

Sevenoaks Town Neighbourhood Plan – Monitoring and Action Group

(Open to members of the public and to be live-streamed to Youtube via the below link)

<https://youtube.com/live/aaONdxPhXc?feature=share>

Wednesday 27th September 2023 6:30pm

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

Agenda

1. Welcome and Introduction

2. Apologies for absence

3. Sevenoaks Town Neighbourhood Plan (STNP) to date - Presentation

To receive a presentation from the Town Clerk, summarising the background of the STNP.

4. Terms of Reference (Pages 3-5)

To receive and accept the draft Terms of Reference, which outline the purpose and role of the Monitoring and Action Group. These as signed off by the Planning Committee on 11th September 2023.

5. Election of Chair

This to be an elected member of Sevenoaks Town Council, as per the Terms of Reference.

6. Election of Vice Chair

This to be an elected member of Sevenoaks Town Council, as per the Terms of Reference.

7. Formation of Monitoring and Action Group Membership

8. Declarations of interest

Any personal or financial interests which may conflict or coincide with the topics being considered as part of the STNP must be declared, after which a document listing any relevant interests will be prepared for signing at the next meeting.

9. STNP Actions (See Pages 13-21)

To receive and review a list of actions agreed within the STNP to be pursued throughout its lifetime.

10. STNP Additional Items

11. Masterplan for Town Centre & St Johns Hill

12. Sports Strategy Review

To note that STC is currently pursuing a second Sevenoaks Town Sports Strategy, to be developed in consultation with a Working Group. This is due be set up on 4th October 2023.

13. Monitoring and Action Strategy (Pages 7-24)

To receive and accept the Monitoring and Action Plan for the STNP. This will be kept under regular review.

14. Dates of future meetings

To discuss potential dates for future Monitoring and Action Group meetings.

Terms of Reference for Sevenoaks Town Neighbourhood Plan Monitoring and Action Group

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 Action Group is now due to be 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 Action Group” – **STNP Monitoring & Action Group**

1.2. The Monitoring and Action 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 Action 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 Action 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 Action and Monitoring Group formation meeting on 27th September 2023, the following membership allocations were approved:

Organisation	Number of Spaces allocated

2.4. The Group may expand this list to encompass other relevant local stakeholders where it considers appropriate. Membership may be added to at any time.

2.5. 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.

2.6. All meetings of the Monitoring and Action Group will be open to members of the public who wish to attend.

2.7. 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.

2.8. 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.

3. Governance and recommendation making

3.1. The Monitoring and Action 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 Action 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 Action Group will typically be held at 6:30pm in the Sevenoaks Town Council Chamber where possible.

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

4.3. 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 Action 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

6.1. The Monitoring and Action 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.

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Sevenoaks Town Council

Sevenoaks Town Neighbourhood Plan: Monitoring and Action Strategy

Revision History

Version	Status	Notes
Version 1	Draft	Presented to Planning Committee 11-09-2023 Approved by Planning Committee 11-09-2023

The purpose of this Monitoring and Action 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 Action group will therefore be 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 at the end of each financial year, which will feed into the 5 yearly review process, whereby the Town Council in consultation with the Monitoring and Action 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:

- **Use of the STNP when making recommendations on planning applications** – Planning Committee guidance in making recommendations with relevant reference to the STNP,
- **Actioning of further studies/projects** – In delivery of projects and actions set out in the STNP
- **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 and policies are being achieved
- **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.

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
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 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 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 / Aim	Policy Theme	What this protects/concerns	Example features which this supports
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 its 5 year review and 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 Action 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 compliment the evidence base of the STNP, it is also important for the Monitoring and Action 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 in the STNP either as requiring further studies by STC, and for STC to pursue:

Proposed Project/Action	Relevant STNP Aim
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.	Aim C2 Collaboration required with: <ul style="list-style-type: none"> • Sevenoaks District Council • Landowners • Developers
The Town Council will prepare guidance on the treatment of locally listed buildings and any other buildings with heritage value.	Aim C3
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	Aim C5 Collaboration with: <ul style="list-style-type: none"> • Sevenoaks District Council
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.	Aim C6 Collaboration with: <ul style="list-style-type: none"> • Sevenoaks District Council Design Review Panel
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.	Aim C7 Collaboration with: <ul style="list-style-type: none"> • Sevenoaks District Council • Design advisers
The Town Council will identify areas where trees and hedgerows make a significant contribution to local character and biodiversity.	Aim L3
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	Policy L5 – Open space delivery timetables Collaboration with: <ul style="list-style-type: none"> • Sevenoaks District Council
The Town Council will work with and support Kent Wildlife Trust to enhance access to the Sevenoaks Wildlife Reserve and improve ‘on-site’ facilities	Aim L6 Collaboration with: <ul style="list-style-type: none"> • Kent Wildlife Trust
The Town Council will support improvement and restoration proposals for Bradbourne Lakes	Aim L7 Collaboration with:

Proposed Project/Action	Relevant STNP Aim
developed in consultation with the local community	<ul style="list-style-type: none"> Local community
The Town Council will progress proposals to refurbish Bat and Ball station and improve access to the station	Policy M6:
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.	Aim M10 Collaboration with: <ul style="list-style-type: none"> Sevenoaks District Council Kent County Council
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
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.	Supporting text of Aim M12
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.	Aim E2 Collaboration with: <ul style="list-style-type: none"> Sevenoaks District Council Local providers Local businesses
<p>The Town Council will work with local business owners to identify the special and land use issues that they feel should be addressed in centres. This information will be used to establish parameters for assessing future development proposals.</p> <p>*Supporting text of Policy L5, which supports creation of “special strategies and development proposals that enhance the function, accessibility and appearance of neighbourhood centres at Northern St John’s, Southern St John’s (Hollybush Parade) and Tubs Hill Parade.”</p>	Supporting text of Policy E5 Collaboration with: <ul style="list-style-type: none"> Local businesses
The Town Council will support the development of a new amphitheatre at Knole Environmental Park	Aim COM3

In addition to the previous table, the following projects or actions were identified during the Examination process, either in the Town Council and District Council's joint response to the Independent Examiner's queries, or in his recommendations in the resulting Report.

Copy of these are available to view on the STNP website under Independent Examiner documents.

Proposed Project/Action	Notes/Reference
Masterplanning at locations which are important gateways and arrival points into the town	<p>This was proposed as an example of how the Town Council could "support" proposals that enhance the gateways and arrival points into the town at the below locations and as per Policy C10.</p> <ul style="list-style-type: none"> • Sevenoaks Station/Station Square • Otford Road • Seal Road • Tonbridge Road • Bradbourne Vale Road • Bat and Ball junction and station • The junction of Seal Road with Greatness Lane and Hospital Road • The Vine • London Road/High Street junction • London Road/Pembroke Road junction <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>
Installation of real time travel information throughout the town, improvements to bus shelters.	These were proposed as examples of what type of enhancements would.
Create a Development Strategy that includes requirement for a Whole Life Carbon Assessment, in collaboration with SDC.	<p>This is explicitly proposed by STC to be part of its 5 year action plan, in STC's 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.</p> <p>The Independent Examiner refers to it also in his report in item 4.54.</p>
<p>Elevate Aim C2 to Policy status – requiring additional study and evidence base to identify exact locations</p> <p>Current Aim:</p>	<p>This was 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</p>

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.	sites the policy would apply to" in order for it to gain policy status.
Review and potential updating of existing evidence base to ensure that the information is satisfactorily accurate enough to inform the Plan's policies.	<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>STC is already progressing this in part, through its work on producing a second Sports Strategy. The first Sports Strategy meeting is due to take place 25th September 2023.</p>

Further potential projects or actions have been proposed by the Town Clerk/Chief Executive or Town Council Officers, in response to various issues which have come up throughout the process of adopting the Plan.

Proposed Project/Action	Notes/Justification for adding
<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>	<p>In line with STC's Green Community Investment Plan and STC's intention to invest in an electric No 8 bus.</p>
<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>

	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.
Introduction of a policy that gives Sevenoaks Town Council “first refusal”	Sevenoaks Town Council to have “first refusal” of any public land that becomes available during development processes.
<p>Separation of Policy L1 (Biodiversity Net Gain, see below full policy) from advice on ecological networks via new Policy.</p> <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>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. 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.</p>
<p>Retrofitting (Policy 6)</p> <p>To provide solar panels advice – especially within Conservation Areas where their installation (as well as double glazing) are severely limited.</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>
<p>Design guidance – requiring site appraisals and evidence bases</p> <p>Potential for this to include recommended/acceptable population numbers, housing densities, storey heights.</p>	<p>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 therefore the numbers required more robust evidencing to justify their calculation.</p> <p>The decision not to pursue the additional evidencing required was chosen due to the oldest age of some of the STNP’s evidence bases being 2015, and the subsequent risk that they may be considered outdated.</p>

The following projects which may be delivered by outside organisations have been identified in the STNP, and are supported/promoted.

This list excludes projects whereby “support” would be provided by way of Planning Committee recommendations. See Section One, table two. It does not include projects which the STNP indicates the Town Council would be involved in delivering.

Proposed Project/Action which the STNP supports or promotes	Notes/Reference
The Neighbourhood Plan promotes walking and cycling and supports the removal of barriers to pedestrian and cycle movement across the town	Policy M1
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	Policy M2
The Neighbourhood Plan promotes the delivery of a new walking and cycling route that connects Bat and Ball / Otford with Dunton Green	Policy M3
The Neighbourhood Plan supports the introduction of a 20mph speed limit close to schools and in some residential areas	Aim M4
The Neighbourhood Plan supports proposals for improved pedestrian and cycle crossing facilities at major junctions across the town	Policy M5
The Neighbourhood Plan supports proposals to improve transport interchange facilities at Sevenoaks station	Policy M7
The Neighbourhood Plan supports enhancements to bus services and facilities to serve the town	Policy M8
The Neighbourhood Plan supports measures that will encourage a shift towards the use of greener modes of transport by businesses and residents	Policy M9
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. 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.	Policy M11

Proposed Project/Action which the STNP supports or promotes	Notes/Reference
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.	
Support will be given to the retention and development of indoor and outdoor markets and encouragement to the diversification of their offer	Policy E4
Support will be given to special strategies and development proposals that enhance the function, accessibility and appearance of the neighbourhood centres at Northern St John's, Southern St John's (Hollybush Parade) and Tubs Hill Parade.	Policy E5
Promote new health and education provision, faith facilities and other necessary community infrastructure as an integral part of new development	Policy COM1
The Town Council will promote the development of a cultural quarter in the town centre together with an arts and cultural strategy	Policy COM2
The Neighbourhood will support the provision of new and enhanced play and outdoor sports and recreational facilities for children and young people	Policy S2
The development of on-site key worker housing will be encouraged as part of larger infrastructure developments and subject to a condition preventing sale or rent on the open market	Policy D4
The Neighbourhood Plan promotes the delivery of new homes that are energy efficient, that are constructed using materials that reduce the impact on the environment and that are designed to maximise daylight and sun penetration whilst also avoiding overheating	Policy D5
The Neighbourhood Plan promotes the retrofitting of existing homes to increase their energy efficiency.	Policy D6

Finally, the Monitoring and Action Group, as well as the Town Council's Planning Committee may come up with further proposed projects or actions which they have identified as being of significant benefit to the evidence base of the STNP. These will be reviewed annually and any approved projects added to this Action Plan accordingly. Additions must be first approved by the Monitoring and Action Group, and then by the Planning Committee.

Proposed Project/Action	Notes/date approved by Monitoring and Action Group and Planning Committee

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 Action 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
Example 12/05/23	Example 23/00711/MMA Anna Horn	Example 76 Kippington Road Kippington	Example Amendment to 21/03412/FUL.	Example C4 – Design and Residential Character Areas	Example Officer Report

It is the responsibility of the Monitoring and Action 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 Action Group with an update of decisions made on appeals, to be presented in the following format:

Date	SDC Reference Number & Case Officer Planning Inspectorate	Address & Ward	Proposal description	Policies & Issues measured against (non-bold, if something in particular in that section is raised)	Document
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	Reference Number and Planning Inspector				
<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 Action 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.