

Minutes of the Sevenoaks Town Neighbourhood Plan Monitoring and Implementation Group meeting held at the Council Chambers on 27th September 2023, 6:30pm.

In attendance:

| | |
|------------------------|--|
| Sevenoaks Town Council | Cllr Sue Camp – Chair of Planning Committee |
| Sevenoaks Town Council | Cllr Nick Varley – Vice Chair of Planning Committee |
| Sevenoaks Town Council | Cllr Dr Marilyn Canet – Chair of OS&L |
| Sevenoaks Town Council | Cllr Claire Shea – Mayor |
| Sevenoaks Town Council | Cllr Libby Ancrum – Deputy Mayor |
| Sevenoaks Town Council | Cllr Tony Clayton – Chair of F&GP |
| Warners Solicitors | Elizabeth Dolding |
| The Stag Theatre | Andrew Eyre |
| Sevenoaks Society | Charles George |

1. Welcome and Introduction

Chaired by Cllr Sue Camp prior to the election of a Chair for the STNP Monitoring and Action* Group.

2. Apologies for absence

Cllr Elizabeth Purves (Sevenoaks District Council), **Cllr Lionel O’Hara** (Sevenoaks Town Council), **Cllr Chloe Gustard** (Sevenoaks Town Council), **Paul Baker** (Wealden Properties)

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

The Town Clerk gave a presentation (slides attached) which summarised the background of the STNP.

4. Terms of Reference

a) The Group received and discussed the 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.

b) The name of the Group was discussed, and it was proposed that “Implementation” replace “Action” in the Group’s name.

***Resolved: That the Group be renamed and henceforth referred to as the STNP Monitoring and Implementation (M&I) Group.**

b) The Town Clerk clarified the scope for proposing changes to the STNP, in that any amendments or updates would be identified via the M&I Group and presented for approval by the Planning Committee. This so that, when the time comes to review the STNP, there will be clear list of items to be considered. The STNP would receive its first review when the District Council publish their updated Local Plan and/or five years after the STNP’s adoption.

c) It was proposed that each meeting of the M&I Group focus in turn on one theme of the STNP per Agenda. It was noted that this may encourage a different selection of people to attend depending on its relevance to their respective organisations/businesses, therefore it was further proposed that the membership list should be kept open fluid so as to encourage higher engagement and to draw upon local expertise.

Resolved:

To remove the membership table from the Terms of Reference to encourage fluid membership.

To structure future Agendas to focus on one theme of the STNP per meeting.

To organise the actions in the Monitoring and Implementation Strategy document by STNP themes to produce a clear work-stream for each meeting.

5. Election of Chair

STC Cllr Nick Varley was elected to be the Chair of the STNP Monitoring and Implementation Group.

6. Election of Vice Chair

STC Cllr Libby Ancrum was elected to be the Vice Chair of the STNP Monitoring and Implementation Group.

7. Formation of Monitoring and Implementation Group Membership

a) As in Item 4, it was agreed that membership would remain fluid, and relevant expertise from local groups drawn upon as per the current STNP theme up for discussion.

b) It was proposed that SCAN be approached for a representative to help deliver the Green Initiatives, both in the STNP and also in Sevenoaks Town Council's Green Community Investment Plan.

c) It was agreed that separate Working Groups for each theme would be set up, including a list of which organisations should be consulted on their actions.

8. Declarations of Interest

None.

9. STNP Actions

It was noted that the STNP identified various projects for actioning throughout its lifetime. These had been compiled into a Monitoring and Implementation Plan for use and reference of the M&I Group (see item 13).

10. STNP Additional Items

It was noted that additional projects may be identified for actioning throughout the lifetime of the Plan, either by the M&I Group, the Planning Committee, or STC Officers. The Town Clerk reported that a recent planning application for a borehole for private water supply had highlighted the potential future need for planning considerations as the effects of climate change worsen.

A section in the Monitoring and Implementation Plan had been provided for suggestions of the M&I Group on future projects. These would form part of the Annual Reports and future reviews/updates of the STNP.

11. Masterplan for Town Centre & St Johns Hill

a) The M&I Group received a report from Sevenoaks Town Council's Blue Skies meeting, detailing the new Council's aspiration to pursue a Masterplan for the Town Centre and St Johns Hill.

b) It was noted that SDC had confirmed in writing to STC that it had no intention of pursuing this itself within the next 2 years, and therefore agreed to be a very important project that will identify planning and economic opportunities that address the key issues identified within the Town.

c) The Town Clerk clarified that the St Johns Hill Masterplan would be an annexe to the Town Centre one, with separate workshops and evidence documents for both. They would be prepared by the same consultant that produced the Northern Sevenoaks Masterplan and in tandem with each other, with the aspired result being three evidence documents that complement each other, providing shared opportunities and linkages between the Wards and promoting a unified Sevenoaks.

12. Sports Strategy Review

a) The Group noted that STC was currently pursuing an updated Sevenoaks Town Sports Strategy, led by a Working Group made up of local sports organisations/businesses.

b) It was noted that Sevenoaks District Council had accepted invitation to be involved in the project and would be represented by an Officer.

13. Monitoring and Implementation Plan: Strategy document

The Group received and noted a Monitoring and Implementation Plan, which outlines via the following four sections the methods by which the STNP and its policies will be monitored for efficiency, and aims actioned throughout its lifetime:

- **Use of the STNP when making recommendations on planning applications**
- **Actioning of further studies/projects**
- **Monitoring successful application of policies against planning applications and appeals**
- **Review and revision of the STNP**

14. Dates of future meetings

It was agreed that the next meeting be scheduled to take place in approximately 6 weeks time. This meeting would focus on Theme One of the STNP; Character, Heritage and Identity.

Meeting concluded at 7:28pm.