**Sevenoaks Town Team**

**Annual General Meeting**

**6:30pm: Wednesday 5th February**

**To be held at**

**The Council Chamber, Sevenoaks Town Council, Bradbourne Vale Road TN13 3QG**

**Executive Board**

| **Representing** | **Number** | **Current Member** | **Current Organisation** |
| --- | --- | --- | --- |
| Sevenoaks Town Council | 4 | Cllr Nigel Whiteman  Cllr Victoria Granville-Baxter  Linda Larter MBE  Mike Reid | CEO / Town Clerk  Town Team Facilitator |
| Sevenoaks District Council | 1 | Cllr Graham Clack |  |
| Kent County Council | 1 | Cllr Streatfeild MBE |  |
| Transport | 3 | Cllr Tony Clayton **(Chair)**  Austin Blackburn  Jack Heidry | Sevenoaks Rail Travellers Association  Go Coach  Southeastern |
| Leisure Facilities | 3 | Shane Smith  Andrew Eyre  Hannah Kay | Leisure Centre  Stag  Knole |
| Chamber of Commerce | 1 | Dawn Blee CEO |  |
| Blighs Meadow | 1 | Stephen Butler | Workman plc |
| Sevenoaks Chronicle | 1 | None available |  |
| Sevenoaks Society | 1 | Geraldine Tucker |  |
| Large Business | 2 | Maxine Morgans **(Vice-Chair)**  Elizabeth Dolding | Specsavers  Warners Solicitors |
| Small Independent Business | 2 | Roberta Ware  Vacant | Francis Jones Jewellers |
| Residents Associations | 4 | Elizabeth Purves  Vacant  Byron Brown  Avril Hunter | Hollybush RA  Eardley Road RA  Bradbourne RA  Redlands RA |
| Round Table | 1 | Vacant |  |
| Police | 1 | Nick Hubbard/Tom Costin | Kent Police |
| Sevenoaks District Seniors Action Forum | 1 | Cllr Merilyn Canet |  |
|  | 27 |  |  |

**AGENDA**

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **Minutes**

To receive and approve the minutes of the Sevenoaks Town Team AGM and subsequent Board Meeting held on 20th November 2024 (copy attached).

1. **Kent Police Leadership Team**

An update on policing in Sevenoaks from Chief Inspector Elizabeth Jones and Chief Superintendent Neil Loudon.

1. **Constitution of the Town Team Executive Board.**

A review of the participating groups and consideration of admitting others.

1. **Business Improvement District (BID).**

Following the Board decision of 20th November 2024 and subsequent STC Council meeting to progress with the formation of the BID a Steering Group has been established. Its first meeting was held on Tuesday 7th January. A list of the members and notes of that meeting are attached.

Because a BID cannot fund existing services and events a baseline audit has to be taken. The audit for STC has been completed and work has commenced at SDC. An audit of police services needs to be created too.

1. **Sevenoaks Volunteer Showcase** – Cllr Richard Streatfeild to introduce.

Some organisations have trouble accessing volunteers and appropriately qualified staff.

Should Town Team/STC organise a Sevenoaks Volunteer Showcase event inviting Sevenoaks organisations who need volunteers to a showcase? This could include sports clubs, welfare, cultural organisations, even political parties to have a stall. The schools might be involved on the basis of D of E.

1. **Mystery Shopping survey**

A survey of 30 Sevenoaks businesses was undertaken in December. The business types included retail, professional services, hospitality & leisure with appropriate criteria for each of them. The overall result was very encouraging with four businesses achieving a perfect 100%. Many were in the 90% range. Each business has its personal and private report informing, where necessary, of improvements which can be made.

The summary findings are in a Powerpoint presentation which is attached to this agenda

This is useful benchmark for a future exercise, funding permitting.

1. **CLSO**

The 2023 event was marred by loutish behaviour involving a few hundred youths and taking place mainly on The Vine. To counter this the 2024 event was moved as an experiment, to a Saturday, and starting earlier in the afternoon. There were no notable disruptions. Feedback from business was encouraging with staff saying they felt safer and one in particular (Nimi Projects) reporting their best trading day ever.

1. **Christmas Best Dressed Window**

The event was sponsored by Berry & Lamberts with prizes contributed by the Chamber of Commerce and Marco’s.

The retail winner was Sevenoaks Bookshop, Non-retail, No 33 Barbers (in Hollybush Lane) and the charity category was won by the London Road branch of Hospice in the Weald.

1. **Business Show 2025**

Booked to take place on Friday June 13th at the Bat & Ball Centre. The main sponsors are, once again, Clive Emson Auctioneers.

1. **Holly Party**

The 2025 Holly Party, featuring an Abba tribute band, was enjoyed by all who attended. Despite the inexpensive ticket price of just £25, we struggled once again to achieve numbers with just 65 (including organisers) attending.

1. **New Bench**

A dilapidated wooden bench has been removed from between HSBC and The Chequers and a replacement funded by Savills is about to be installed.

1. **Members Organisations**

To receive updates from partnership members and their organisations activities.

1. **Date of Future meetings**

Wednesday 2nd April 2025

Wednesday 28th May 2025