

Terms of Reference for Sevenoaks Town Neighbourhood Plan Monitoring and Implementation Group – Adopted on 27-09-2023

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 various amendments as per Minutes of the meeting.

Introduction: The Sevenoaks Town Neighbourhood Plan (STNP), on which work started in 2014, went through a public Referendum on 4th May 2023, where the following question was to put to Sevenoaks Town constituents:

“Do you want Sevenoaks District Council to use the neighbourhood plan for Sevenoaks Town to help it decide planning applications in the neighbourhood area?”

The results were 4,294 (73.1%) “Yes” votes and 1,292 (22.0%) “No” votes, with a voter turnout of 38.66% of the 15,185 electorate. The Local Planning Authority, Sevenoaks District Council formally announced their decision to adopt the STNP on 23rd May 2023, and it now has equal weight to the Local Plan and other local planning documents.

A Monitoring and Implementation Group has now been formed to monitor the successful application of the STNP’s Policies, and to recommend the furthering of any actions or studies identified via the STNP’s Aims as topics for future pursual.

1. Naming and role

1.1. The Group will be referred to as the “Sevenoaks Town Neighbourhood Plan Monitoring and Implementation Group” – **STNP Monitoring & Implementation Group**

1.2. The Monitoring and Implementation Group is not a formal Committee of Sevenoaks Town Council. It may make recommendations to the Town Council’s Planning Committee, which will make the final decision.

1.3. The Group will be responsible for:

- i. The oversight of how the Sevenoaks Town Neighbourhood Plan Policies and Aims are being implemented, and annual review of how policy performance and wording can be improved – via Annual Report. This to include recommendations to be presented to the Planning Committee for consideration.
- ii. Actively promoting the STNP process to residents, local businesses, Residents Associations and stakeholders to encourage a participation in the continuing project and the sharing of views.
- iii. The production of the Monitoring and Implementation Strategy document and any subsequent modifications. This will itemise each policy, aim and objective, and provide details of the targets, performance indicators and delivery status. Any iterations to be agreed by the Planning Committee.

- iv. Provide recommendations on actioning of any further studies or projects as identified in the STNP or later during its review process by the Independent Examiner, to be approved by the Planning Committee.
- v. Recommending further studies or projects that will improve the evidence base of the STNP – including a Masterplan for Sevenoaks Town Centre. These to be approved by the Planning Committee.
- vi. The production and analysis of any relevant public consultations on the aforementioned projects or studies.
- vii. Assessing new and existing evidence bases which will impact development in Sevenoaks Town during the plan period.
- viii. Undertaking of a 5 year review of the STNP, as required by the Independent Examiner, and implementation of any improvements to policy wording identified in the aforementioned annual reports.
- ix. Consulting on emerging or amended policies identified and recommended in the 5 year review of the STNP.
- x. Reviewing the STNP in relation to SDC's expected Local Plan.
- xi. Oversight of any future edits or reiterations of the Plan.

2. Membership

- 2.1. The Monitoring and Implementation Group shall be made up of Local Stakeholders, Residents, and professionals.
- 2.2. Members of the Group shall be, as far as possible, representative of the demographics within Sevenoaks Town.
- 2.3. At the Monitoring and Implementation Group meeting held on 27th September 2023, it was agreed that membership would remain fluid and open to new members, to encourage higher engagement and involvement of different stakeholders as relating to the various Themes of the STNP.
- 2.4. Where members of the Group are representatives of an organisation it is the responsibility of the individual members to ensure that they have obtained the necessary consent of their organisation.
- 2.5. All meetings of the Monitoring and Implementation Group will be open to members of the public who wish to attend.
- 2.6. Members of the Public in attendance at the Group meetings shall be free to contribute to the discussions taking place however will not hold voting rights.
- 2.7. Members of the Group must disclose any personal or financial interests which may conflict or coincide with the topics being considered as part of the Sevenoaks Town Neighbourhood Plan and must sign a document declaring these if applicable.

3. Governance and recommendation making

- 3.1. The Monitoring and Implementation Group will be presided by a Chair or Vice Chair who must be an elected member of Sevenoaks Town Council.

3.2. If the Chair is not able to be present, meetings shall be chaired by the Vice Chair. If neither are present, members shall elect a Chair for the meeting from those present.

3.3. Decisions will be made by the consensus of the formal Monitoring and Implementation Group members present at the meeting. Where a vote is tied the Chair will have the casting vote.

3.4. All decisions must be approved by Sevenoaks Town Council's Planning Committee before they may be actioned.

4. Meetings

4.1. Meetings of the Monitoring and Implementation Group will typically be held from 6:00pm in the Sevenoaks Town Council Chamber where possible.

4.2. Meetings will be structured to focus on one Theme of the STNP at a time, with relevant stakeholders to be invited as deemed appropriate.

4.3. The Group will aim to meet with a frequency not less than once every 12 weeks.

4.4. Additional meetings may be arranged by Sevenoaks Town Council, subject to at least 5 working days' notice being given prior to the date of the meeting to allow for adequate publicity.

5. Record keeping

5.1. The Town Council will endeavour to have an Officer present at all meetings of the Group who will be responsible for the production of minutes.

5.2. Minutes of meetings will be publically available and will be publicised both on Sevenoaks Town Council's website, and on the Sevenoaks Town Neighbourhood Plan website.

5.3. Agendas for the Monitoring and Implementation Group will be circulated via email to all who have expressed an interest in the Neighbourhood Plan Process. Paper copies will be made available at the meeting.

6. Modifications to Terms of Reference

The Monitoring and Implementation Group shall review its Terms of Reference throughout the project and amend as it deems fit. Any amendments to the Terms of Reference will require the agreement of Sevenoaks Town Council prior to taking effect.

7. General Data Protection Regulation

All General Data Protection Regulation matters will be the responsibility of Sevenoaks Town Council.