

Minutes of the Sevenoaks Town Neighbourhood Development Plan Steering Committee meeting held at the Council Chambers on 20th June 2022, 6pm. Available to watch online at the following link: <https://www.youtube.com/watch?v=0n4UH8yXiew>

In attendance: Cllr Michaelides – substituting for Cllr Granville-Baxter, Cllr Raikes, Cllr Shea – substituting for Cllr Clayton, Cllr Hunter, Cllr Purves, Tim Martin, Hugo Nowell, Linda Larter, Georgie Elliston.

Elizabeth Dolding arrived at the end of the meeting.

1. Apologies

Cllr Clayton, Cllr Granville-Baxter, Sarah Williams.

2. Declarations of Interest

None.

3. Minutes of the previous meeting held on 4th April 2022.

The minutes of the meeting held on 4th April 2022 were received and approved.

4. STNP Final Draft

a) The Steering Committee received copy of the Final Submission Draft of the Neighbourhood Development Plan and its supporting documents, available via the below links. An overview was also presented by Hugo Nowell (copy attached)

- **Submission Draft with appendices:**
https://sevenoaksndp.files.wordpress.com/2022/06/4166_20220610-sevenoaks-neighbourhood-plan-june-2022.pdf
- **Consultation Statement:**
https://sevenoaksndp.files.wordpress.com/2022/06/4166_20220610-sevenoaks-neighbourhood-plan-consultation-statement-june-2022-compressed.pdf
- **Basic Conditions Statement:**
https://sevenoaksndp.files.wordpress.com/2022/06/4166_20220610-sevenoaks-neighbourhood-plan-basic-conditions-statement-june-2022.pdf
- **Neighbourhood Plan designated area plan:**
https://sevenoaksndp.files.wordpress.com/2022/06/sevenoaks_neighbourhood_area_designation.pdf

b) The following was discussed and noted by the Steering Committee:

- That the next steps include the District Council publicly advertising receipt of the NDP for six weeks before appointing an Independent Examiner.
- That this Independent Examiner may make comments or minor amendment recommendations, however that these would be limited to *technical issues only* – for instance, making the NDP fully compliant with existing planning legislation and Statutory Consultee comments.
- That the Neighbourhood Development Plan makes reference to the Consultation Statement, which includes a schedule of all changes made to the document since the January 2020 Regulation 14 consultation. This document, which will remain available online alongside the Neighbourhood Development Plan as its evidence base, outlines both the previous and current wording – including proposed design quantum that have since been removed from the Draft.

c) It was **RESOLVED** that the Submission Draft of the NDP and its supporting documents be approved and signed-off for submission to the Local Planning Authority, Sevenoaks District Council.

5. Dates of future meetings

It was noted that a further Steering Committee Meeting may be required, should the Examiner’s Report include *significant* changes to the contents of the Neighbourhood Development Plan.

6. Timetable for progressing STNP (shown below)

The committee received and noted the below projected timetable.

	NDP Projected Programme 2022	Date
1	Both NDP Steering Committee and STC Planning Committees to officially sign off the Final Draft as amended.	20 th June 2022
2	Submit Final Draft Neighbourhood Plan to District Council along with Consultation Statement and Basic Conditions Statement.	June/July 2022
3	SDC to publicise the plan for a six week period, notify anyone referred to in the consultation statement that the plan has been received, and to appoint an Independent Examiner.	July 2022
4	Examiner’s Report	August 2022
5	Modifications made to the NDP in response to Examiner’s recommendations	September 2022
6	Referendum	Autumn 2022

Meeting concluded at 6:30pm.

BASIC CONDITIONS STATEMENT



What it covers

- States how the Neighbourhood Plan meets legal requirements and basic conditions
- Assessment of Neighbourhood Plan in relation to NPPF Policy objectives
- Assessment of how the Neighbourhood Plan contributes to achieving sustainable development
- Assessment of Neighbourhood Plan in relation to Sevenoaks District Local Development Plan
- Assessment of Neighbourhood Plan in relation to Environmental Regulations (SEA outcomes)

NEXT STEPS

- **Sign off Submission Draft Neighbourhood Plan** and supporting documents with Neighbourhood Plan Steering Group and Town Council **20 June 2022**
- **Submit Submission Draft Neighbourhood Plan** to District Council along with Consultation Statement, Basic Conditions Statement and SEA **June / July 2022**
- SDC will then: **July 2022**
 - **publicise the plan** for a six week period;
 - notify anyone referred to in the consultation statement that the plan has been received; and
 - **appoint an independent examiner**

Any representations received on the plan during the 6-week consultation period will be passed to the independent examiner for consideration.
- **Examiners Report** **August 2022**

At the end of the 6-week period the independent examiner will issue a report to the SDC and the Town Council and may make recommendations on modifications required to the plan prior to going to referendum.
- **Modify Neighbourhood Plan** in response to Examiner's recommendations **September 2022**
- **Referendum** **Autumn 2022**

Assuming that the plan is found to be satisfactory then SDC will organise a referendum. They will need to publicise this 28 working days before the referendum is held.

If more than 50% of those voting in the referendum vote yes to support the plan, then it becomes a part of the statutory development plan.