COMMITTEE PROCEDURES

Governance Committee - 13 April 2022

Report of: Monitoring Officer

Status: For consideration

Key Decision: No

Executive Summary: This report seeks to constitute a Working Group to report to the Governance Committee on proposals to adjust Part 7 of the Constitution (Development Control Committee).

Contact Officer: Martin Goodman, Ext. 7245

Recommendation to Governance Committee: That

- a. A Working Group be formed to propose any necessary amendments in principle to Part 7 of the Constitution to the next meeting of the Governance Committee;
- b. The Working Group shall consist of three Members from the Governance Committee;
- c. The Working Group shall be advised by an Officer nominated by the Monitoring Officer, the Chairman of Development Control Committee and an Officer nominated by the Chief Officer - Planning and Regulatory Services;
- d. If so minded, the Working Group shall only make proposals in principle to amend Part 7 with in respect of the following matters:
 - i. Rules for Addresses to the Committee at Meetings of Development Control Committee (paras 3.27 - 3.37);
 - ii. Site Inspections (paras 3.17 - 3.26);
 - iii. The order of business (including rights to address the Committee) (paras 3.5 - 3.6).
- e. The Working Group is not established to agree the precise wording of any suggested changes.

Reason for recommendation: To update the Constitution in the light of the best practice.

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Introduction

- 1 The procedures around Development Control Committee have not been reviewed for some years.
- 2 In order to remain within current best practice, particularly in the light of recent technological advances which allow remote speakers, Members are advised that it would be prudent to consider adjustments to the relevant parts of the constitution.
- 3 The Development Control Committee operates in an administrative role, which is very similar to quasi-judicial. Planning matters before Development Control Committee can be contentious and may lead to legal challenge. For that reason, it is key that any rules pay due regard to the rights of applicants, objectors and others. In particular, Members are reminded of the need to approach planning decisions with an open mind and to avoid conflicts of interest, bias or pre-determination.

Scope for Change

- 4 It is not proposed that changes to peripheral matters such as the name of the Committee, or changes more appropriately dealt with following a fundamental governance review of the whole Council be considered. Similarly, it is not proposed that there be any change to the scheme of delegations. It is also not proposed that there be any change to procedures *at* Site Inspections.
- 5 The proposals set out in this report solely relate to consideration of the Rules for Addresses to the Committee at Meetings of Development Control Committee (paras 3.27 - 3.37); Site Inspections (paras 3.17 - 3.26 - not including procedures *at* the Inspections); and the order of business.
- 6 For the avoidance of doubt, this report suggests a Working Group be established. The Working Group is proposed to report back to the following meeting of the Governance Committee. Any such Working Group would not be established to devise new wording and should restrict itself to consideration of the principle of constitutional amendments.
- 7 It is proposed that the Chairman of the Development Control Committee be invited to advise the Working Group on the views of the Development Control Committee as a whole. It is also proposed that Officers be invited attend the meeting to advise the Working Group and not in an administrative capacity.

Other options Considered and/or rejected

The other option available is to make no change from the present arrangement.

Key Implications

Financial

None.

Legal Implications and Risk Assessment Statement.

It should be noted that the legal position in relation to Development Control and the Development Control Committee is amply set out in the Constitution. In particular, Members are reminded of the need to act as if the Committee were a quasi judicial meeting.

Members are reminded of the need to avoid conflicts of interest, bias or pre-determination.

The Human Rights Act 1998 applies to proceedings of Development Control Committee.

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.

Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the Council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

Conclusions

It is recommended that that Members establish a Working Group as set out in this report.

Appendices

Part 7 of the Constitution.

Background Papers

None.

Martin Goodman

Monitoring Officer

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PART 7 - DEVELOPMENT CONTROL COMMITTEE

(Please also refer to Appendix N - Development Control Protocol)

1. Terms of Reference of the Committee

- (a) All planning, listed building and advertisement applications.
- (b) Revocation, modification and discontinuance orders and planning agreements relating to planning applications.
- (c) Enforcement of planning control; including the issue of Enforcement notices, listed building Enforcement notices, stop notices and abatement notices, and Enforcement and prosecution of contraventions of tree preservation orders, including the requirement for replacement planting.
- (d) Preservation and planting of trees, including the consideration of appeals against tree preservation orders and applications made thereunder.
- (e) All matters arising out of the operation of the Hedgerow Regulations 1997 or any subsequent changes thereto; and,
- (f) All decisions of the Council as Hazardous Substance Authority.

2. Membership of the Committee

19 Members of the Council to be chosen according to political proportionality rules. The Membership of the Committee can be found at Appendix H - Membership of Council Committees, Cabinet and Advisory Committees.

3. Procedure at Development Control Committee and Site Inspections

- (1) *This code will be applied in such a way that the right of the Chairman of the Committee to control the debate will be maintained.*
- (2) *“Local Member” means the Member for the District Council ward affected by a planning application which is to be included on an agenda for consideration by the Development Control Committee.*
- (3) *The agenda for the Development Control Committee will be dispatched a minimum of 5 working days before the meeting eg on the Wednesday of the preceding week for a Thursday Committee meeting. It is incumbent on Members of the Committee to ensure that they remain impartial and receptive to all points of debate before reaching a decision to vote on an application.*

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- 3.1 The Chairman, Vice Chairman and other Members, whether or not Members of the Committee, should recognise the effect that their behaviour can have on the public's perception of the Council and should conduct themselves accordingly. Members should represent the interests of the District as a whole.
- 3.2 Members should remain at meetings of the Committee until the end of the meeting unless they have a compelling reason not to do so.
- 3.3 Where a planning application has been submitted by the District Council and the appropriate Cabinet Member (responsible Portfolio Holder) is a Member of the Committee, that Member is strongly advised to leave the meeting when the matter is considered and not take part in the discussion or voting. Members should also be informed when an application on Council-owned land is to be considered by the Committee even if the applicant is not the District Council.
- 3.4 The Development Control Committee operates in a quasi-judicial manner. Accordingly, Members who enter the meeting during discussion of an application, or are not present during the whole of the discussion, should not vote on the application as they will not have heard all the arguments for and against the proposal. Members must make declarations of Interest, Lobbying and Pre-determination before any applications are debated. Copies of lobbying material received should where practicable be forwarded to the Chief Officer Planning and Regulatory Services.
- 3.5 Any Local Member who wishes to reserve an item for debate at Development Control Committee is asked to notify the Chairman/Vice Chairman prior to the meeting.

Subject to the Chairman's right to control the debate:

- (a) Any reports deferred for any reason from previous meetings of the Committee will normally be reserved for debate.
- (b) The Chairman will indicate those applications in respect of which members of the public have asked to speak, which shall automatically be reserved for debate.
- (c) When a Local Member has indicated to the Chairman of the Committee that s/he would wish to address the Committee on a particular application, the application will be reserved by the Chairman for subsequent discussion.
- (d) The Chairman will then read out the details of each remaining planning application from the index to the report, so that Members of the Committee who wish to move an amendment to the Chief Officer Planning and Regulatory Services' recommendation or make a

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comment on any particular application may so indicate, when such applications will automatically be reserved for debate.

- (e) The Chairman will then put all unreserved items to the vote en bloc; and,
- (f) The Chairman will then deal with items before the Committee in the following order:
 - (i) Items deferred from previous meetings of the Committee.
 - (ii) Items with public speakers.
 - (iii) Items reserved by Members of the Committee.
 - (iv) Enforcement cases.
 - (v) Amendments or variations to existing permissions; and,
 - (vi) Objections to Tree Preservation Orders.

3.6 In respect of any item reserved for debate the following procedure will be followed:

- (a) The Chairman will read out the application reference and address. The Officer will introduce the item and outline the key considerations and constraints, summarise the consultation responses and representations and provide the recommendation.
- (b) Address to Committee:- Speakers, who have previously registered to do so are invited to address the Committee in the following order, for a maximum of 3 minutes, (Local Members will have 4 minutes):
 - (i) A member of the public wishing to speak against the application.
 - (ii) The applicant, agent or another member of the public wishing to speak in favour of the application.
 - (iii) The Local Council representative (Town Council or Parish Council)
 - (iv) The Local Member(s) (whether or not a Member of the Committee) wishing to speak for a maximum of 4 minutes speech time. (Normal rules relating to motions and amendments as set out in the Constitution apply).
- (c) Those addressing the Committee including the local member(s) will not normally participate further in respect of that item. However, at

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the Chairman's discretion any of the initial speakers or local members may be asked a question of clarification. Any local Member who is a member of the Committee and speaks at the start of the item and has not uttered a prejudicial view will continue to be allowed to debate and vote on the item.

- (d) Members of the Committee will have the opportunity to ask questions of the Officers present.
- (e) Normal discussion of the Planning merits will then take place.
- (f) If a Member wishes to raise a new aspect to the debate on the item as a result of information brought to light during the debate then they will be allowed to do so at the discretion of the Chairman.
- (g) Members are requested not to speak at length on items where they are in full agreement either with the Officers' report or with the views of a Member who has spoken earlier in the discussion.
- (h) The vote will be taken after a motion has been moved and seconded, and after the Chairman, or other mover of a motion, has summed up. The Chairman will advise the meeting on the result of the vote including whether planning permission has been granted, refused etc.
- (i) The Legal Officer will inform the Chairman (unless already requested) of a need for him/her to advise the Committee in respect of any issues that arise from the debate, to ensure that the decision is based upon accurate and relevant law and to advise the Committee with regard to the legal impact of any proposed recommendation or motion.

Decisions Contrary to Officer Recommendation

- 3.7 All Members are encouraged to raise any queries or issues they may have regarding a specific application report with the appropriate Area Team Manager as soon as possible, and in any event before the Chairman's briefing. This will enable Officers to consider the issues raised and discuss them with the Chairman.
- 3.8 Under normal circumstances a Member, having considered the Officers report and who has any factual questions or concerns about an aspect of that report, may contact the Development Control Manager or the Chief Officer Planning and Regulatory Services. This will enable such matters to be discussed at the Chairman's briefing, that normally takes place 2 working days before the Committee meeting, and to prepare for any additional advice for the meeting. If a Member's concerns relate to matters which require a visual assessment, the Area Team Manager or the Chief Officer Planning and Regulatory Services may discuss the desirability

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of arranging a Committee Site Inspection with the Chairman. Committee Members are encouraged to attend these Site Inspections whenever possible.

- 3.9 On receipt of concerns from a Committee Member, the Development Control Manager or the Chief Officer Planning and Regulatory Services may choose to withdraw the report from the agenda to allow for further discussion or re-assessment.
- 3.10 A Planning Officer if so requested should assist in giving general policy reasons for refusal or conditions for approval to be attached to any permission. In the event of an appeal or a judicial review, it is imperative that the correct grounds for refusal or conditions for approval be cited on the published notice of decision.
- 3.11 In the event of a motion contrary to the Officer's recommendation being formally moved, the Officer(s) present will have the opportunity to address the Committee on the implications of such a decision having regard to the provisions of the Development Plan and all other material considerations, inclusive of implications for any subsequent appeal, before a vote on the motion is taken. Where appropriate the Officer may recommend to the Chairman (whose sole decision it shall be whether to accept that recommendation) that a decision on the application be deferred to enable a further report to be presented to the Committee addressing these issues raised by the debate and the implications.
- 3.12 Where a decision to grant or refuse permission contrary to the Officer recommendation occurs the reasons for such a decision taken by Committee should be clearly minuted. In the event of an appeal where the Committee has made a decision contrary to Officer advice, the appropriate Local Member or a Member of the Committee is expected to be actively involved in the Appeal if by written representation and to attend any Hearing or Public Enquiry when such is held.

Report Deferrals

- 3.13 Any decision to defer a report should be taken BEFORE any other decision to approve or refuse the report. Should the Committee be minded to refuse/approve the report pending deferral to await further information, then, when the report comes back to the Committee, debate must centre around the effect of the additional information on the proposal keeping in mind the opinion to approve or refuse voiced in the first instance. Public speakers may not speak again.
- 3.14 Should a report be deferred for further information without the Committee's opinion on whether it is minded to approve or refuse, then a debate may take place on the whole of the report together with the additional information.

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- 3.15 If a report is withdrawn or deferred without the opportunity for a registered public speaker to present their views then the public speaker(s) will be given the opportunity to address the Committee when the item is re-presented for decision.
- 3.16 Members may feel that the application should be viewed on site before a decision is made in which case an amendment/resolution for a Site Inspection is put to the Committee and, if approved, a set procedure is then followed at the Site Inspection.

Site Inspections

- 3.17 A single Site Inspection time will be used for applications deferred by Committee and those identified for a pre-meeting inspection. This inspection will usually take place on the day of the Committee meeting.
- 3.18 Sites for pre-meeting inspections should be identified to the Chairman by Development Control Committee or Local Members at the earliest possible opportunity and in any event a full 3 working days before the Committee meeting, eg by 5pm on a Monday when the Committee meeting is at 7pm on a Thursday.
- 3.19 The Site Inspection will be open for all Development Control Committee and Local Members to attend.
- 3.20 No representations will be heard at Site Inspections and no recommendation will be formulated or a vote taken. The purpose is to view relevant features on or around the site.
- 3.21 The inspection will then inform the debate at the following Development Control Committee meeting.
- 3.22 Members' Site Inspections will be carried out where applications are to be determined by the Development Control Committee. The Chairman, in consultation with the Chief Officer Planning and Regulatory Services, will normally identify the need for any Site Inspections in advance of the meetings. Members who believe that a Site Inspection is appropriate in a particular case are encouraged to contact the Chief Officer Planning and Regulatory Services as soon as possible. This will include selecting appropriate viewpoints. Only exceptionally should an item be deferred for a Site Inspection. All Site Inspections will only be arranged where the proposal to hold a Site Inspection fits at least one of the following criteria.
- 3.23 A Site Inspection may be determined to be necessary if;
 - i. Particular site factors are significant in terms of weight attached to them relative to other factors and it would be difficult to assess those factors without a Site Inspection.

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- ii. The characteristics of the site need to be viewed on the ground in order to assess the broader impact of the proposal.
 - iii. Objectors to and/or supporters of a proposal raise matters in respect of site characteristics, the importance of which can only reasonably be established by means of a Site Inspection.
 - iv. The scale of the proposal is such that a Site Inspection is essential to enable Members to be fully familiar with all site-related matters of fact.
 - v. There are very significant policy or precedent issues and where site-specific factors need to be carefully assessed.
- 3.24 When requesting the Chairman of the Development Control Committee to authorise a Site Inspection, the person making such a request (whether the Chief Officer Planning and Regulatory Services or an elected Member) must state under which of the above five criteria the Inspection is requested and must also provide supporting justification.
- 3.25 The purpose of a Site Inspection is to view the site and its surroundings and to relate the application proposals to the site. Officers will explain the submitted drawings. Neither the applicant nor any supporters or any objectors should take part. Where an applicant has to be present to allow access to the site, the visiting Members should stand away from him or her (or if necessary, ask the Applicant to stand away) and should not engage in any discussions.
- 3.26 Members should avoid any discussion of the merits of the case on site, on the journey to/from the site, or anywhere other than the Committee meeting.

Rules for Addresses to the Committee at Meetings of Development Control Committee

- 3.27 Addresses to the Committee will be allowed on planning applications being considered by the Development Control Committee. Public speaking will not be permitted on decisions made under the delegated authority of the Chief Officer Planning and Regulatory Services or on Enforcement items or Tree Preservation Orders.
- 3.28 Registering to Speak - Apart from Local Members, those wishing to speak must contact the District Council before 5pm on the day of the meeting at the latest. However at the Chairman's discretion, late registration may be accepted until the start of the meeting. Local Members have until the start of the meeting to register. Only one public speaker against the application and one public speaker supporting the application will be permitted except where the Chief Officer Planning and Regulatory Services or Development

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Control Manager instructs otherwise e.g. for special meetings of the Development Control Committee.¹

- 3.29 Main Objector - the first objector (e.g. the objector whose request is received first by the Council) will be the public speaker and subsequent objectors will be so advised.
- 3.30 Main Supporter - where an applicant or agent indicates a desire to speak they will be given preference over other supporters.
- 3.31 Local Member(s) - will be able to speak for a maximum of 4 minutes.
- 3.32 Local Council - a representative of the Town or Parish Council(s) in which an application site is situated.
- 3.33 Time Limits - Only the main objector and main supporter may speak, each being allowed 3 minutes. A Local Council representative will be able to speak for a maximum of 3 minutes. A Local Member may speak for a maximum of 4 minutes. After the speaker has spoken there will not normally be an opportunity for any speaker to participate or address any of the issues raised in the subsequent debate. However, at the Chairman's discretion any of the initial speakers or local members may be asked a question of clarification. Any local Member who is a member of the Committee and speaks at the start of the item and has not uttered a prejudicial view will continue to be allowed to debate and vote on the item.
- 3.34 Visual Aids - All speakers are allowed to use visual aids such as plans, drawings, photos etc and these will be displayed on the projector in the meeting room during the speaker's speaking time. No other visual aids may be used. All speakers who wish to have permitted visual aids displayed must provide them to Development Services Team before 5pm at the latest the day before the meeting e.g. if the meeting is to be held on a Thursday then contact must take place before 5pm on the preceding Wednesday.
(Written information is not permitted to be used as a "visual aid" by public speakers.)
- 3.35 Those applications in respect of which members of the public have asked to speak shall automatically be reserved for debate at the Committee.
- 3.36 If a report is withdrawn from the agenda or deferred without the opportunity for a registered public speaker to present their views then the

¹ As an exception, a Local Member who is also a Member of the Committee may indicate a wish to address the Committee as a Speaker, during the declarations of interest or predetermination, as set out in the Agenda.

public speaker(s) will be given the opportunity to address the Committee when the item is re-presented for decision.

- 3.37 If an application is deferred after addresses to the Committee have taken place, then public speaking will not be permitted when the application is re-presented for decision. If an objector or supporter has not exercised their right to speak in the first instance then their right to speak is waived when the application is re-presented for decision.

Training

- 3.38 Members must not participate in decision making at meetings dealing with planning matters unless they have undertaken suitable training, including any training designated by the Cabinet as mandatory.
- 3.39 Members are encouraged to attend Planning training sessions, which will be provided from time to time, as these are designed to extend their knowledge of planning procedures, policies and practice.

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CHAIRMAN'S EVENTS

Governance Committee - 13 April 2022

Report of: Chief Officer Customer & Resources

Status: For consideration

Key Decision: No

Portfolio Holder: Cllr. Peter Fleming

Contact Officer: Charlotte Sinclair, Ext. 7165

Recommendation to Governance Committee

That the report be noted.

Reason for recommendation: to show the events attended by the Chairman against the Council Objectives.

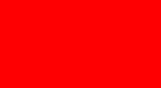




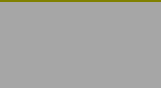
Introduction and Background

- 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 representative of the Sovereign). The Chairman is also responsible for Chairing Council meetings.
- 3 At the meeting of Full Council on 19 November 2019, it was resolved that the Members working group and its recommendations be noted and adopted.
- 4 The Chairman and Vice Chairman at the time of writing this report have been invited to 222 events in the District and attended 195. This does not include the events which the Chairman or Vice Chairman had been due to attend but were subsequently postponed or cancelled. Attached at Appendix A, is a list of events which the Chairman, and Vice Chairman have attended.
- 5 For events which were outside of the District 110 had been received. Out of those 53 events were attended. This total does not include events which the Chairman or Vice Chairman were due to attend but were subsequently postponed or cancelled. Attached at Appendix B, is a list of events which

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the Chairman and Vice Chairman have attended which were outside of the District.

6 The Key for events are as follows:

	Declined by Chairman and Vice Chairman
	Cancelled
	Chairman attending -
	Vice Chairman attending
	Chairman and Vice Chairman attending
	Postponed

Key Implications

Financial

None directly arising from the report.

Legal Implications and Risk Assessment Statement.

No relevant legal implications or Risk Assessment.

Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the Council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

Equality Assessment

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

Conclusions

That the report and appendix be noted.

Appendices

Appendix A - Table of events the Chairman has attended to date.

Background Papers

Council - 19 November 2019

Jim Carrington - West

Deputy Chief Executive and Chief Officer - Customer & Resources

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Ref:	Council/Organisation	Summary of Invite and Address	In or out of District (ward if can)	Date of event	Time of event	Chairman attending? (Y/N)	Referred to Vice? (Y/N and date)	Vice Chairman attending Y/N	Objective (1) Com Safety (2) environment
1	SDC	Voluntary Sector Forum via Zoom	In	03/06/2021	1pm-2pm	Y	invite once know vch		4
3	Kenwood Trust	Cascade Presentation	In	02/07/2021	tbc	Y			1
4	Swanley Town Council	Armed Forces Day Flag Civic Centre car park, The Civic Centre, St Mary's Road, Swanley, Kent BR8 7BU	In (Swanley St Marys)	26/06/2021	10am	Y	Y		civic duty
5	Hever Festival Theatre	Hever Festival Press Night, The People's String Foundation Hever Castle, Edenbridge TN8 7NG	In (Cowden & Hever)	29/05/2021	19:00	Y	N	N	4
6	Reserve Forces & Cadets Association	Kent Armed Forces' Briefing 2021 via zoom	In	10/06/2021	5.45pm for 6pm	Y	N	N	
7	Sevenoaks Town Council	STC Flag Raising for Armed Forces Day at The Vine, Sevenoaks	In (Sevenoaks Town & St Johns)	26/06/2021	10am	N	Y	Y	
10	Forget me not café	Forget me Not Café - Zoom	In	28/05/2021	11am	Y			
11	SDC	Carers Afternoon Tea - St Julians, Underriver, Sevenoaks TN15 0RX	In (Seal & Weald)	09/08/2021	2pm - 4.30pm	Y			
12	Age UK	Reception for Gillian Shepherd-Coates, Chief Officer of Age UK Sevenoaks & Tonbridge on her retirement - Hollybush court day centre	In	30/06/2021	17:00 - 19:00	Y			4
13	Sevenoaks School	Meet Headmaster and have a tour of the school - Sevenoaks School TN13	In	30/06/2021	1.30pm	Y			
15	Crockham Hill School	Sports Day - address TBC but likely Radnor House School	In	16/07/2021	activities from 10.30	Y			
46	Trinity School	Visit to Trinity School, Seal Hollow Road, Sevenoaks Kent TN13 3SL	In (Seal & Weald)		TBC				
17	St Michael's prep school	Oxford Court Row Dow Oxford Kent TN14 5RY	In	24/06/2021	drinks from 6.30pm	N	Y	Y	
19	Age UK Sevenoaks & Tonbridge	Pop up Sue Chiddingstone Causeway Causeway Hall TN11 8JS	In	30/08/2021	10.45-12.15				4
20	Age UK Sevenoaks & Tonbridge	Pop up Sue Cowden Village Hall TN8 7HU	In	22/07/2021	10am-12pm	Y	N	N	4
21	Age UK Sevenoaks & Tonbridge	Pop up Sue Chiddingstone Causeway Causeway Hall TN11 8JS	In	13/09/2021	10.45-12.15	Y	N	N	4

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22	Age UK Sevenoaks & Tonbridge	Pop up Sue Cowden Village Hall TN8 7HU	In	16/09/2021	10am-12pm	Y	N	N	4
23	Sevenoaks Town Council	unveiling of the National Railway Heritage Awards Plaque And Railway Heritage Trust PlaqueAt Bat & Ball Station TN14 5AP	In	29/07/2021	12.30pm	N	N	N	
24	Dunton Green Primary School	Meet the HT and tour of Dunton Green Primary School 101 London Road Dunton Green, Sevenoaks	In	08/06/2021	11.30am	Y	N		
25	Trinity School (Sevenoaks)	Trinity School (Sevenoaks) Seal Hollow Road Sevenoaks TN13 3SL Seal Hollow Road Sevenoaks Kent TN13 3SL	In	06/07/2021	9am	Y	N		
26	St Lawrence Primary School	Tour of St Lawrence CE Primary School, Church Road Stone Street Sevenoaks Kent	In	24/09/2021	11am	Y			
27	Kentish Opera	Opera Gala - The Orangey at Chiddingstone Castle, Hill Hoath Road, Chiddingstone, Edenbridge, TN8 7AD	In (Penshurst, Fordcombe and Chiddingstone)	04/07/2021	2pm - 4pm				
28	Boxing4Parkinsons	Boxing4Parkinsons on Tour The Vine, Sevenoaks TN13 3UH	In	26/08/2021	Event - 12noon - 4pm.				
30	Age UK Sevenoaks & Tonbridge	Pop Up Sue Dunton Green - Dunton Green Pavillion, London Road, TN13 2UR	In (leigh & Chiddingstone Causeway)	30/06/2021	1.30pm - 3.30pm	N	Y	Y	4
31	Age UK Sevenoaks & Tonbridge	Pop up Sue Chiddingstone Causeway Causeway Hall TN11 8JS	In (leigh & Chiddingstone Causeway)	02/08/2021	10.45am - 12.15pm	N	Y	Y	4
32	Age UK Sevenoaks & Tonbridge	Pop up Sue Chiddingstone Causeway Causeway Hall TN11 8JS	In (Leigh & Chiddingstone Causeway)	27/09/2021	10:45am - 12.15pm	N	Y	Y	4
33	Involve Kent	Carers Walk - Penshurst Place, Tonbridge, TN11 8DG	In (Penshurst, Fordcombe and Chiddingstone)	07/06/2021	11am	Y	N	N	4
34	Eden Christian Trust	ECT Youth Club - The Old Chapel, 101 High Street, Edenbridge, Kent, TN8 5AU	In	08/10/2021	7.30pm - 9.30pm	Y	y		4
36	Seal Primary School	Seal Primary School - Zambra Way, Seal, Sevenoaks, Kent, TN15 0DJ	In (Seal & Weald)	15/06/2021	2.30pm	Y			

37	Sevenoaks Volunteer Transport Group	Sevenoaks Volunteer Transport Group Sevenoaks Hospital, Hospital Road, Sevenoaks TN13 3PH	In(depends where held)	tbc November	tbc	has said yes but we don't know date yet so no diary entry			
39	sevenoaks district council	In Bloom 2021	In(depends where held)	13/07/2021	8am on 13.7.21	Y	N	N	2
40	Sevenoaks Counselling	Meet with Sevenoaks Counselling - in the Gardena The Vicarage in Eardley Road	in (Sevenoaks Town & St Johns)	07/07/2021	12.15pm	Y	N	N	4
42	The Stag	Tour of the Stag - The Stag thatre, London Road, Sevenoaks, TN13 1ZZ	in (Sevenoaks Town & St Johns)	01/07/2021	10am	Y	Y	Y	3
43	SDC	Voluntary Sector Forum via Zoom	In	08/07/2021	1pm-2pm	Y	N	N	1
44	SDC	Diabetes Awareness Road Show - Blighs Meadow Car Park, Sevenoaks, TN13 1DB	in (Sevenoaks Town & St Johns)	15/06/2021	1.30pm - 5pm				4
45	SDC	Diabetes Awareness Road Show - Edenbridge Leisure Centre Car Park	In	16/06/2021	8.30pm - 12pm	N	Y		4
46	SDC	Diabetes Awareness Road Show - ASDA Walk, Swanley, London Road, Swanley, BR8 7UN	In	18/06/2021	9am - 1pm	Y	N	N	4
47	M&J Barbers	Opening of M&J Barbers - 2 Market Square, Westerham	In (Westerham and Crockham Hill)	21/06/2021	9am				3
48	SDC	Family Fun Days - Seal Recreation Ground, High Street, Seal TN15 0AF	In (Seal & Weald)	26/07/2021	10am - 2pm	Y	N		
50	SDC	Family Fun Day - Dunton Green - Dunton Green Recreation Ground, London Road TN13 2UR	In (Dunton Green & Riverhead)	28/07/2021	10am - 2pm		Y	Y	
51	SDC	Famliy Fun Day - Eynsford - Anthony Roper Primary School, High Street, Eynsford DA4 0AA	In (Eynsford)	30/07/2021	10am - 2pm	Y	N		
52	SDC	Family Fun Day - West Kingsdown - Gamecock Meadow, London Road, West Kingsdown TN15 6BZ	In (Fawkham & West Kingsdown)	02/08/2021	10am - 2pm	Y	N		
53	SDC	Family Fun Day - New Ash Green - The Minnis, Centre Road, New Ash Green DA3 8HH	In (Ash & New Ash Green)	03/08/2021	10am - 2pm	Y	N		
54	SDC	Family Fun Day - Knockholt - Knockholt Recreation Ground, Main Road, Knockholt TN14 7LD	In (Halstead, Knockholt & Badgers Mount)	04/08/2021	10am - 2pm	N	Y		
55	SDC	Family Fun Day - Hextable - Hextable Gardens, Heritage Centre, College Road, Hextable BR8 7LT	In (Hextable)	05/08/2021	10am - 2pm	Y	N		
56	SDC	Family Fun Day - Chevening - Chipstead Recreation Ground, Chevening TN13 2SA	In (Brasted, Chevening & Sundridge)	06/08/2021	10.30am - 2pm	Y	N		
57	SDC	Family Fun Day - Four Elms - Four Elms School (Recreation Ground) Bough Beech Road TN8 6NE	In (Cowden & Hever)	09/08/2021	10am - 2pm	Y	N		
58	SDC	Family Fun Day - Hartley - Woodland Avenue Recreation Ground, Woodland Avenue, Hartley DA3 7DB	In (Hartley & Hodsoll Street)	10/08/2021	10am - 2pm	Y	N		

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59	SDC	Family Fun Day - Halstead - Halstead Recreation Ground, Station Road, Halstead TN14 7HG	In (Halstead, Knockholt & Badgers Mount)	11/08/2021	10am - 2pm	Y	N		
60	SDC	Family Fun Day - Crockenhill - Harvestfield, Harvest Way BR8 8LH	In (Crockenhill and Well Hill)	12/08/2021	10am - 2pm	Y	N	Y	
61	SDC	Family Fun Day - Leigh - The Green, Leigh TN11 8QR	In (Leigh & Chiddingstone Causeway)	13/08/2021	2pm - 5pm	N	Y	Y	
62	SDC	Family Fun Day - Fawkham - Fawkham Village Hall, Valley Road, Fawkham DA3 8NA	In (Fawkham & West Kingsdown)	16/08/2021	10am - 1pm	Y	N		
63	SDC	Family Fun Day - Sevenoaks Town Council - Greatness Recreation Ground, Mill Lane, Sevenoaks TN14 5BX	In (Sevenoaks Town & St Johns)	17/08/2021	10am - 2pm	N	Y	Y	
64	SDC	Family Fun Day - Horton Kirby & South Darenth - Heathside Recreation Ground, South Darenth DA4 9AZ	In (Farningham, Horton Kirby & South Darenth)	18/08/2021	10am - 2pm	N	Y	Y	
65	SDC	Family Fun Day - Westerham - King Georges Playing Field. Westerham TN16 1BN	In (Westerham & Crockham Hill)	19/08/2021	10am - 2pm	Y	N		
66	SDC	Family Fun Day - Chiddingstone - Sports Field, Chiddingstone Causeway TN11 8JN	In (Leigh & Chiddingstone Causeway)	20/08/2021	2pm - 5pm	Y	N		1&4
68	Guide Dogs for the Blind	Charity Golf Day and Dinner, Hever Gold Club, Hever	In (Cowden & Hever)	01/10/2021	12pm	N	N		
69		Fish Shop Sevenoaks	In (Sevenoaks Town & St Johns)	22/06/2021	12pm	N	Y	Y	3
70	SDC	Task & Finish Group for Volunteer Thank You Event - MS Teams	In	29/06/2021	2.30pm - 3.30pm	Y	N		
71	SDC	Forget me Not Café - Zoom	In	26/06/2021	11am				4
73	Sevenoaks Town Council	Opening of the New Bat & Ball Community Centre -	In	25/07/2021	7pm	Y	Y	Y	1
74	Kent Wildlife Trust	Visit to Greensand Commons site - One Tree Hill Car Park, One Tree Hill Car Park, Carters Hill, Sevenoaks. TN15 OSN. WhatThreeWords: ages.slimy.year	In	09/07/2021	1.30pm	Y	Y	Y	2
75	Swanley Town Council	1812 Night, Swanley Park, New Barn Road, Swanley BR8 7PW	In	27/08/2021	6pm	Y	N	N	
76	SDC	Task & Finish Group for Volunteer Thank You Event - MS Teams	In	20/07/2021	2.30pm - 3.30pm	Y	N	N	
78	Every Step Counts	Every Step Counts Walk - Otford Recreation Ground, 78 High Street, Otford, Sevenoaks, TN14 5PH	In (Otford & Shoreham)	25/08/2021	10am	Y	Y		
79	Every Step Counts	Every Step Counts Walk - Bricklayers Arms, Chevening Road, Chipstead, Sevenoaks, TN13 2RZ	In (Brasted, Chevening & Sundridge)	09/09/2021	10am	Y	Y		
80	Every Step Counts	Every Step Counts Walk - Kemsing Village Hall Car Park, High Street, Sevenoaks TN15 6NA	In (Kemsing)	10/09/2021	10.30am	Y	Y		

81	Every Step Counts	Every Step Counts Walk - Castle Inn Pub, Chiddingstone Road, Chiddingstone, Edenbridge, TN8 7AH	In (Penshurst, Fordcombe and Chiddingstone)	14/09/2021	11am	Y	Y		
82	Every Step Counts	Every Step Counts Walk - West Kingsdown Pavillion, London Road, West Kingsdown, Sevenoaks, TN15 6BZ	In (Fawkham & West Kingsdown)	08/09/2021	10.30am	Y	Y		
83	Every Step Counts	Every Step Counts Walk - Greatness Recreation Ground, Sevenoaks, TN14 5BA	In	19/08/2021	2pm	Y	Y		
84	New Creations Collective	Production of The Secret Garden - Hever Castle, Hever Road, Edenbridge, TN8 7NG	In (Cowden & Hever)	15/08/2021	4.30pm	Y	N	N	
86	Sevenoaks Town Council	Plaque Unveiling at Bat & Ball Centre Opening - Bat & Ball Community Centre, Cramptons Road, Sevenoaks, TN14 5DN	In	25/07/2021	10.30am	Y			
87	Forget me not café	Forget Me Not Café - Allotments, Allotment Lane, Sevenoaks, TN13	in (Sevenoaks Town & St Johns)	06/08/2021	2.30pm for 3pm	Y	N		
89	SDC	Voluntary Sector Forum via Zoom	In	05/08/2021	1pm-2pm	Y			
90	Westerham Sea Cadets	Boating Evening with Westerham Sea Cadets if dry Chipstead Lake, if raining - Drill Hall, High Street, Westerham, TN16 1RF	In (Westerham & Crockham Hill)	10/08/2021	7pm	Y			
91	Sevenoaks District Seniors Action Forum	Sevenoaks District Seniors Action Forum Silver Day and AGM - Plaza Suite, The Stag Theatre, London Road, Sevenoaks, TN13 1ZZ	In (Sevenoaks Town & St Johns)	07/10/2021	11am	Y only for morning			4
93	B2B Networking	Westerham - via online	In	22/07/2021	8am - 9am	Y			
97	Sevenoaks Guide Dogs	Blindfold Walk -Under the Clock Tower, Blighs Meadow, Sevenoaks	In (Sevenoaks Town & St Johns)	29/10/2021	11am - 12.30pm	Y	N	N	
99	Sevenoaks Lions Club	Heavy Horse Show - Shoreham, Sevenoaks, TN14 7SA	In (Otford & Shoreham)	05/09/2021	9.45am	N	Y	Y	
101	Archbishops Palace Conservation Trust	Archbishops Palace Visit, The Green, Otford, Sevenoaks, TN14 5PD	In (Otford & Shoreham)	16/08/2021	2pm	Y			
104	D'Vine Singers	D'Vine Singers birthday invitation, Vine Baptist Church	In (Sevenoaks Town & St Johns)	08/10/2021	12- 1.30pm	N	Y	Y	5
106	Swanley & District Art Society	Annual Art Exhibition - St Peters Church, College Road, Hextable, BR8 7RH	In (Hextable)	30/10/2021	3pm - 4.30pm	Y	N	N	5
109	SDC	Task & Finish Group for Volunteer Thank You Event - MS Teams	In	06/09/2021	3pm - 3.30pm	Y			5
111	SDC	Making it Happen Voluntary & Community Awards- to present an award at St. Nick's Church Sevenoaks	In	09/03/2022	7pm	Y			1 & 4
116		Swanley "Thai Palace" Opening - 7 High Street, Swanley, BR8 8AE	In (Swanley Christchurch & Swanley Village)	22/08/2021	6pm - 9pm	N	Y	Y	3
117	Coblands	Coblands Christmas Fair - Coblands Garden Centre, Dryhill Lane, Sundridge, Sevenoaks, TN14 6AA	In (Brasted, Chevening & Sundridge)	04/12/2021	10am	Y	N	N	5

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118	Kent Wildlife Trust	Westerham Commons - Hosey Common Car Park, Hosey Common Road (B2026). Westerham, TN16 1PL	In (Westerham & Crockham Hill)	30/09/2021	1.30pm	Y	Y	Y	2
119	Forget me not café	Forget-Me-Not Café - Zoom	In	27/08/2021	11am	Y	N	N	4
120	Westerham Sea Cadets	Westerham Sea Cadets End of Year BBQ - Chipstead Lakes	In (Brasted, Chevening & Sundridge)	26/08/2021	7pm - 9.15pm	Y			5
121	Westerham Church	The Licensing and Installation of Priest - St Mary the Virgin, The Green, Westerham, TN16 1AS	In (Westerham & Crockham Hill)	28/08/2021	5pm				None
122	Pat Bosley	Past Chairman's Lunch - Hever Castle Golf Club, Hever, TN8 7NP	In (Cowden & Hever)	11/10/2021	12pm	Y	Y	Y	None
123	SDC	Voluntary Sector Forum via Zoom	in	09/09/2021	1pm - 2pm	Y			5
124	SDC	Voluntary Sector Forum via Zoom	in	07/10/2021	1pm - 2pm				5
125	SDC	Voluntary Sector Forum via Zoom	in	04/11/2021	1pm - 2pm				5
126	SDC	Voluntary Sector Forum via Zoom	in	02/12/2021	1pm - 2pm				5
127	Sevenoaks Counselling	Annual Open Meeting with Sevenoaks Counselling - St Lukes Church, Eardley Road, Sevenoaks, TN13 1XT	in (Sevenoaks Town & St Johns)	29/09/2021	7.30pm				1
128	Second Floor	Open Studios - 96, High Street Sevenoaks	in (Sevenoaks Town & St Johns)	02/10/2021	11:00	Y	N		3
129	Crockham Hill WI	WI, 100th Birthday Tea - Crockham Hill Village Hall	In (Westerham & Crockham Hill)	06/10/2021	14:30	Y			4
130	West Kent Mediation	25th anniversary and thank you lunch to our volunteers, Holmesdale Bowls Club, Worships Hill, Riverhead, Sevenoaks	In (Riverhead and Dunton Green)	22/09/2021	12.15 - 2pm				4
133	Sevenoaks District Scout Council	Annual General Meeting of Sevenoaks District Scout Council - Mill Lane, Sevenoaks, Kent TN14 5BU	In	11/09/2021	6pm	Y	N	N	5
134	Westerham Town Council	40 Years of Russell House - Russell House, Barleys Meadow, Market Square, Westerham, Kent, TN16 1RB	In (Westerham & Crockham Hill)	06/09/2021	2pm to 4pm	N	N	N	4
135	ABF The Soldiers' Charity	The Chevening Dinner - ABF The Soldiers' Charity - TN14 6HG	In (Brasted, Chevening & Sundridge)	20/10/2021	7.15pm to 10.30pm	Y	N	N	5
141	SDC	In Bloom Awards - Bat & Ball Centre, Cramptons Road, Sevenoaks, TN14 5DN	In (Sevenoaks Northern)	15/10/2021	6.30pm for 7pm	Y	N	N	2
142	Swanley Town Council	Remembrance Day Parade and Service - St Mary's Church, 1 London Road, Swanley BR8 7AQ	In (Swanley St Marys)	14/11/2021	2.15pm	Y	N	N	5
144	Sevenoaks Town Council	Remembrance Day Parade and Service - Vine War Memorial, Sevenoaks	in (Sevenoaks Town & St Johns)	14/11/2021	10.50am				5
145	Sevenoaks Chamber of Commerce	Meeting with Dawn Blee as CEO of Chamber - Sevenoaks Business Hub, Bradbourne Vale Road, Sevenoaks, Kent, TN13 3QG	In (Sevenoaks Northern)	20/09/2021	9.30am				4
147	Sevenoaks Town Council	Breakfast and Sevenoaks Business Show - Bat & Ball Centre, Cramptons Road, TN14 5ND	In (Sevenoaks Northern)	22/09/2021	8.30am - 2pm	Y	N	N	4

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151		Former Cllr John Scholey Memorial Service, at the Parish Church of St Peter & St Paul, Church Street, Edenbridge TN8 5BD.	In	25/10/2021	2.30pm	Y			
152	SDC	Volunteer catch up event via teams	In	27/09/2021	10-10.30am	Y			2
156	Beams	Visit to Beams - Allsworth Court, 40 St David's Road, Hextable, BR8 7RJ	In (Hextable)	28/09/2021	2pm	Y	N	N	4
158	Kentish Opera	The Pirates of Penzance Performance at The Stag - 11 London Road, Stag Community Arts Centre, Sevenoaks TN13 1ZZ	in (Sevenoaks Town & St Johns)	28/10/2021	7.30pm	N	Y	Y	5
159	Every Step Counts	Every Step Counts Walk - Riverside Tea Room, 2A Riverside, Eynsford, Dartford DA4 0AE	In (Eynsford)	04/10/2021	11am	Y	N	N	4 & 5
160	Fordcombe Trustees and Village Hall Committee	Opening of Fordcombe's Village Hall - The Green, Fordcombe, TN5 0RY	In (Penshurst, Fordcombe and Chiddingstone)	15/10/2021	2pm	Y	N	N	5
161	Every Step Counts	Every Step Counts Walk - Tesco Store, Aisher Way, Riverhead, Sevenoaks TN13 2QS	In (Riverhead and Dunton Green)	19/10/2021	10am	Y	N	N	4 & 5
162	Forget me not café	Forget-Me-Not Café - The Hayloft, National Trust Knole, Sevenoaks, TN13 1HU	in (Sevenoaks Town & St Johns)	01/10/2021	10.30am to 12pm	Y	N	N	4
163	Forget me not café	Forget-Me-Not Café - The Congregational Church, Fullers Hill, Westerham, TN16 1AB	In (Westerham & Crockham Hill)	15/10/2021	11am to 12.30pm	Y	N	N	4
164	Forget me not café	Forget-Me-Not Café - The Eden Centre, Four Elms Road, Edenbridge, TN8 6BY	In (Edenbridge North & East)	29/10/2021	10.30am to 12pm	N	Y	N	4
165	Age UK Sevenoaks & Tonbridge	Pop Up Café - Chiddingstone Causeway Hall, Tonbridge Rd, Chiddingstone Causeway, Tonbridge TN11 8JS	In (Leigh & Chiddingstone Causeway)	22/11/2021	10.45am - 12.15pm	Y	N	N	4
166	Age UK Sevenoaks & Tonbridge	Pop Up Café - Chiddingstone Causeway Hall, Tonbridge Rd, Chiddingstone Causeway, Tonbridge TN11 8JS	In (Leigh & Chiddingstone Causeway)	20/12/2021	10.45am - 12.15pm	Y	N	N	4
167	Age UK Sevenoaks & Tonbridge	Pop Up Café - Cowden Village Hall, Chantlers Mead, Cowden, Edenbridge TN8 7HU	In (Cowden & Hever)	25/11/2021	10am to 12pm	Y	N	N	4
169	Town Mayor of Sevenoaks	Charity Bridge Day - Bat and Ball Community Centre, Crampton's Rd, Sevenoaks TN14 5DN	In (Sevenoaks Northern)	23/10/2021	10am - 4pm				
170	Age UK Sevenoaks & Tonbridge	Pop Up Age UK - The Eden Centre, Four Elms Road, Edenbridge, TN8 6BY	In (Edenbridge North & East)	21/10/2021	10.30am - 12pm				4
172	Sevenoaks District Chamber of Commerce	AGM - Sevenoaks District Chamber of Commerce via Zoom	In	20/10/2021	10.30am	N	Y	N	3

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173	Eden Valley Museum Trust	Donor Appreciation Event - Eden Valley Museum, 72 High Street, Edenbridge, TN8 5AR	In (Edenbridge South & West)	22/10/2021	6.30pm - 8.30pm	N	Y	N	
174	Every Step Counts	Every Step Counts Walk Eynsford	In (Eynsford)	18/10/2021	11.00am	Y			4
175	Orchards Academy	Orchards Academy Visit St Mary' Road, Swanley BR8 7TE	In (Swanley White Oak)	28/01/2022	10.15am	Y			1
176	Sevenoaks Symphony Orchestra	Sevenoaks Symphony Orchestra Concert - The Stag Theatre, London Road, Sevenoaks, TN13 1ZZ	In (Sevenoaks Town & St Johns)	17/10/2021	4pm	Y			5
178	Age UK Sevenoaks & Tonbridge	Pop Up Age UK - The Eden Centre, Four Elms Road, Edenbridge, TN8 6BY	In (Edenbridge North & East)	18/11/2021	10.30am - 12pm	Y			5
181	St Michael's prep school	Visit to St Michaels Prep School - St Michaels Prep School, Otford Court, Row Dow, Otford, Kent, TN14 5RY	In (Otford & Shoreham)	03/11/2021	9.30am - 11.30am	Y			
183	Sevenoaks Hockey Club	Sevenoaks Hockey Club President's Cocktail Party - Vine Pavilion, Sevenoaks, TN13 3UH	in (Sevenoaks Town & St Johns)	12/12/2021	12pm				
184	Age UK Sevenoaks & Tonbridge	Pop Up Age UK - The Eden Centre, Four Elms Road, Edenbridge, TN8 6BY	In (Edenbridge North & East)	04/11/2021	10.30am - 12pm				
185	Every Step Counts	Every Step Counts Swanley - Swanley Park Café, Swanley, Kent, BR8 7PW	In (Swanley)	02/12/2021	10am	Y			
187	SDC	Queen's Canopy Project Tree Planting Sevenoaks - Hollybush Recreation Ground, Sevenoaks, TN13 3XN	In (Sevenoaks)	25/10/2021	10.30am	Y	N	N	
188	SDC	Queen's Canopy Project Tree Pkanning Swanley - Cherry Avenue Swanley, BR8 7DX	In (Swanley)	21/10/2021	10.30am	Y	N	N	
189	SDC/ The Good Care Group	Ask the Expert Dementia Event - Bat & Ball Community Centre, Cramptons Road, Sevenoaks, TN14 5DN	In (Sevenoaks Northern)	11/11/2021	6pm	Y	N	N	
190	SDC	Queen's Canopy Project Tree Planting Edenbridge - Skeynes Road, Edenbridge, TN8 5HE	In (Edenbridge)	22/10/2021	10.30am	N	Y	Y	
191	Sevenoaks Philharmonic Choir	Sevenoaks Philharmonic Choir Concert - St Nicholas Church, Rectory Lane, Sevenoaks, TN13 1JA	In (Sevenoaks Town & St Johns)	27/11/2021	7.30pm	Y			
193	Care UK	Understanding Dementia Via Zoom	In	27/10/2021	3pm	Y			Zoom link in diary and send
194	British Legion	British Legion Coffee Morning Fullers Hill Congregational Church, Westerham	in (Westerham)	06/11/2021	10am - 12noon	Y	N	N	
195	Sevenoaks Chamber of Commerce	Swanley Expo 21 Alexandra Suite, Saint Mary's Road, Swanley, BR8 7BU	In	18/11/2021	08.30am - 2pm	Y	N	N	Chairman will be attending from 11.30am onwards

196	Edenbridge & Westerham Citizens Advice	Edenbridge & Westerham Citizens Advice - Eden Centre, Four Elms Road, Edenbridge, TN8 6BY	In (Edenbridge North & East)	26/11/2021	1pm	Y	N	N	
198	Forget me not café	Forget Me Not Café Sevenoaks - The Hayloft, Knoe House, National trust, Knole, Sevenoaks, TN13 1HU	In (Sevenoaks Town & St Johns)	05/11/2021	10.30am - 12pm	Y	N	N	
199	Forget me not café	Forget Me Not Café Westerham - The Congregational Church, Fullers Hill, Westerham, TN16 1AB	In (Westerham & Crockham Hill)	19/11/2021	11am-12.30pm	Y	N	N	
200	Forget me not café	Forget Me Not Café Edenbridge - The Eden Centre, Four Elms Road, Edenbridge, TN8 6BY	In (Edenbridge North & East)	26/11/2021	10.30am - 12pm	Y	N	N	
201	Sevenoaks Volunteer Transport Group	Sevenoaks Volunteer Transport Group AGM Sevenoaks Hospita Restaurantl, Hospital Road, Sevenoaks TN13 3PH	In	25/11/2021	7pm for 7.30pm				5
204	Oaks Surgery	Oaks Partership Health and Wellbeing event - Zoom	In	11/11/2021	19:30 - 21:00	Y	Y	N	
205	Sevenoaks Mencap	Carols, Mulled Wine and Mince Pie Evening The Mencap Hall, 71 Hitchen Hatch Lane Sevenoaks TN13 3AY	In	12/12/2021	18.00 - 20.00	Y		N	
207	Walthamstow Hall	Walthamstow Hall, Sevenoaks TN13 3UL	In	21/01/2022	14.00-15.00	Y			
208	Forget me not café	Forget Me Not Café Westerham - The Congregational Church, Fullers Hill, Westerham, TN16 1AB	In (Westerham & Crockham Hill)	17/12/2021	11am-12.30pm	Y			
210	Sevenoaks Symphony Orchestra	The Stag Theatre Sevenoaks	In	21/11/2021	16.00 - 21.00				
211	The Stag, Sevenoaks	Unveiling of Hope the Lego Sufferagette The Stag Theatre Sevenoaks	In	24/11/2021	13.15 - 15.00	Y			
212	St Michael's prep school	Carol Service - Shoreham Parish Church Church Street, Shoreham TN14 7SB	In (Shoreham)	13/11/2021	18.30 - 20.30	Y			
213	Swanley Town Council	Major of Swanley's Charity Ball, The Alexandra Suite, St Mary's Road Swanley BR8 7BU	In	01/04/2022	19.00-24.00	Y	Y	N	
215	Sevenoaks Town Council	Quiz Night Bat and Ball Centre, Otford Road Sevenoaks TN14 5DN	In (Otford & Shoreham)	26/03/2022	19.00 - 23.00	N	Y	Y	
217	Age UK	Pop up Sue Causeway Hall, Chiddingstone Causeway TN11 8JS	In (Chiddingstone)	28/02/2022	10.45-12.15	Y			
218	Age UK	Pop up Sue Causeway Hall, Chiddingstone Causeway TN11 8JS	In (Chiddingstone)	28/03/2022	10.45-12.15	Y			
219	Age UK	Pop up Sue Cowden Village Hall Cowden TN8 7HU	In (Cowden & Hever)	20/01/2022	10.00-12.00	Y			
220	Age UK	Pop up Sue Cowden Village Hall Cowden TN8 7HU	In (Cowden & Hever)	03/03/2022	10.00-12.00	Y			
221	Age UK	Pop up Sue Eden Centre Edenbridge TN8 6BY	In (Edenbridge)	13/01/2022	10.30-12.00	Y			

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222	Age UK	Pop up Sue Eden Centre Edenbridge TN8 6BY	In (Edenbridge)	10/03/2022	10.30- 12.00	Y			
223	Age UK	Pop up Sue Dunton Green Pavilion Dunton Green	In (Dunton Green & Riverhead)	12/01/2022	13.30- 15.30				
224	Age UK	Pop up Sue Dunton Green Pavilion Dunton Green	In (Dunton Green & Riverhead)	09/02/2022	13.30- 15.30				
225	St Michael's prep school	Year 1 Nativity - St Michaels Prep School, Otford Court, Row Down, Otford, Kent, TN14 5RY	In (Otford & Shoreham)	08/12/2021	14.00 - 15.00	Y	N		
228	Forget me not café	Forget Me Not Café The Hayloft, Knole House Knole, Sevenoaks TN13 1HU	In	03/12/2021	10.30- 12.00	Y			
232	Sevenoaks District Council	Queens Green Canopy - Tree Planting Ceremony White Oak Leisure Centre Hilda May Avenue, Swanley BR8 7BT	In (Swanley)	16/12/2021	10.30- 13.30				
233	The Stag Theatre	Suffragette Talk The Stag Theatre Sevenoaks	In	11/12/2021	13.00- 16:00	Y			
234	Westerha m Sea Cadets	Westerham Sea Cadets Awards Ceremony Westerham Hall, Quebec Avenue Westerham TN16 1BJ	In	15/12/2021	19.00- 22.00	Y			
242	SDC	Volunteer Sector Forum Via Zoom	In	06/01/2022	13.00- 14.00	Y			
243	SDC	Volunteer Sector Forum Via Zoom	In	03/02/2022	13.00- 14.00	Y			
244	SDC	Volunteer Sector Forum In person - venue TBC	In	03/03/2022	13.00- 14.00	Y			
245	SDC	Volunteer Sector Forum via Zoom	In	07/04/2022	13.00- 14.00	Y			
246	SDC	Volunteer Sector Forum via Zoom	In	05/05/2022	13.00- 14.00	Y			
252	Stephen Sunnucks	Mind's Eye Photography Exhibition Kaleidoscope Gallery, Sevenoaks Library Sevenoaks	In	17/02/2021	18.00- 20.00	Y			
253	Sevenoaks Young Musician	Sevenoaks Young Musician Competition Walthamstow Hall Senior School Holly Bush Lane, Sevenoaks TN13 3UL	In	06/03/2022	10.30- 218.00	Y			5
254	SDC	White Oak Leisure Centre VIP visit and ribbon cutting ceremony Hilda May Avenue Swanley	In	12/02/2022	08.30- 11.00	Y			
259	Care UK	Otford Dementia Café launch	In	24/02/2022	11.00-	Y			
262	St Michael's prep school	St Michael's Prep School Otford Court, Row Dow, Otford, TN14 5RY	In	17/03/2022	19.30- 21.00	Y			
263	Good Care Group	Forget Me Not Café The Hayloft, Knole House Knole, Sevenoaks TN13 1HU	In	04/02/2022	10.30- 12.00	N			5
264	Good Care Group	Forget me notes Christchurch URC, 2 Littlecourt Rd, Sevenoaks, TN13 2JG	In	17/02/2022	14.00- 16.00	Y			
265	Good Care Group	Forget me not café Congressional Church, Fullers Hill Westerham, TN16 1AB	In	18/02/2022	11.00- 12.30	Y			
266	Good Care Group	Forget me not Café The Eden Centre, Four Elms Rd, Edebnridge, TN8 6BY	In	25/02/2022	10.30- 12.00	Y			
268	Every Step Counts	ESC - Riverhead Tesco Superstore, Aisher Way, Riverhead, Sevenoaks, TN13 2QS	In	15/02/2022	10.00- 12.00	Y			
269	Every Step Counts	ESC - Chiddingstone The Castle Inn, Chiddingstone Rd, Chiddingstone, TN8 7AH	In	01/03/2022	11.00- 12.30	Y			

270	Every Step Counts	ESC - Otford Otford Recreation Ground High Street, Otford, TN14 5PQ	In	02/03/2022	10.00-12.0	Y			
271	Every Step Counts	ESC - West Kingsdown West Kingsdown Pavillion, London Road, West Kingsdown, TN15 6BZ	In	09/03/2022	10.30-12.30	Y			
272	Every Step Counts	ESC - Chevening The Bricklayers Arms, 39-41 Chevening Road, Chipstead TN13 2RZ	In	17/02/2022	10.00-12.00	Y			
273	Every Step Counts	ESC - Café Swanley Park New Barn Road, Swanley, BR8 7PW	In	17/03/2022	10.00-12.00	Y			
274	Every Step Counts	ESC - Greatness Recreation Ground, Mill Lane, Sevenoaks TN14 5BX	In	27/01/2022	14.00-16.00	Y			
278	Mayor of Sevenoaks	Celebration lunch for International Womens Day Bat and Ball Centre Sevenoaks TN14 5DN	In	08/03/2022	12.00-15:30	Y			
280	Every Step Counts	ESC - Kemsing Kemsing Village Car Park Kemsing, Sevenoaks TN15 6NA	In	11/02/2022	10.30-12.30	Y			
285	Sevenoaks Chamber of Commerce	Chamber of Commerce Networking Sevenoaks School Sevenoaks	In	02/03/2022	10.30-12.00	N	Y	Y	
286	Every Step Counts	ESC - Kemsing Kemsing Village Car Park Kemsing, Sevenoaks TN15 6NA	In	18/02/2022	10.30-12.30	N	Y	Y	
287	Every Step Counts	ESC - Eynsford The Riverside Tea Room 2a Riverside, Eynsford, Dartford DA4 0AE	In	28/02/2022	11.00-13.00	N	Y	Y	
288	Sevenoaks Philharmonic Choir	Sevenoaks Philharmonic Choir Concert - Pamoja Hall, Sevenoaks School, Sevenoaks,	In	27/03/2022	19.30-22.30	Y	N		
291	Irene Collins	Blindfold Walk -Under the Clock Tower, Blighs Meadow, Sevenoaks	In	16/03/2022	10.30am	Y			
292	SDC	EDNA Dance courses Shoreham Village Hall, 31 High Street, Shoreham TN14 7TB	In	03/03/2022	14.00-15.00	Y			
293	SDC	EDNA Dance class Brasted village hall High St, Brasted, Westerham TN16 1HU	In	07/03/2022	13.00-14.00	Y			
294	SDC	Girls only Boxing course West Kingsdown Boxing Club West Kingsdown Village Hall London Road, West Kingsdown, TN15 6BZ	In	08/03/2022	17.00-18.00	Y			
295	SDC	Postnatal outdoor classes 'Buggy Buddy' Stangrove Park, Edenbridge TN8 5LU	In	15/03/2022	10.00-11.00	Y			
296	SDC	Girls Self Defence Course West Kingsdown Village Hall London Road, West Kingsdown, TN15 6BZ	In	09/03/2022	17.00-18.00	n	y	y	
298	Edenbridge Town Council	Annual Town Council	In	07/03/2022	19:00-21:00	Y			

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299	Age UK	Eden Centre, Four Elms Road, Edent	In	05/05/2022	10-12:00	Y			
300	SDC	Sounds of Spring, St Nicholas Church, Rectory Lane, Sevenoaks	In	05/03/2022	19.30-21.30				
301	Hextable Parish Council	Platinum Jubilee Tree Planting Hextable Village Green. Home hill, Hextable BR8 7RR	In	27/04/2022	10.30-12.00	Y			
303	RNLI	RNLI Concert Fundraiser St Mary's Church	In	26/03/2022	19:00	Y			
307	ESC	Every Step Counts Gentle Exercise Class Riverhead Parish Hall Amherst Hill, Sevenoaks TN13 2EL	In	30/03/2022	12:45-14:00	Y			
308	Orchards Academy	Visit to Orchards Academy St Mary's Road, Swanley, BR8 7TE	In	01/04/2022	10.00-12.30	Y			
309	Sevenoaks Town Council	Knole House,	In	20/04/2022	10.15-12.45				
311	Westerham Amateur Dramatics Society	unveiling of the WADS Centenary Plaque Westerham Hall Quebec Av, Westerham TN16 1BJ	In (Westerham and Crockham Hill)	26/03/2022	15:00	Y	N	N	5
314	Forget me not café	Forget me Not café - Christchurch URC, 2 Little Court Road, Sevenoaks TN13 2JG	In	17/03/2022	14:00 - 16:00	Y			
315	Forget me not café	Forget me not Café - The congregational Church, Fullers hill, Westerham TN16 1AB	In	18/03/2022	11 - 12:30	Y			
316	Age UK	Pop up Sue, Cowden Village Hall, Chantlers Mead, Cowden, Edenbridge, TN8 7HU	In	14/04/2022	10-12:00	Y			
317	Age UK	Forget me not café - Otford Otford Village Memorial Hall, 28A High St, Otford, Sevenoaks TN14 5PQ	In	24/03/2022	11-12.30	Y			
319	Sevenoaks Chamber of Commerce	Netwalking with Sevenoaks Chamber of Commerce & Thackeray Williams The Café, Knole Park, Sevenoaks, TN15 0RP	In (Sevenoaks)	25/03/2022	10:30-12	Y			
321	Care UK	Forget me not café - Otford Otford Village Memorial Hall, 28A High St, Otford, Sevenoaks TN14 5PQ	In	28/04/2022	11.00-12.30	Y			
322	SDC	Family Fun Days The Green, Leigh TN11 8QP	In	08/04/2022	10.00-14.00	Y			
323	SDC	Family Fun Days Bat and Ball Centre, Cramptons Road Sevenoaks TN14 5DN	In	07/04/2022	10.00-14.00	N	Y	Y	
324	Lennox Cato	Edenbridge town Children's Market	In	26/03/2022	10.00 - 13.00	Y			
325	SDC	Launch of the Darent Valley Line posters Bat and Ball Station Sevenoaks TN14 5AP	In	28/03/2022	17.00 - 18.15	Y			
327	Eynsford Concert Band	Eynsford Concert Band performing 50th Anniversary Concert @ The Space, Sevenoaks School, High St, Sevenoaks TN13 1HU	In	24/04/2022	19:00	Y			
331	Wilderness House	Wilderness House Grand Opening Wilderness Ave, Sevenoaks, TN15 0EA	In	28/04/2022	12.00 - 15.00	Y			
332	Forget me not café	Forget me not Café The Eden Centre, Four Elms Road Edenbridge, TN8 6BY	In	29/04/2022	10.30 - 12.00	Y			

Ref:	Council/Organisation	Summary of Invite and Address	In or out of District (ward if can)	Date of event	Time of event	Chairman attending? (Y/N)	Referred to Vice? (Y/N and date)	Vice Chairman attending Y/N	Objective (1) Com Safety, (2) environment, (3) Economy, (4) Housing & Health, (5) Wellbeing
2	CoE	Bishop of Rochester Retirement Service and garden party - holding date	Out	03/07/2021	15.15	Y			civic duty
8	Dartford Borough Council	Mayor of Dartford Borough Council's Civic Service St Mary the Virgin Church, Church Road, Stone, Dartford, Kent, DA9 9BE	Out	27/06/2021	10am	y			16/07/2021
9	Dartford Borough Council	Meet the Mayor charity event at The Malt Shovel, 3 Darenth Road, Dartford, London DA1 1LP	Out	12/08/2021	7pm-11pm	Y	Y	Y	
14	Mayor of Folkestone	Golf Day & BBQ - Sene Valley Golf Club, 40 Blackhouse Hill, Hythe, CT18 8BL	Out	27/08/2021	8.00am first tee	N	Y		
18	Mayor of Maidstone	Invite Mayor of Maidstone's Charity Scenic Cruise and Tour of Allington Castle - 29 June	Out	28/07/2021	10.30 - 15:00				4
29	Non-Visible Disability Initiative	Launch of the Medway Non-Visible Disability Initiative - Eastgate House Gardens, Rochester, ME11EW	Out	16/07/2021	12pm - 2.3pm				
35	The Battle of Britain Memorial Trust	Memorial Day Sunday 4 July 2021	out	04/07/2021		N	N	N	
38	Dartford Borough Council	Dartford Borough Council Meet the Mayor Efes Restaurant 55 High Street, Dartford, DA1 1DS	Out	22/07/2021	7.30pm	Y	N	N	
41	Kenward Trust	Kenward Trust, Kenward Road, Yalding, ME18 6AH. Meet to see work & how they are helping those with addiction crime etc	TBC	27/07/2021	2pm	Y	N	N	4
72	SDC	Mayor of Bexley's Charity Launch - Danson House, Danson Park, Bexleyheath, Kent, DA6 8HL	Out	07/08/2021	7pm	Y	Y	Y	
77	Hawkinge Town Council	Charity Garden Party - Windrush, Coombe Wood Lane, Hawkinge, Kent, CT18 7BZ	Out	31/07/2021	2pm - 5pm	Y	Y		
85	Mayor of Ashford	Mayor of Ashford's Civic Service - St John the Baptist Church, Smallhythe, Tenterden, TN30 7NG	Out	01/08/2021	2pm	Y	N	N	
88	Mayor of Dartford	Bowls Evening with Mayor of Dartford - Halls Bowls Club, Cotton Lane, DA2 6PD	Out	20/08/2021	5.30pm	N	Y	N	
92	Mayor of Barking & Dagenham	Mayors Rainbow Afternoon Tea - Eastbrookend Country Park Tea Room, Dagenham Road, RM7 0SS	Out	21/08/2021	1.30pm - 4.30pm	N	Y	N	
94	New Romney Town Council	Garden Party & Cream Tea - The Old School, New Romney, TN28 8ER	Out	18/09/2021	2pm - 5pm	Y	Y	Y	
95	Sandwich Town Council	Garden Party Hog Roast - Brooklands, Manwood Road, Sandwich, Kent, CT13 9JU	Out	20/08/2021	3pm	N	Y	Y	
96	Canterbury	Lady Mayoress Afternoon Tea at Tower House Westgate Gardens, Canterbury CT1 2DB	Out	18/08/2021	2PM	Y	Y	N	
98	Mayor of Margate	Margate Caves & Cream Tea - Margate Caves, 1 Northdown Road, Cliftonville, Margate, Kent, CT9 1FG	Out	17/09/2021	1pm - 4pm	Y	N	N	
100	Mayor of TWBC	Lope and Lunch with the Mayor of TWBC - The Poacher & Partridge, Hartlake Road, Tudeley, TN11 0PH	Out	01/09/2021	10am or 12pm depending on walk on not	N	Y	N	
102	Mayor of Dartford	Afternoon Tea with the Mayor - Temple Hill Community Centre, Temple Square, Dartford DA1 5HY	Out	12/09/2021	3pm	Y			
103	Mayor of Medway	Charity Garden Party with Afternoon Tea and Sparkling Reception - Gun wharf, Dock Road Chatman ME4 4TR	Out	07/09/2021	2 - 5pm	N	Y	Y	
105	Mayor of Ashford	Mayor of Ashford Welcome Back Curry Night - The Everest Inn, 113 Staton Road, Ashford, TN231PJ	Out	14/09/2021	6pm	Y			None
108	Mayor of Thurrock	Mayor of Thurrock, Afternoon Tea and Raffle - Stifford Hall Hotel, High Road, North Stifford, Grays, RM16 5UE	Out	15/08/2021	1pm - 4pm	Y			None

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110	High Sheriff of Kent	High Sheriff of Kent's Justice Service for Kent, Rochester Cathedral ME1 1SX	Out	08/10/2021	10.30 seated	Y			
112	Parkinson's UK	Launch of the Medway Non-Visible Disability Initiative - Rochester Cathedral, The Precinct, Rochester ME1 1SX	Out	03/09/2021	12pm - 3pm	N	N	N	4
113	Mayor of Bromley	Mayor of Bromley, Charity Ball - The Warren, Metropolitan Police, Hayes Sports Club, Croydon Road, Hayes Bromley BR2 7AL	Out	16/10/2021	6.30pm	Y	Y	Y	None
114	Mayor of Maidstone	Fish and Chip supper on the Kentish Lady, on River Medway	Out	03/09/2021	6.45pm - 22pm	N	Y	N	None
115	Alzheimer's and Dementia Support Services	Alzheimer's and Dementia Support Services AGM - Ebbsfleet Football Ground (Kuflink Stadium, Stonebridge Road, Northfleet, DA11 9GN)	Out	05/11/2021	3pm - 5pm	Y	N	N	4
131	Mayor of TWBC	Munch & Mingle - Simla Cuisine, Paddock Wood, TN12 6EZ	Out	21/10/2021	7pm				None
132	Mayor of Dartford	Quiz Night with Mayor of Dartford - Dartford Conservative club, 46 Spital Street, Dartford DA1 2DT	Out	15/10/2021	7pm	N	N	N	None
136	Mayor of Thurrock	Crazy Golf - Puttshack, The Quay, Lakeside Shopping Centre, West Thurrock Way, RM20 2AD	Out	29/10/2021	7pm - 11pm	Y		Y	None
137	Hawkinge Town Council	Mayor of Hawkinge visit to Vineyard - Terlingham Manor Vineyard, Hawkinge	Out	08/10/2021	11am - 1pm				None
138	The Mayor of Dartford	History of the Darenth Hospitals Talk - The Arrow Riding Centre, Darenth Park Avenue, Dartford DA2 6LZ	Out	09/10/2021	2pm				None
139	Mayor of Maidstone	Mayor of Maidstone's Civic Service - All Saints Church, Mill Street, Maidstone ME15 6YE	Out	05/11/2021	11am	N	Y	Y	None
140	Mayor of Tunbridge Wells	A Guided Tour of TW Common & Pantiles - The Cake Shed, 32 The Pantiles, Tunbridge Wells TN2 5TN	Out	28/10/2021	10.15am	N	N	N	None
143	Mayor of Tenterden	Mayor of Tenterden Afternoon Tea on Steam Train - Tenterden Station, 1 Rogersmead, Tenterden, TN30 6LF	Out	06/10/2021	4.15pm	N	Y	Y	none
146	Town Mayor of Folkestone	Mayor of Folkestone's Turkish Night, Aspendos Restaurant . 6 - 8 Aspen House, West Terrace, Folkestone CT20 1TH	Out	30/10/2021	6pm				none
148	Mayor of Ashford	Big Cat Experience with Mayor of Ashford - The Big Cat Sanctuary, 113 Headcorn Rd, Smarden, Ashford TN27 8PJ	Out	22/10/2021	10.30am - 2.30pm	Y	N	N	none
149	Mayor of Tunbridge Wells	Clay Shoot with Mayor of Tunbridge Wells - West Kent Shooting School, Old Hay, Paddock Wood, Kent, TN12 7DG	Out	29/09/2021	9.30am - 2.30pm	N	N	N	none
150	Mayor of Margate	Mayor of Margate Greek Night - Greek Taverna, 39 Canterbury Road, Westgate, CT8 8JJ	Out	28/10/2021	6.30pm				none
153	Dartford Borough Council	Mayor's Charity Chinese night, 6 Westgate House, Spital Street, Dartford, DA1 2EH	Out	18/11/2021	7pm for 7.30pm	Y	N	N	none
154	Dartford Borough Council	Mayor of Dartford Indian Meal - Green Spice, Green Street Green Road, Dartford, DA2 8DP	Out	06/12/2021	7pm for 7.30pm	N	N	N	none
155	Tenterden Town Council	Christmas Lunch with Mayor of Tenterden - Montalbano Italian Restaurant, Tenterden, TN30 6BB	Out	05/12/2021	12.30pm	Y	Y	N	none
157	Mayor of Ashford	Festa Italia with Mayor of Ashford - Montaldano Ristorante, 75 High Street, Tenterden, TN30 6BB	Out	12/10/2021	12pm for 12.30pm	Y	Y	N	none
168	Mayor of Medway	Dedication at Rochester Cathedral - Rochester Cathedral - Garth House, The Precinct, Rochester ME1 1SX	Out	17/10/2021	3.15pm	Y	N	N	
171	Mayor of Bexley	Mayor of Bexley's Festive Party - Great Hall and Chamber at Hall Place, Bexley Kent DA5 1PQ	Out	03/12/2021	7pm	Y	N	N	none
177	Mayor of Barking & Dagenham	Mayor of Barking & Dagenham's Joint Quiz Night - Dagenham & Redbridge Football Club, Victoria Road, Dagenham, RM10 7XL	Out	22/10/2021	7.30pm	N	Y		
179	DAVSS	DAVSS 10 Years Celebration - TWBC Town Hall, Mout Pleasant Road, Royal Tunbridge Wells, Kent, TN1 1RS	Out	19/11/2021	2pm - 4pm	Y			
180	Mayor of TMBC	Quiz Night with Mayor of TMBC - East Malling Insitutue Hall, Mill Street, East Malling, West Malling, ME19 6BJ	Out	19/11/2021	7pm				
182	CCC Lord Mayor	Lady Mayoress Golf Tournament - The Whitstable and Seasalter Golf Club, Collingwood, Whitstable, CT5 1EB	Out	07/11/2021	2pm				

186	Maidstone Borough Council	Mayor of Maidstone Gin Tasting Experience - Maidstone Distillery, 5 Market Buildings, Maidstone, ME14 1HP	Out	23/11/2021	2pm - 5pm	Y	N	N	
192	Mayor of Bromley	Mayor of Bromley's Charity Dinner - Ming Chinese Restaurant, 23 Station Square, Petts Wood, Orpington, BR5 1LY	Out	13/01/2022	7.00pm	N	N	N	
197	Mayor of TWBC	A la Carte Munch & Mingle with Mayor of TWBC - Black Horse, 12 High Street, Pembury, Tunbridge Wells, TN2 4NY	Out	24/11/2021	7pm	Y	N	N	
202	Mayor of Margate	Blessing of the Seas, followed by luncheon at the St Augustine's Westgate	Out	09/01/2022	between 9 - 2.45	N			Civic
203	New Romney Town Council	Christmas Concert, at St Nicholas Church New Romney	Out	11/12/2021	7pm				
206	Ashford Borough Council	Christmas Curry Night, Cinnamon Spice Restaurant, Eureka Place, Trinity Road Ashford TN25 4BY	Out	30/11/2021	18.30 - 21.30				
209	Dagenham & Barking	Winter Wonderland Christmas Reception Victoria Rd, Dagenham RM10 7XL	Out	18/12/2021	19.30-24.00				
214	Dartford Borough Council	Line Dancing Evening Bexley Sports and Social Club Calvert Way Dartford	Out	29/01/2022	19.00-23.00	N			
216	Ashford Borough Council	Beer Tasting and Pie Event The Old Dairy Brewery enterden Station, Station Rd, Tenterden TN30 6HE	Out	14/12/2021	13.45-16.00	Y			
226	Milestone Academy	Christmas Fair, Wilmington Academy, Common Lane, Wilmington Dartford, Kent DA2 7DR	Out	08/12/2021	11.00 - 12.30	Y			
227	Maidstone Borough Council	Christmas Celebration Maidstone Town Hall High Street, Maidstone ME14 1TF	Out	04/02/2022	18.45 - 22.00	Y			
229	Hawkinge Town Council	Christmas Family Festivities Hawkinge Community Centre, Heron Forstal Ave, Hawkinge, Folkestone CT18 7FP	Out	18/12/2021	15.00-18.00	Y			
230	Tunbridge Wells Borough Council	Mikado Event Tunbridge Wells Opera House 88 Mount Pleasant Road Tunbridge Wells TN1 1RT	Out	20/02/2022	18.00-22.00				
231	Canterbury City Council	Tower House Carol Singing Tower House, Westgate Gardens Canterbury CT1 2DB	Out	12/12/2021	16.30-17.30	N	N	N	
235	Tonbridge and Malling Borough Council	Starters and Puds Charity Event The East Malling Institute Hall Mill Street, ME19 6BJ	Out	18/01/2022	18.45-22.00	Y			
236	Gravesham Borough Council	Sunday Lunch Cobham Hall, Brewers Road Cobham DA12 3BL	Out	13/02/2022	12.30 - 14.00	Y			
237	Hawkinge Town Council	Hawkinge Village Hall, Canterbury Road, Hawkinge CT18 7BS	Out	29/01/2022	7.00 - 21.00	Y			
238	Lydd Town Council	History Tour of Lydd and Afternoon Tea Brew 32, Lydd High Street TN29 9AF	Out	21/01/2022	13.00 - 16.00				
239	Medway Council	Civic visit to Copper Rivet Distillery Pump House no. 5, Leviathan Way, Chatham Dockyard, Chatham Maritime Marina, Chatham ME4 4LP	Out	10/02/2022	12.00-16.00	Y			
240	Medway Council	Charity Theatre Night - The 39 Steps The Oasthouse Theatre, Stratford Lane, Rainham	Out	15/03/2022	19.30 - 22.00	Y			
241	Tenterden Town Council	Charity Event - Queen Tribute Night Sinden Theatre Homewood School, Ashford Rd, Tenterden TN30 6LT	Out	12/02/2022	19.30 - 22.00	Y	N	N	
247	Dartford Borough Council	Mayors Charity - Cabaret Dartford Conservative Club Spital Street, Dartford, DA1 2DT	Out	20/03/2022	19.00-22.00	N			
248	Dartford Borough Council	Race Night and Fish and Chips Fleetdown United Football Club Heath Lane (Lower), Dartford, DA1 2QH	Out	25/02/2022	19.00-22.00	N			
249	Bexley Borough Council	Mayor's Charity Greyhound Night Ladbroke's Stadium Stadium Way, Dartford DA1 4HR	Out	25/01/2022	19.00-22.00	N			
250	Bromley Borough Council	Mayor of Bromley - Charity Appeal Quiz Evening Crofton Halls York Rise, Orpington BR6 8PR	Out	11/02/2022	19.00-22.00	Y			
251	Bishopscourt	St Stephens Church 35 Waterloo Road, Tonbridge, TN9 2SW	Out	16/01/2022	15.00-17.00	N	N	N	

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255	Faversham Town Council	Charity Banquet and Ball West Faversham Community Centre	Out	25/03/2022	18.30-23.00	Y			
256	Dartford Borough Council	St George's Day Dinner & Dance Princes Park Grassbanks, Dartford, DA1 1RT	Out	23/04/2022	19.00-23.00	Y		Y	
257	Maidstone Borough Council	Fay's Farewell Party Town Hall	Out	14/05/2022	19.00-23.00	Y			
258	Maidstone Borough Council	Mayor's Charity Quiz Night, Cornwallis Academy, Hubbards Lane, Maidstone	Out	18/03/2022	19.15 for 19.30 start				
260	Barking Town Hall	Big Band Afternoon Concert and Grazing, Broadway Theatre, Barking	out	09/04/2022	2.30 - 5.30	N			
261	London Borough of Bexley	Chinese New Year Evening Twin Palace 6-8 Broadway, Bexleyheath DA6 8AT	Out	15/02/2022	19.15 - 22.15	Y	Y	N	0
267	Every Step Counts	The every step counts Eynsford The Riverside Tea Room 2a Riverside, Eynsford, Dartford DA4 0AE	Out	31/01/2022	11	Y			
275	Maidstone Borough Council	American Song Book Maidstone Town Hall High Street, Maidstone, ME14 1TF	Out	08/04/2022	18.30-22.00	Y			
276	Thurrock Council	Thurrock Council Civic Dinner Stifford Hall Hotel, High Road, North Stifford RM16 5UE	Out	01/04/2022	18.30-23.00	Y			

277	New Romney Town Council	International Womens Day Littlestone Golf Club St Andrews Rd, Littlestone New Romney TN28 8RB	Out	08/03/2022		N			
279	Mayor of Bromley	Tour of Down House Luxted Rd, Downe Orpington, BR6 7JT	Out	15/03/2022	13:30-16:30	Y	Y	N	
281	Faversham Town Council	Brewery Tour and Dinner Shepherd Neame Ltd Visitor Centre, Court Street, Faversham ME13 7AX	Out	03/03/2022	18.30-22.30	Y			
282	Ashford Borough Council	Sunday Lunch with songs from Michael Buble Little Silver Country Hotel, Tenterden	Out	06/03/2022	12.30pm-14.30pm				
283	Dartford Borough Council	Hospital Talk Stone Parish Council Pavilion, Hayes Road, Dartford DA9 9DS	Out	09/04/2022	14.00-16.00	N	Y	N	
284	Medway Council	Day out in Rochester inc Tours Eastgate House, Rochester	Out	06/04/2022	10.00-15.00	Y	N		
289	New Romney Town Council	Music for a Spring Evening St Nicholas Church New Romney TN28 8AR	Out	26/03/2022	19.30-22.30				
290	Mayor of Tunbridge Wells	Charity Civic Dinner	Out	22/04/2022	6.30-12.00	Y			
297	TMBC	Mayor's Charity Garden Party with Afternoon Tea	Out	30/03/2022	14:30-16:00	Y			
302	TMBC	Mayor of TMBC Charity Lunch Alim-et,Turkish Restaurant 753-757 London Rd, East Malling, Aylesford ME20 6DE	Out	05/04/2022	12.30-14.30	N			
304	New Romney Town Council	Celebrate St Georges Day on Romney Marsh New Romney Light Railway Station New Romney TN28 8PL	Out	22/04/2022	10.45-15.15	N	Y	N	
305	Lord Mayor of Canterbury	Dinner and Dance Clagett Auditorium at the Cathedral Lodge in Canterbury,Canterbury CT1 2EH	Out	23/04/2022	19:00-12:00	N	Y	N	
306	Mayor of Maidstone	Charity Afternoon Tea and Tour of Leeds Castle Leeds Castle, Maiden's Tower Garden	Out	26/03/2022	15:00-18:00	N			
310	Folkestone & Hythe	Auction	Out						
312	Tonbridge and Malling Borough Council	Charity visit to Winterdale Cheesemakers, 20 Platt House Lane, Fairseat, Sevenoaks, Tn15 7LX	Out	04/05/2022	14:30	Y	N	N	
313	Mayor of Bromley	Wine tasting evening at Committee Rooms 2&3, The Old Palace, Bromley Civic Centre, Stockwell Close, BR1 3UH	Out	07/04/2022	19:00	Y			
318	Tonbridge and Malling Borough Council	Three Course Meal and Music Hadlow Manor, Goose Green, Hadlow, Kent TN11 0JH	Out	28/04/2022	7-12 pm	Y			
320	Bexley Borough Council	Canapes & Bubbles Evening Danson House, Bexleyheath	Out	23/04/2022	18.00 - 22.00	N	N		
326	Margate Council	Mayor's Dinner and Dance St Augustine's 125 Canterbury Road, CT8 8NL	Out	07/05/2022	19.00 - 24.00	Y			
328	Tandridge District Council	Foodbank Quiz Supper Westway Centre, 25 Chaldon Road, Caterham CR3 5PG.	Out	23/04/2022	19.00 - 22.00	N	N		
329	Ashford Borough Council	The Mayor of Ashford's Civic Ball London Beach Country Hotel, Ashford Rd, St Michaels, Tenterden TN30 6HX	Out	16/04/2022	19.30-23.30				
330	Canterbury City Council	Charity Golf Day & Dinner The Whitstable and Seasalter Golf Club Collingwood Road, Whitstable CT5 1EB	Out	01/05/2022	14.00 - 20.00	N			
333	Folkestone & Hythe	Town Mayor of Folkestone's Music Mash Sene Valley Golf Club Sene, Folkestone, CT18 8BL	Out	30/04/2022	19.00 - 23.00	Y			
334	Gravesham Borough Council	Mayor's Fundraising Event The Woodville, Gravesend	Out	06/05/2022	19.00 - 23.00				
335	Medway Council	Charity Indian Curry Night Spice Fusion Restaurant, Deanwood Drive, Rainham, ME8 9LH	Out	03/05/2022	19:00 - 23.00				

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Work plan of the Governance Committee (as at 18/3/22)

13 April 2022

- Development Control Committee
- Electric vehicle mileage
- Notice of Summons to Meetings

21 June 2022

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