

Sevenoaks Town Council
Sevenoaks Town Neighbourhood Plan:
Monitoring and Implementation Strategy

Revision History

Version	Status	Notes
Version 1	Draft	Presented to Planning Committee 11-09-2023 Approved by Planning Committee 11-09-2023
Version 2	Adopted	Presented to STNP Monitoring and Implementation Group 27-09-2023 Adopted with amendment of “Action” to “Implementation” as per name change.
Version 3	Draft	Added missing actions located in STNP supporting text of various policies, as well as 2023-2027 elected Cllrs initiatives including a Masterplan for Town and St Johns. Organised all identified actions into <u>Work Streams</u> , as per each STNP Theme.

The purpose of this Monitoring and Implementation Strategy:

Although there is no formal requirement to monitor or review neighbourhood plans, it is good practice and helps to ensure that the neighbourhood plan remain relevant and effective. A Monitoring and Implementation Group has therefore been set up in order to measure how well the policies and aims are delivering their intended purposes, and to organise the actioning of any aims which were set out in the Plan or additional projects identified throughout its lifetime.

This intention is stated on Page 85 of the Sevenoaks Town Neighbourhood Plan, as recommended by the Independent Examiner of the STNP in PM17 of his Report. This Report as well as the STNP and its supporting documents can be viewed on the following website, dedicated to the STNP.

<https://sevenoaksndp.wordpress.com/>

An annual report will be prepared by this Group, for approval of the Town Council’s Planning Committee by 23rd May each year – to coincide with the date of its initial adoption on 23rd May 2023. These reports will feed into the 5 yearly review process, whereby the Town Council in consultation with the Monitoring and Implementation Group will update the Plan in order to ensure that its policies and aims remain relevant, effective, and reflective of the present climate.

This document is organised into the following four sections:

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Monitoring successful application of policies against planning applications and appeals – In keeping track of decisions made on planning applications by the Local Planning Authority, and whether the Plan’s aims are being achieved and policies successfully applied	31-32
Review and revision of the STNP – In how annual reports will feed into the 5 year review of the STNP, and how policies and aims will be kept relevant and effective via any necessary revisions which the two previous sections may have identified.	33

SECTION ONE:

Use of the STNP when making recommendations on planning applications

Sevenoaks Town Council is a Statutory Consultee to the Local Planning Authority, Sevenoaks District Council, on planning applications received within Sevenoaks Town.

Planning Committee meetings are held every two weeks in order to comply with the statutory 21 days allowed for the Town Council to provide comment. Agendas are published on the Tuesday preceding the meeting, and meetings are usually held on a Monday, or on a Tuesday if preceded by a Bank Holiday.

Planning applications are allocated to a Ward Councillor, who will review the proposals in line with local planning policies, as well as their unique local understanding of the area and its residents. Common material considerations include whether the location is in a Conservation Area, Green Belt, AONB, Residential Character Area, whether the development is listed, and impact on neighbours via light, amenity, privacy, parking etc.

Town Councillors are advised to refer to the Sevenoaks Town Neighbourhood Plan Summary document when considering which STNP policies may be relevant to their considerations, as this includes a summary table of the policies, aims and objectives of the STNP.

Although the Local Planning Authority is required to consider the STNP policies when reviewing a planning application, it is considered best practice for Town Councillors to specifically cite the relevant planning policies which may support their recommendation.

The following tables have therefore been prepared, the first of which provides examples of commonly occurring grounds for refusal of a planning application, with reference to which policy could be cited. This list is not exhaustive, and is merely an example of how the STNP can be successfully applied to proposed developments. The second table sets out example features of a planning application that are supported by STNP policies.

Table One:

Example grounds for refusal with supporting policy:

Policy / Aim	Policy Theme	What this protects	Example grounds for refusal
Policy C1	Character, Heritage and Identity	Heritage Assets e.g. Conservation Area, Listed Building	Does not preserve or improve a heritage asset
Policy C4	Character, Heritage and Identity	Character area by strengthening SDC's Residential Character Area Assessment	Does not comply with SDC's Residential Character Area Assessment
Aim C6	Character, Heritage and Identity	Sensitive locations for a planning application as well as large developments	Large and/or controversial planning application which has not been approved by a Design Review Panel
Policy C8	Character, Heritage and Identity	Local landmarks	Does not protect or enhance the setting of local landmarks

Policy / Aim	Policy Theme	What this protects	Example grounds for refusal
Policy C9	Character, Heritage and Identity	Landscape setting, character of the town and views to and from the countryside e.g. from obtrusive developments	Does not protect or enhance the landscape setting and character of the town and visibility to and from the open countryside
Policy L4	Landscape and Blue and Green Infrastructure	Trees and hedgerows	Proposals to remove trees and hedgerows without adequate justification and/or replacements
Policy M1 Policy M2 Policy M3 Policy M5 Policy M11	Movement and Public Realm	Active travel route provision e.g. in large developments or ideal locations for linkages	Inadequate provision of adequate active travel links between sites
Policy D1	Development and Housing	Multiple – across 12 sites e.g. improved access and site linkages, scale that responds to surroundings, provides positive frontages etc.	Does not deliver the benefits identified in Policy D1 and voted on by Sevenoaks Town residents
Policy D2	Development and Housing	Design guidance on Sevenoaks Quarry (Tarmac) site and benefits to the community	Does not deliver the benefits identified in Policy D2 and voted on by Sevenoaks Town residents
Policy D3	Development and Housing	Affordable Housing provision	Does not contribute to identified local need/meet affordable housing requirements

Table Two:**Support will be given to planning applications which provide the following, as per STNP Policies:**

Policy / Aim	Policy Theme	What this protects/concerns	Example features which this supports
Policy C1	Character, Heritage and Identity	Heritage Assets e.g. Conservation Area, Listed Building	Materials to match existing, sympathetic designs which enhance the heritage asset and its surroundings.
Aim C2	Character, Heritage and Identity	Under-used sites	Developments on vacant land/re-use of un-used buildings especially when they have a negative impact on the townscape.
Policy C4	Character, Heritage and Identity	Residential Character Area	Materials to match existing and surrounding buildings, respond to the local character. Can include trees/hedging, house size, density, height etc.
Policy C8	Character, Heritage and Identity	Local landmarks and their setting, including listed or locally listed assets.	Retaining the impact and visibility of local landmarks, listed or locally listed assets.
Policy C9	Character, Heritage and Identity	Character of the town and openness of the countryside	Sympathetic building heights, materials to match existing and surrounding buildings.
Policy C10	Character, Heritage and Identity	Gateways and arrival points into: Sevenoaks Station, Otford Road, Seal Road, Tonbridge Road, Bradbourne Vale Road, Bat & Ball junction and station, junction of Seal Road with Greatness Lane and Hospital Road, The Vine, London Road/High Street junction, London Road/Pembroke Road junction.	Attractive designs which enhance the arrival experience. Sympathetic designs which enhance heritage assets.
Policy L5	Landscape and Blue & Green Infrastructure	Provision of new public open space, community use and leisure opportunities.	Proposals for new public open space and leisure opportunities in the town.
Aim L6	Landscape and Blue & Green Infrastructure	Access to the Sevenoaks Wildlife Reserve and onsite facilities.	Proposals which improve these facilities.
Aim L7	Landscape and Blue & Green Infrastructure	Bradbourne Lakes	Proposals which improve or restore the Bradbourne Lakes.
Policy L8	Landscape and Blue & Green Infrastructure	Allotment provision	Proposals to add new allotments in the town at Bradbourne Vale Road, or which retain those at Quaker's Hall Lane

Policy / Aim	Policy Theme	What this protects/concerns	Example features which this supports
Policy M1	Movement and Public Realm	Cycling facilities	Proposals which include provision of additional cycle facilities to support the development.
Policy M3	Movement and Public Realm	Walking and cycling routes connecting Bat and Ball/Otford Road to Dunton Green	Proposals which include provision of these links.
Policy M5	Movement and Public Realm	Walking and cycling safety	Proposals which include improvements to any pedestrian or cycle crossing facility at major junctions.
Policy M7	Movement and Public Realm	Sevenoaks Station	Proposals which improve transport interchange facilities
Policy M8 Policy M9	Movement and Public Realm	Greener modes of transport	Proposals which encourage greener transport modes including provision of new bus or cycle routes, and improvements to bus services or facilities, including real time travel information and physical improvements.
Policy M11	Movement and Public Realm	Sevenoaks public realm	New links between key town centre destinations, shared surfaces, removal of street clutter and street furniture, proposals for co-ordinated palette of materials and street furniture.
Policy M12	Movement and Public Realm	Sevenoaks public realm	Proposals that improve the quality of pedestrian experiences, including potential shared surfaces where appropriate, and as part of the public realm strategy.
Policy E1	Local Economy	Provision of sites for start-up businesses	Business space in allocated mixed-use and employment sites, town centres, neighbourhood centres, or regeneration areas.
Policy E3	Local Economy	Parking provision	Proposals for increased parking provision where it is proven required. Proposals to improve existing car parks.
Policy E5	Local Economy	Neighbourhood centres	Proposals that enhance the function, accessibility and appearance of neighbourhood centres in Sevenoaks.

Policy / Aim	Policy Theme	What this protects/concerns	Example features which this supports
Policy COM1	Community and culture	Delivery of health, education, faith and other community infrastructure facilities.	Development proposals that provide new health and education provision, faith facilities, or necessary community infrastructure.
Aim COM3	Community and culture	Knole Environmental Park	Proposals for a new amphitheatre at the park.
Policy S1 Policy S2	Sports and recreation	Sports provision	Proposals for new sports facilities including outdoor

SECTION TWO:

Actioning of further studies/projects

In order for the STNP to remain up to date and relevant, and for any future iterations to be informed and of a high quality, the evidence base will need to continue to grow and reflect the current climate.

The STNP has identified through some of its Aims, various projects which should be pursued by the Town Council throughout the life of the Plan. In addition to these, it is likely that other projects will arise – all of which will require potentially significant funding, time, and resources. Therefore, a system is required to review the deliverability of the projects, and to prioritise, arrange, and monitor their completion.

It is the role of the Monitoring and Implementation Group to provide recommendations to the Planning Committee on which projects it should prioritise for delivery. The following considerations will need to be assessed:

- Existing Town Council resources that can be provided towards STNP projects
- Potential grants or outside resources of funding for particular projects
- Projected cost of the project
- Deliverability
- Availability/Resources of any outside bodies which are required for project delivery e.g. Aim L6 requires collaboration with Kent Wildlife Trust
- Timeframe of delivery
- Benefits that the project will provide to the Town and its community

In addition to identifying new areas of study that will complement the evidence base of the STNP, it is also important for the Monitoring and Implementation Group to review the existing evidence base to ensure that it still accurately informs the policies.

Kent County Council, in their capacity as Local Highway Authority, raised concerns during the 2022 public consultation on the Referendum Draft of the STNP, in relation to whether the Transport Strategy (Appendix B) was up to date. In response to this, the Independent Examiner supported the retention of the Appendix, stating that he was satisfied that the Appendices fulfil their function to “inform the policies within the Plan”. He conceded however that evidence may change throughout the life of the STNP, citing the importance therefore of a robust strategy for monitoring the policies.

The following future projects or actions have been identified, with their priority status considered and recommended by the Monitoring and Implementation Group, to the Planning Committee. They are ordered in Work Streams which focus on one Theme per list.

Note: This list is subject to change as and when actions are completed, as well as once the Monitoring and Implementation Group has reviewed the actions under every Theme. As of 7th May 2024, the Group will have reviewed those under Themes One to Four, with the remaining Themes therefore awaiting any amendments.

Theme One: Character, Heritage and Identity Work Stream – APPROVED 4th December 2023

	Proposed Project/Action	Notes	Identified by:	For actioning of:
1.1	The Town Council will work with the District Council and landowners to encourage development of vacant and under-used sites particularly where they have a negative impact on the townscape of Sevenoaks.	The main three sites affected by this are: <ul style="list-style-type: none"> • 136 High Street (Previously Tesco), • Edwards Electrical, • Farmers Site. 	STNP – Aim C2 And supporting text of Aim C3	STC Collaboration with: <ul style="list-style-type: none"> • Sevenoaks District Council • Landowners • Developers
1.2	The Town Council will prepare guidance on the treatment of locally listed buildings and any other buildings with heritage value. Whilst adopted policies provide a good level of protection some buildings may remain vulnerable to insensitive development. This includes unlisted buildings that are not in Conservation Areas or locally listed buildings (that do not require listed building consent). The Town Council will create additional guidelines to protect these structures	Low priority , due to guidance in the Residential Character Area Assessment being considered sufficient. Solar panels in particular were noted as an issue.	STNP – Aim C3 And supporting text of Aim C3	STC
1.3	The Town Council will work with the District Council to encourage the naming of new streets to reflect people and places of historic significance to the town	Medium priority , due to a number of large developments and subsequent new roads expected to be delivered in Sevenoaks within the next few years.	STNP – Aim C5	STC Collaboration with: <ul style="list-style-type: none"> • Sevenoaks District Council
1.4	The Town Council will normally require major planning applications or proposals on sites within sensitive locations, to be submitted to a Design Review panel for review early in the planning process. The Town Council will either utilise a panel established by the District Council or utilise another established panel.	The District Council's emerging Local Plan 2040 has a proposed policy for this. Pending Action: STC to liaise with SDC to request representation on any resulting review panel, of either STC or the STNP M&I Group.	STNP – Aim C6 STNP – Supporting text of Aim C6	STC Collaboration with: <ul style="list-style-type: none"> • Sevenoaks District Council Design Review Panel Collaboration with:

	Proposed Project/Action	Notes	Identified by:	For actioning of:
	The Town Council will engage with the District Council to undertake a design review or if necessary utilise an alternative panel.			<ul style="list-style-type: none"> • Sevenoaks District Council Design Review Panel • Alternative panels
1.5	The Town Council will work with the District Council and/or other design advisors to prepare design guidance for areas not included within the Residential Character Area Assessment.	Pending Action: To identify where the gaps are for areas not included, and report back for re-consideration of the M&I Group.	STNP – Aim C7	STC Collaboration with: <ul style="list-style-type: none"> • Sevenoaks District Council • Design advisers
1.6	Masterplanning at locations which are important gateways and arrival points into the town.	<p>High priority, with a Town Centre and separate St Johns Masterplan due to be undertaken by STC once CIL funding becomes available.</p> <p>Noted that SDC’s Local Plan 2040 Evidence Base now includes Development Briefs for Baseline sites – including Sevenoaks Station.</p> <p>Policy C10 was amended following recommendation PM4 in the Independent Examiner Report, to read “will be supported in principle at:”. The definition of “support” in this case was provided in STC’s Answer to Question 11 of the Examiner’s procedural questions, and included potential financial contributions, Masterplanning, and/or Planning Committee recommendations.</p>	Examination Process – Town Clerk	STC
1.7	Theme 1: Character OR Theme 7: Development via Policy D6 (Retrofitting)	Medium priority , as review and addition of any new policies will take place in 5 years.	Town Clerk/Town Council Officers –	STC

	Proposed Project/Action	Notes	Identified by:	For actioning of:
	<p>To provide solar panels guidance – especially within Conservation Areas where their installation (as well as double glazing) are severely limited.</p> <p>Potential to add a Policy in support at REVIEW stage</p>	<p>Note to monitor Emerging Local Plan 2040 in case this adds new policy guidance.</p> <p>Whether or not solar panels should be allowed in Conservation Areas has been heavily debated by the Planning Committee multiple times. If an evidence base or design guidance could be prepared for this and to respond to the increasing demand for solar panels, this could help to clarify for homeowners and the Planning Committee.</p> <p>This is also in line with Aim C3 – whereby the Town Council will prepare guidance on the treatment of locally listed buildings and any other buildings with heritage value.</p>		

Theme Two: Landscape and Blue and Green Infrastructure – APPROVED 22nd January 2024:

	Proposed Project/Action	Notes	Identified by:	For actioning of:
2.1	The Town Council will identify areas where trees and hedgerows make a significant contribution to local character and biodiversity.	Ongoing project, with STC having listed two parcels of ancient woodland as Assets of Community Value and registered an Intention to Bid on one of them in December 2023. STC Action: STC to use the Sevenoaks Residential Character Area Assessment to extract and collate all instances where trees or hedgerows are acknowledged for their contribution to the character. This to be provided to the Planning Committee members to encourage application of Policy L4 in the assessment, as well as initial creation of, planning applications.	STNP – Aim L3	STC
2.2	The Neighbourhood Plan supports the development of new public open space and leisure opportunities in the town. This includes new public open space, community use and leisure opportunities at Sevenoaks Quarry (the Tarmac Site) in Greatness when sand extraction has been completed. The timetable for the delivery of this open space must be agreed by the local planning authority (as the decision-making authority) in conjunction with STC, prior to residential development commencing on this site, and subsequently conditioned in any Grant of Planning Permission	Further update is awaited via submission of Full planning applications for the Sevenoaks Quarry site, providing detail on the previously Reserved Matters.	STNP – Policy L5 – Open space delivery timetables	STC Collaboration with: • Sevenoaks District Council
2.3	The Town Council will work with and support Kent Wildlife Trust to enhance access to the Sevenoaks Wildlife Reserve and improve ‘on-site’ facilities	STC Action: To pursue discussions with Kent Wildlife Trust following change of administration, in particular about providing access via Otford Road to encourage greener modes of transport and access	STNP – Aim L6	STC Collaboration with: • Kent Wildlife Trust

	Proposed Project/Action	Notes	Identified by:	For actioning of:
		via Sevenoaks Station, as well as STNP related matters.		
2.4	The Town Council will support improvement and restoration proposals for Bradbourne Lakes developed in consultation with the local community	This is registered as an Asset of Community Value. Update is awaited on a HLF funding bid which is understood by STC to be in the process of production.	STNP – Aim L7	Collaboration with: <ul style="list-style-type: none"> Local community
2.5	The Town Council will develop new allotment provision adjacent to their site on Bradbourne Vale Road	STC action: STC to pursue registration of the land as an Asset of Community Value.	STNP – Supporting text of Policy L8	STC

Theme Three: Movement and Public Realm – APPROVED 18th March 2024:

	Proposed Project/Action	Notes	Identified by:	For actioning of:
3.1	<p>The Neighbourhood Plan promotes walking and cycling and supports the removal of barriers to pedestrian and cycle movement across the town.</p> <p>In particular the Town Council will support initiatives that reduce these barriers to pedestrian and cycle movement and will promote new routes that provide safer streets and convenient access to schools and other community assets.</p>	<p><i>Officer note:</i> <i>On 11th March 2024, Tarmac’s representatives indicated that they were not planning on refurbishing the pedestrian bridge which provides access from the Tarmac site to Sainsburys Supermarket. Recommendation to keep this matter under review.</i></p> <p>Comments from M&I Group 18th March 2024: Noted that the pedestrian bridge connecting the Tarmac site and Sainsburys Supermarket does not appear to form part of Tarmac’s intentions for the site, despite its disrepair and KCC’s initial insistence at early planning stages that its repair be included in any subsequent proposals for the site. M&I Group agreed to remind KCC of this and to keep proposals for the bridge under review to ensure it is resolved – either by Tarmac, or potentially from contribution from the Town Council using CIL monies it received from the development. Also noted that the bridge forms part of one of SDC’s LCWIP routes.</p>	<p>STNP Policy M1</p> <p>Supporting text of Policy M1</p>	
3.2	<p>The Town Council will work with KCC’s Public Rights of Way and Access Service to improve and enhance the network of public rights of way within Sevenoaks.</p>	<p><i>Officer note:</i> <i>There are at least two currently known projects, being the imminent purchase of Longspring Woods by the Town Council, and the other being the less immediate development at Sevenoaks Quarry – both of which provide opportunity to enhance PROWs within Sevenoaks.</i></p>	<p>STNP Supporting text of Policy M1</p>	<p>STC Collaboration with: Kent County Council</p>

	Proposed Project/Action	Notes	Identified by:	For actioning of:
		<p><i>Longspring Woods could be linked to Sevenoaks Common via PROW routes SU38 and SU43, as well as having SU36 enhanced and extended into the woods.</i></p> <p><i>Sevenoaks Quarry has a PROW which Tarmac have indicated they will be providing enhancements to during development.</i></p>		
3.3	<p>The Neighbourhood Plan supports the Sevenoaks District Cycling Strategy and Local Cycling and Walking Infrastructure Plan (LCWIP) and provision of additional cycle facilities to support new development.</p> <p>The Town Council will promote the development and implementation of the [Sevenoaks District Cycling Strategy and the LCWIP] and any updating that may be required to reflect other changes in the town.</p>		<p>STNP Policy M2</p> <p>Supporting text of Policy M2</p>	
3.4	<p>The Town Council will work with the District Council to encourage increased provision for cyclists and with Kent Council Council PRoW and Access Service and Kent Highways and Transportation to upgrade the status of public footpaths or convert them to cycleways, where appropriate, and progress the delivery of cycle routes in the town.</p>		<p>STNP Supporting text of Policy M2</p>	<p>STC Collaboration with:</p> <ul style="list-style-type: none"> • Sevenoaks District Council • Kent County Council
3.5	<p>The Neighbourhood Plan promotes the delivery of a new walking and cycling route that connects Bat and Ball / Otford with Dunton Green</p>	<p><i>Officer note:</i> <i>Sevenoaks Town Council has commissioned a Feasibility Study for this route, which has been delayed due to difficulty in contacting landowners.</i></p> <p>Comments from M&I Group 18th March 2024:</p>	<p>STNP Policy M3</p>	

	Proposed Project/Action	Notes	Identified by:	For actioning of:
		Noted that this would provide a safer alternative route for walkers and cyclists to Dunton Green, as opposed to via Riverhead and two major junctions.		
3.6	The Neighbourhood Plan supports the introduction of a 20mph speed limit close to schools and in some residential areas	<i>Officer note:</i> <i>Sevenoaks Town Council held a public consultation on the Joint Transportation Board's revised proposals for 20mph limits in Sevenoaks Town, which closed December 2023. The results are attached alongside Town Council and independent consultant reports, and the JTB will consider the scheme and consultation results on 20th March 2024.</i>	STNP Aim M4	
3.7	The Neighbourhood Plan supports proposals for improved pedestrian and cycle crossing facilities at major junctions across the town	<i>Officer note:</i> <i>The Town Council's Highway Improvement Plan (HIP) requests details from KCC as to why the pedestrian guard rails were installed on the bend of Hitchen Hatch Lane onto London Road – and whether the design could be rethought to dissuade commuters from bypassing the sheltered pavement to walk on the road.</i> <i>Also on the HIP is request to find out why one of the pedestrian crossing indicators were removed at Bat & Ball junction crossing, as well as request to work with KCC and Tarmac on designs for the Bat & Ball junction to ensure that the proposed roundabout prioritises safe pedestrian crossing.</i>	STNP Policy M5	
3.8	The Town Council will progress proposals to refurbish Bat and Ball station and improve access to the station The Town Council will continue to improve access to the station and surrounding area and investigate	Comments from M&I Group 18th March 2024: Noted that the Bat & Ball Station refurbishment and station access had been completed.	Policy M6 Supporting text of Policy M6	STC – COMPLETED

	Proposed Project/Action	Notes	Identified by:	For actioning of:
	the potential to provide additional car parking should this be required.			
3.9	The Neighbourhood Plan supports proposals to improve transport interchange facilities at Sevenoaks station	Comments from M&I Group 18th March 2024: STC will be launching a Car Club from the Bat & Ball Centre very soon.	Policy M7	
3.10	The Neighbourhood Plan supports enhancements to bus services and facilities to serve the town	<i>Officer note re 3.10 and 3.11:</i> <i>STC's previous bid for SDC CIL funding for an electric No. 8 bus was rejected, however SDC have said STC can re-apply in future. Recommendation made via 3.16 to update Policy M8 or M9 at STNP 5 year review stage, to include support of electric buses.</i>	Policy M8	
3.11	The Neighbourhood Plan supports measures that will encourage a shift towards the use of greener modes of transport by businesses and residents		Policy M9	
3.12	The Town Council will work with the District Council, and Kent County Council to ensure that, wherever possible, HGV movements are directed away from the town centre.	<i>Officer note:</i> <i>This is one of the Priorities in the Town Council's HIP, and Kent County Council have recently completed a traffic survey in the Town Centre to investigate the issue and whether HGVs can be redirected via positive signage. This is awaiting engineer advice.</i>	Aim M10	STC Collaboration with: <ul style="list-style-type: none"> • Sevenoaks District Council • Kent County Council
3.13	The Neighbourhood Plan supports proposals for public realm improvements within the town centre particularly linking key town centre destinations. Such improvements should be part of a town centre wide strategy to help improve the pedestrian experience in the town centre. It should be informed by the character and heritage assets within an area.	<i>Officer note:</i> <i>See attached Sevenoaks Town Centre and St Johns Masterplan specification documents.</i> Comments from M&I Group 18th March 2024: STC is pursuing two Masterplans – one for Sevenoaks Town Centre and another for St Johns Area.	Policy M11	

	Proposed Project/Action	Notes	Identified by:	For actioning of:
	<p>Where appropriate, the Neighbourhood Plan will support innovative proposals, such as shared surfaces, to improve the pedestrian environment and reduce the impact of traffic in both the town and neighbourhood centres.</p> <p>The Neighbourhood Plan supports the removal of street clutter, including unnecessary street furniture and the adoption of a coordinated palate of materials and street furniture for the town and neighbourhood centres.</p> <p>A town centre public realm strategy should be prepared to guide public realm improvements across the town. This should include an analysis of existing movement patterns, review of the paving quality and audit of street furniture/signage and clutter across the town centre. The strategy should set out key priorities for the public realm across the town centre addressing the issues above and any others identified.</p>		Supporting text of Aim M12 (below)	
3.14	The Town Council will identify locations across the town where repairs and improvements to paths and pavements are required to improve the pedestrian environment.		Aim M12	
3.15	Installation of real time travel information throughout the town, improvements to bus shelters.	These were proposed as examples of what type of enhancements would be supported by Policy M8 at the Examination stage.	Examination Process	STC

Theme Four: Local Economy – For approval of M&I Group 7th May 2024

	Proposed Project/Action	Notes	Identified by:	For actioning of:
4.1	<p>The Town Council will work with local providers, businesses and the District Council to develop a tourism strategy for the town to promote the visitor economy.</p> <p>As part of this strategy the Town Council will:</p> <ul style="list-style-type: none"> • Work with local businesses to market the district as a place to work, live, travel and stay; • Help facilitate growth in the tourism industry; • Co-ordinate partnership working to develop longer-term destination plans to enhance the district’s offer as a key tourism destination in Kent; and • Support existing accommodation providers and attractions through training and knowledge sharing. <p>Sevenoaks Town Council would hope to work with other parties to promote destinations along the Sevenoaks to Swanley via Otford railway line. This would be branded as the ‘Darent Valley Railway’ and aim to enhance local tourism opportunities</p>		<p>STNP Aim E2</p> <p>Supporting text of Aim E2</p>	<p>Town Council in collaboration with:</p> <ul style="list-style-type: none"> • SDC • Local businesses • Other parties
4.2	<p>The Council will work with stall-holders to develop proposals to expand provision and diversify the offer</p>		<p>STNP Supporting text of Policy E4</p>	<p>Town Council in collaboration with:</p> <ul style="list-style-type: none"> • Local stall holders
4.3	<p>The Town Council will work with local business owners to identify the spatial and land use issues that they feel should be addressed in the centres.</p>	<p>This is currently in progress via the production of a Masterplan for Sevenoaks Town Centre and St Johns</p>	<p>STNP Supporting text of Policy E5</p>	<p>Town Council in collaboration with:</p>

	Proposed Project/Action	Notes	Identified by:	For actioning of:
	This information will be used to establish parameters for assessing future development proposals.	area, in collaboration with local people, businesses and organisations.		<ul style="list-style-type: none"> Local businesses / organisations
0.1*	<p>Review and potential updating of existing evidence base to ensure that the information is satisfactorily accurate enough to inform the Plan’s policies.</p> <p>Existing evidence base:</p> <ul style="list-style-type: none"> Sevenoaks Town Portrait Sevenoaks Transport Strategy Sevenoaks Cultural Strategy Sevenoaks Town Sports Strategy Northern Sevenoaks Masterplan 	<p>The function of the Appendices are to “inform the policies within the Plan”, and on this basis the Independent Examiner confirmed that he was satisfied for the appendices to be retained. He noted however that evidence may change over the life of the STNP, and advised therefore that it be reviewed.</p> <p>The evidence base documents relevant to Theme Four are:</p> <ul style="list-style-type: none"> Sevenoaks Town Portrait Sevenoaks Transport Strategy Sevenoaks Cultural Strategy <p>Whether update of the Northern Sevenoaks Masterplan is necessary and to be pursued in the future is to be confirmed.</p>	Examination Process – Independent Examiner	STC

*Action 0.1 applies to all Work Streams, with different evidence base documents feeding into each Theme. Comments under each Work Stream for Action 0.1 will be collated once available, in order to have a final list of which evidence base documents should be prioritised for updating.

Theme Five: Community and Culture – Pending approval of M&I Group

	Proposed Project/Action	Notes	Identified by:	For actioning of:
5.1	<p>Promote new health and education provision, faith facilities and other necessary community infrastructure as an integral part of new development.</p> <p>The Town Council will work with the District and County Councils, and also with health providers, to ensure that this community infrastructure is provided.</p>		<p>STNP Policy COM1</p> <p>Supporting text of Policy COM1</p>	<p>Town Council in collaboration with:</p> <ul style="list-style-type: none"> • SDC • KCC • Health providers
5.2	The Town Council will promote the development of a cultural quarter in the town centre together with an arts and cultural strategy.	The Town Centre Masterplan will support the development of a cultural quarter and provide a spatial vision for how this could be delivered.	STNP Policy COM2	Town Council
5.3	The Town Council will support the development of a new amphitheatre at Knole Environmental Park	See above comment.	STNP Aim COM3	Town Council
0.1*	<p>Review and potential updating of existing evidence base to ensure that the information is satisfactorily accurate enough to inform the Plan’s policies.</p> <p>Existing evidence base:</p> <ul style="list-style-type: none"> • Sevenoaks Town Portrait • Sevenoaks Transport Strategy • Sevenoaks Cultural Strategy • Sevenoaks Town Sports Strategy • Northern Sevenoaks Masterplan 	<p>The function of the Appendices are to “inform the policies within the Plan”, and on this basis the Independent Examiner confirmed that he was satisfied for the appendices to be retained. He noted however that evidence may change over the life of the STNP, and advised therefore that it be reviewed.</p> <p>The evidence base documents relevant to Theme Five are:</p> <ul style="list-style-type: none"> • Sevenoaks Town Portrait • Sevenoaks Transport Strategy • Sevenoaks Cultural Strategy • Sevenoaks Town Sports Strategy 	<p>Examination Process – Independent Examiner</p>	<p>STC</p>

	Proposed Project/Action	Notes	Identified by:	For actioning of:
		Whether update of the Northern Sevenoaks Masterplan is necessary and to be pursued in the future is to be confirmed .		

* Action 0.1 applies to all Work Streams, with different evidence base documents feeding into each Theme. Comments under each Work Stream for Action 0.1 will be collated once available, in order to have a final list of which evidence base documents should be prioritised for updating.

Theme Six: Sports and Recreation – Pending approval of M&I Group

	Proposed Project/Action	Notes	Identified by:	For actioning of:
6.1	<p>The Town Council will continue to investigate and support promotion of potential sites for sports that are not well provided for in the town including basketball, netball, archery, hockey and badminton.</p> <p>The Town Council will continue to update the Sports Strategy document over the life of this Plan to reflect changing circumstances</p>	<p>This is currently in progress via the production of a second Sevenoaks Town Sports Strategy, being pursued by STC with collaboration from local sports providers and groups. It is being progressed via a Working Group.</p>	<p>STNP Supporting text of Policy S1</p>	<p>Collaboration with:</p> <ul style="list-style-type: none"> Local Sporting groups / organisations, as per first Sports Strategy
0.1*	<p>Review and potential updating of existing evidence base to ensure that the information is satisfactorily accurate enough to inform the Plan's policies.</p> <p>Existing evidence base:</p> <ul style="list-style-type: none"> Sevenoaks Town Portrait Sevenoaks Transport Strategy Sevenoaks Cultural Strategy Sevenoaks Town Sports Strategy Northern Sevenoaks Masterplan 	<p>The function of the Appendices are to “inform the policies within the Plan”, and on this basis the Independent Examiner confirmed that he was satisfied for the appendices to be retained. He noted however that evidence may change over the life of the STNP, and advised therefore that it be reviewed.</p> <p>The evidence base documents relevant to Theme Five are:</p> <ul style="list-style-type: none"> Sevenoaks Town Sports Strategy <p>Whether update of the Northern Sevenoaks Masterplan is necessary and to be pursued in the future is to be confirmed.</p>	<p>Examination Process – Independent Examiner</p>	<p>STC</p>

Theme Seven: Development and Housing – Pending approval of M&I Group

	Proposed Project/Action	Notes	Identified by:	For actioning of:
7.1	To introduce a policy which gives Sevenoaks Town Council “first refusal” of any public land that becomes available during the development process.	Proposed for 5 year REVIEW stage	STC Officers	
7.2	To provide solar panels advice – especially within Conservation Areas where their installation (as well as double glazing) are severely limited.	<p>Proposed for 5 year REVIEW stage, as additional design advice under Policy D6 (Retrofitting)</p> <p>Officer note: Whether or not solar panels should be allowed in Conservation Areas has been heavily debated by the Planning Committee multiple times. If an evidence base or design guidance document could be prepared for this and to respond to the increasing demand for solar panels, this could help to clarify for homeowners and the Planning Committee. This is also in line with Aim C3 – whereby the Town Council will prepare guidance on the treatment of locally listed buildings and any other buildings with heritage value.</p>	STC Officers	
7.3	Addition of design quantum to Policy D1, including recommended/acceptable population numbers, housing densities, and storey heights. This would require detailed site appraisals as an evidence base.	<p>Proposed for 5 year REVIEW stage, as additional design advice under Policies D1:</p> <p>Officer note: Design quantum, including acceptable housing numbers and densities for the 13 potential development sites identified in Policies D1 and D1, were removed during the STNP’s later draft stage. This was due to Historic England considering that the design quantum constituted allocations, and</p>	STC Officers	

	Proposed Project/Action	Notes	Identified by:	For actioning of:
		<p>therefore the numbers required more robust evidencing to justify their calculation. The decision not to pursue the additional evidencing required was chosen due to the age of some of the STNP's evidence bases (produced 2015), and the subsequent risk that they may be considered outdated if the process were delayed.</p> <p>This would require further study to demonstrate that the design quantum and densities are appropriate for the site.</p> <p>Note: The site identified in D2 (Sevenoaks Quarry) is proposed for allocation within the emerging draft Local Plan for 800 dwellings and 150 special care units, which is supported by a grant for Outline planning permission. Only the sites within Policy D1 therefore are recommended for further study, as the principle density of 950 units has been established.</p>		
	<p>To create a Development Strategy that includes requirement for a Whole Life Carbon Assessment, in collaboration with SDC.</p> <p>Relevant STNP Theme: Theme Seven – Development and Housing</p>	<p>Proposed for 5 year REVIEW stage</p> <p>Officer note: This was proposed by STC to be part of its 5 year action plan, in its answer to the Independent Examiner's Question 35 on how Policy D6 (retrofitting) could be implemented. SDC confirmed that they would be happy to work on this with STC. The Independent Examiner refers to it also in his report in item 4.54.</p>	STC Officers	
0.1*	Review and potential updating of existing evidence base to ensure that the information is satisfactorily accurate enough to inform the Plan's policies.	The function of the Appendices are to "inform the policies within the Plan", and on this basis the	Examination Process –	STC

	Proposed Project/Action	Notes	Identified by:	For actioning of:
	<p>Existing evidence base:</p> <ul style="list-style-type: none"> • Sevenoaks Town Portrait • Sevenoaks Transport Strategy • Sevenoaks Cultural Strategy • Sevenoaks Town Sports Strategy • Northern Sevenoaks Masterplan 	<p>Independent Examiner confirmed that he was satisfied for the appendices to be retained. He noted however that evidence may change over the life of the STNP, and advised therefore that it be reviewed.</p> <p>The evidence base documents relevant to Theme Five are:</p> <ul style="list-style-type: none"> • Sevenoaks Town Portrait • Sevenoaks Cultural Strategy • Northern Sevenoaks Masterplan <p>Whether update of the Northern Sevenoaks Masterplan is necessary and to be pursued in the future is to be confirmed.</p>	Independent Examiner	

*Action 0.1 applies to all Work Streams, with different evidence base documents feeding into each Theme. Comments under each Work Stream for Action 0.1 will be collated once available, in order to have a final list of which evidence base documents should be prioritised for updating.

Evidence Base Review Recommendations – Themes One to Three pending update for Themes Four to Seven

Review and potential updating of existing evidence base to ensure that the information is satisfactorily accurate enough to inform the Plan’s policies.

Evidence Base document:	Theme it supports:	Notes
Sevenoaks Town Portrait	Themes One to Three.	
Sevenoaks Transport Strategy		
Sevenoaks Cultural Strategy	Theme One.	
Sevenoaks Town Sports Strategy		Second Strategy currently being pursued via a Sevenoaks Town Sports Strategy Working Group – created 4th October 2023. Membership is open to any sports group or organisation within Sevenoaks Town.
Northern Sevenoaks Masterplan	Themes One to Three.	Whether update of the Northern Sevenoaks Masterplan is necessary and to be pursued in the future is to be confirmed . Work undertaken on the Masterplan was incorporated into the STNP. Two further Masterplans are currently being pursued by STC – one for Sevenoaks Town Centre, and one for St Johns area. These will build upon the aspirations set out in the STNP and by the same consultant used for the Northern Sevenoaks Masterplan to ensure continuity and that the two Masterplans are created with the Northern Masterplan in mind.

5 Year Review Recommendations – Themes One to Three, pending update for Themes Four to Seven

	Proposed Project/Action	Notes	Identified by:	For actioning of:
5YR1	<p>Elevate Aim C2 to Policy status – requiring additional study and evidence base to identify exact locations</p> <p>Current Aim: Aim C2: The Town Council will work with the District Council and landowners to encourage development of vacant and under-used sites particularly where they have a negative impact on the townscape in Sevenoaks.</p>	<p>Agreement from Group members of desire for this to be elevated to Policy status, without requiring detail on specific sites, in order for it to remain relevant to any additional sites that may come up.</p> <p>Recommended by Sevenoaks Society in its response on the public consultation on the Referendum Draft of the STNP. The Independent Examiner flagged this in his Report, but noted that he “would expect more detail or precisely which vacant and under-used sites the policy would apply to” in order for it to gain policy status.</p>	Examination Process – Regulation 16 Consultation Response	STC
5YR2	Preparation of policy guidance on planning applications for private water supply via boreholes	<p>A recent planning application for a borehole to supply private water to a golf course highlighted the potential future need for planning considerations on this as the effects of climate change and droughts worsen.</p> <p>STC Action: To keep this item under review and conduct further research: - STC to investigate viability of a policy on this via the STNP. - STC to contact the Environment Agency to enquire as to the implication of private supply boreholes, as well as the current state of the water table.</p>	Town Clerk/Town Council Officers	STC
5YR3	Separation of Policy L1 (Biodiversity Net Gain, see below full policy) from advice on ecological networks via new Policy.	Policy L1 so far has been especially unsuccessful. It has been recommended a number of times by the Planning Committee on planning applications that propose new fencing, and rejected in the Case Officer’s report.	Town Clerk/Town Council Officers	STC Separation of Policy L1 into two separate policies

	<p>Policy L1: Proposals for new development should whenever possible deliver a 10% net gain in biodiversity retaining natural features that support wildlife, establishing ecological networks and including new habitats that respond to the local context and the character of the site. [...]</p>	<p>SDC Development Manager, Aaron Hill has noted that the wording of Policy L1 does not require features such as ecological networks, rather, provides examples of how 10% BNG can be achieved with hedgehog holes as one of these examples. Separating it into a new policy and strengthening it by requiring any new fencing to be permeable to wildlife could help to achieve the intention with which the policy was set in the first place. BNG is also not applicable to Householder applications, as they are exempt under Biodiversity Net gain legislation and national guidance, so separating the two could allow for policy requirement of biodiversity-friendly features, without requiring net gain.</p>		<p>approved by STNP M&I Group 22-01-2024. Pending ratification by Planning Committee.</p>
5YR4	<p>Amend Aim L7 (below) to include additional sites, or add an additional Policy to include support for improvement or restoration proposals to Millpond, as well as Bradbourne Lakes.</p> <p>Current Aim: Aim L7: The Town Council will support improvement and restoration proposals for Bradbourne Lakes developed in consultation with the local community.</p>	<p>The Independent Examiner in his procedural matters letter, drew attention to a local resident's concerns with whether Millpond was adequately protected. At the time of its response, STC was satisfied that Millpond, as a public open space, was adequately protected, however since then the status and health of the pond has deteriorated. STC was unable to amend its aims or policies to include Millpond explicitly, as the Independent Examiner did not recommend it, however did amend Objective 4, which previously only related to protecting and enhancing green infrastructure, to protecting green and blue infrastructure. This was considered minor enough to be permissible.</p>	<p>Town Clerk/Town Council Officers</p>	<p>STC</p> <p>Addition of Millpond approved by STNP M&I Group 22-01-2024. Pending ratification by Planning Committee.</p>

		Protection of Millpond and similar sites could be added either via a new aim/policy, or by amending Aim L7 which currently only supports improvement and restoration proposals at Bradbourne Lakes, to include other such sites.		
5YR5	<p>Amend Policy M8 and/or M9 to include support of electric buses</p> <p>Current Policies: Policy M8: The Neighbourhood Plan supports enhancements to bus services and facilities to serve the town Policy M9: The Neighbourhood Plan supports measures that will encourage a shift towards the greener modes of transport by businesses and residents.</p>	In line with STC's Green Community Investment Plan and STC's intention to invest in an electric No 8 bus. STC's previous bid for SDC CIL funding for this project was rejected, however SDC have said STC can re-apply in future.	Town Clerk/Town Council Officers	STC

SECTION THREE:

Monitoring successful application of policies against planning applications

The Town Council will keep track of decisions made by Sevenoaks District Council and Kent County Council on planning applications within Sevenoaks Town. This will include noting of which policies were considered relevant to the Case Officer's evaluation of the proposal via their Case Report, as well as whether they were applied to the Decision Notice. Instances where the STNP has not been considered in either document since the STNP's adoption will be noted separately for independent analysis.

A report will be prepared for each meeting of the Monitoring and Implementation Group with an update of decisions made on planning applications, to be presented in the following format:

Date	Reference Number & Case Officer	Address & Ward	Proposal description	Policies & Issues measured against (non-bold, if something in particular in that section is raised)	Document
<i>Example</i> 12/05/23	<i>Example</i> 23/00711/MMA Anna Horn	<i>Example</i> 76 Kippington Road Kippington	<i>Example</i> Amendment to 21/03412/FUL.	<i>Example</i> C4 – Design and Residential Character Areas	<i>Example</i> Officer Report

It is the responsibility of the Monitoring and Implementation Group to analyse the results, whether policies are being suitably applied, whether there is area for improvement, and how this could be achieved.

Monitoring successful application of policies against planning appeals

Similarly to the above, the Town Council will keep track of decisions made by a Planning Inspector on appeals within Sevenoaks Town. This will include noting of which policies were considered relevant to the Inspector's evaluation of the proposal as well as whether they were applied to the schedule of conditions/grounds for dismissal. Instances where the STNP has not been considered in either since its adoption will be noted separately for independent analysis.

A report will be prepared for each meeting of the Monitoring and Implementation Group with an update of decisions made on appeals, to be presented in the following format:

Date	SDC Reference Number & Case Officer	Address & Ward	Proposal description	Policies & Issues measured against (non-bold, if something in	Document
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	Planning Inspectorate Reference Number and Planning Inspector			particular in that section is raised)	
<i>Example</i> 07/07/23	<i>Example</i> 22/00096/RFPLN (SDC Appeal Portal reference) Re: 21/04236/OUT Ashley Bidwell APP/G2245/W/22 /3308246 H Porter	<i>Example</i> Land South of Little Brittains, Brittains Lane Kippington	<i>Example</i> Outline application for development of up to 70 new homes (Class C3), including 50% (35no.) affordable homes and 10% self-build, and the formation of a new T-junction vehicular access onto Brittains Lane with associated landscaping, parking, open space, play areas, and all other associated development works. Means of access is the only detailed matter with some matters reserved.	<i>Example</i> Material weight in Planning Inspector's decision-making	<i>Example</i> Inspector Report on Decision to DISMISS the Appeal

SECTION FOUR:

Review and revision of the Sevenoaks Town Neighbourhood Plan

Following its submission to the Local Planning Authority, Sevenoaks District Council, the Referendum Draft of the STNP was then presented to an Independent Examiner. This Examiner was appointed by the District Council to measure how well the Plan meets the Basic Conditions and conforms with existing planning framework.

The Independent Examiner's Report, received on 21st December 2022, confirmed that the STNP – with some minor modifications – had met all the relevant legal requirements.

One of the modifications recommended by the Independent Examiner was to include declaration of the Town Council's intention to monitor the effectiveness of the policies, and to undertake a review of the STNP every 5 years. This wording was incorporated into the Referendum Draft of the STNP, which has since been adopted by the Local Planning Authority.

In order to facilitate this review, it is the responsibility of the Monitoring and Implementation Group to prepare an annual report which analyses the success of the STNP's Aims and Policies, the delivery of the Plan's Objectives, and summary of any further work that has taken place. The report will also include recommendations as to how improvements can be made in order for the STNP to deliver its Objectives.