

Sevenoaks Town Team Executive Board Meeting

6:30pm: Wednesday 21st February 2024

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 Chloe Gustard 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 Gemma Louro	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 Morgan (Vice-Chair) Elizabeth Dolding	Specsavers Warners Solicitors
Small Independent Business	2	Roberta Ware Glenn Ball	Francis Jones Jewellers Local Architect
Residents Associations	3	Elizabeth Purves Helen O'Sullivan 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 Merylyn Canet	
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AGENDA

1. Apologies for Absence

2. Declarations of Interest

3. Minutes

To receive and approve the minutes of the Sevenoaks Town Team Board Meeting held on 6th December 2023 (copy attached)

4. Business Improvement District (BID).

Illustrating and discussing the next steps forward in creating a Sevenoaks BID, Ben Collins will be attending the meeting by Zoom. Ben is Head of Operations and Business Development at British Bids.

An action plan for the creation of a BID is appended and to illustrate the projects of nearby BID towns here are links to Tunbridge Wells <https://www.rtwtogether.com> and Oxted <https://loveoxted.co.uk/about/>.

5. Sevenoaks Business Show 2024

To be held on Friday 7th June 2024.

6. Business Hub Marketing

Radio and West Kent Business

7. Public Realm

Warners Solicitors have kindly donated a Coronation memorial bench to the town. It is situated at the entrance to the Post Office in South Park.



8. Christmas Lights Switch On

Although a successful event with thousands of people enjoying the Christmas Lights Switch On, the 2023 event was marred by some antisocial behaviour which took place at and

around The Vine. This took the form of large numbers of young people misbehaving, many being intoxicated by drink or drugs.

As a result, and in an effort to mitigate the chances of this happening again it is likely that the event in 2024 will take place on a Saturday afternoon, subject to all the necessary arrangements being feasible.

9. Childrens Christmas High Street Safari

This was a very successful event with 300 people taking part. It was sponsored by Budare with the lucky dip prize of £100 meal voucher being donated by Giggling Squid and the presentation to the winning Bolton family being made by Mayor Cllr Claire Shea. A pleasing aspect was that there were a good number of new businesses wishing to take part.

10. Sevenoaks Best Dressed Christmas Window competition

While most businesses make some effort to dress their windows for Christmas, there are many which go “above and beyond”. Mayor Cllr Claire Shea and Chamber CEO judged the 2023 competition looking for businesses using their imagination, flair and their own “home made” décor rather than something bought. The winners were:

Retail: Leslie Warren



Non retail : joint winners - NFU & Dulces Patisserie



Charity shop: Children's Trust



11. Holly Party

This took place on Friday 8th December. The entertainment and catering arrangements were far better than in the inaugural 2022 event. Numbers were fewer than expected, but attendees all had a really great time and word will spread for 2024. It was noticeable that while the target audience was businesses, the event attracted about an equal number of "social club" guests.

12. New Town Team website

At the December Board meeting the discussion about a new site continued, with the general consensus being that it would need BID funding to make the project viable. It was suggested that a discussion with SDC be held to see if Visit Sevenoaks and More Sevenoaks could be used/shared.

That discussion has been held with both parties happy to work along these lines. The SDC sites have an automated functionality which is what would be really needed to drive the new TT site, but it is not being used presently. TT is now starting to send material to SDC for uploading.

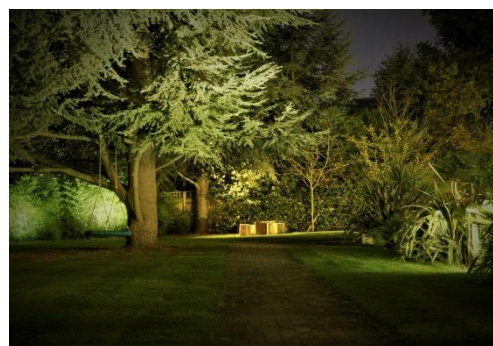
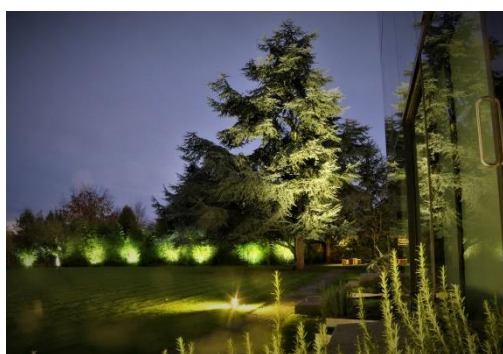
SDC is also introducing literature stands to supermarkets and public buildings etc and has invited TT/STC to provide printed leaflets.

Meanwhile a presentation by Loqiva [Home - Loqiva | Your Digital Town Hub](#) has been given and this opens up a different range of opportunities as it is an app, where instead of waiting for a user to access a website for information it is sent by push messages to those people who have registered an interest in a subject. It is a highly flexible tool. Including notifications from the public to councils and utilities about street repairs, bins etc, going direct to relevant departments, and a raft of footfall stats, it has far too many functions to be described here.

13. Sevenoaks Business Show 2024

To be held on Friday 7th June 2024

14. Lighting The Vine



STC has received £10,000 from the UK Shared Prosperity Fund via SDC to illuminate the trees in Vine Gardens. This will have several positives making the trees look attractive at night, complement the proposed Cultural Quarter, and improve public safety. The project is currently at the design stage.

The images are examples of the consultants' work.

15. Clubs and Societies

An article sign posting to volunteering opportunities will feature in the next edition of Town Crier. If there are any specific clubs or societies which require help, then one or two could be included as special opportunities.

16. Sevenoaks Summer Festival 2024

This event is going to take place over the period Saturday 22nd June to Sunday 7th July, organised by Ray Russell & John Levett. Businesses and organisations that would like to be involved, whether as participants or sponsors, please contact: townteam@sevenoakstown.gov.uk.

17. Members Organisations

To receive updates from Team members and their organisations' activities.

18. Date of Next Meeting

The next meeting will be held on Wednesday 10th April 2024.