

Minutes of the Sevenoaks Town Neighbourhood Plan Steering Committee meeting held on the 14th January 2014, 6:30pm, Sevenoaks Town Council Chamber.

In attendance:

Cllr Raikes – in the chair	Sevenoaks Town Council / Sevenoaks District Council
Byron Brown	Bradbourne Residents' Association
Glenn Ball	Local Architect
Cllr Roger Walshe	Sevenoaks District Council
Elizabeth Dolding	Sevenoaks and District Chambers of Commerce
Patrick McConkey	Rummey Designs
Jane Brightwell-Gibbons	Rummey Designs
Erin Jones	Local resident
Natalia Jones	Local resident
Roy Walker	The Drive Residents' Association
Cllr Elizabeth Purves	Sevenoaks District Council
Gareth Atkinson	Sevenoaks Society
Geoff Brown	St Johns Residents' Association / Sevenoaks Allotment Holders Association
Edward Oatley	Sevenoaks Sports Council / Seal Parish Council / Governor St Johns Primary School / Hollybush Residents' Association.
Cllr Canet	Sevenoaks Town Council
Cllr Eyre	Sevenoaks Town Council / Sevenoaks District Council / Stag
Cllr Piper	Sevenoaks Town Council / Sevenoaks District Council
Cllr Parry (arr 6:50pm)	Sevenoaks Town Council / Kent County Council
Linda Larter _{MBE}	Town Clerk / CEO Sevenoaks Town Council / Sevenoaks Town Partnership
Ann White	Deputy Town Clerk Sevenoaks Town Council
Hugh D'Alton	Planning Clerk Sevenoaks Town Council / Sevenoaks Town Partnership

1. Election of Chairman

Nominations were invited for the position of Chairman of the Sevenoaks Town Neighbourhood Plan Steering Committee.

It was **RESOLVED that** Cllr Simon Raikes be elected as Chairman.

2. Formation of Steering Committee

The proposed composition of the Steering Committee was received and considered.

It was noted that the Steering Committee would be the core group tasked with the organisation and compilation of the neighbourhood plan and that high levels of consultation with all stakeholders would be a key component of the plan making process. Members of the public would be welcome to attend and contribute to meetings of the Steering Committee and any Sub Committees formed.

It was **RESOLVED that** the number of spaces allocated to specialised professionals / parishioners be increased to 6. (Final composition listed below)

Organisation	No. Spaces allocated
Sevenoaks Town Council	3
Sevenoaks District Council	1
Kent County Council	1
Chamber of Commerce	1
Sevenoaks Town Partnership	1
Sevenoaks Society	1
Sevenoaks District Seniors Action Forum	1
Sevenoaks Youth Council	1
Specialised professionals / parishioners	6

3. Formation of Sub Committees based on topic headings arising from the meeting held on the 26th November 2013

It was noted that the topic headings provided were only initial suggestions arising from the Neighbourhood Planning workshop held on the 26th November 2013, and that in future Sub Committees may come to encompass additional topics or merge with others.

Sub Committee	Initial expressions of interest
Economic Development and Growth (example topics to be covered) 1. Land Development 2. Retail 3. Employment 4. Restaurants cafes	i. Sevenoaks and District Chamber of Commerce ii. Stag Community Arts Centre iii. Cllr Roger Walshe iv. Sevenoaks Town Partnership v. Cllr Parry
Character of the Town (example topics to be covered) 1. Not a suburb of London 2. Built Environment 3. Note worthily Buildings - Local Heritage Assets	i. The Drive residents' association ii. Sevenoaks Society iii. Cllr Purves iv. Cllr Roger Walshe v. Glenn Ball vi. Cllr Mrs Walshe
Leisure, sports, green spaces, community, health	i. Geoff Brown ii. Cllr Canet iii. Byron Brown
Transport (example topics to be covered) 1. Parking 2. Rail 3. Bus 4. Car 5. Pedestrian 6. Cycling	i. Glenn Ball ii. Cllr Purves iii. Cllr Roger Walshe iv. Sevenoaks Town Partnership v. John Morrison
Environment and Sustainability	i. Cllr Canet ii. Geoff Brown iii. Jill Aisher
Education 1. Primary 2. Secondary 3. Adult	i. Cllr Mrs Crabtree ii. Edward Oatley iii. Cllr Mrs Walshe iv. Cllr Canet
Housing	i. Glenn Ball ii. Cllr Piper iii. Cllr Canet

It was noted that membership of Sub Committees would be open to all stakeholders and that expressions of interest were being sought at the meeting. Additional stakeholders would be approached directly to contribute to relevant Sub Committees e.g. Housing Associations, Local Schools.

It was noted that the Town Council will be willing to provide a meeting room i.e. Town Council Chamber or The Sevenoaks Community Centre for Sub Committee meetings, though the positive aspects of holding a meeting in informal settings e.g. Local Pub, Café were expressed. The Town Council will also endeavour to have an Officer present at Sub Committee meetings in a supporting role where possible.

It was **RESOLVED that** the initial task given to each Sub Committee would be to formulate a number of questions which will feed into the initial mass survey which will inform the plan making process. The target deadline for questions to be included in the survey will be the 15th February 2014.

4. Project Plan for Neighbourhood Plan

The initial project plan was received and noted.

A more detailed project plan with timescale and deadlines would be circulated as soon as possible.

5. Methods of public engagement and consultation

The following suggestions were made for methods of public engagement and consultation:

- i. Incorporate publicity into large public events that have already been organised e.g. Summer Festival, Annual Town Meeting 2014 (24th March)
- ii. A leaflet summarising the neighbourhood planning process and how to get involved with the Sevenoaks Town neighbourhood plan be produced to streamline the process of recruiting additional stakeholders to the plan making process.
- iii. Emphasis was placed on the need for good quality infographics to allow messages to be effectively communicated – possibly the production of videos if suitable.
- iv. Siting a caravan or similar in the middle of the Town Centre and staffing it with those versed in the neighbourhood plan making process and plans for Sevenoaks Town.
- v. There was a need to directly approach certain demographics to ensure an even balance of those responding to the consultation exercise.
- vi. A competition for children/youth

6. Discussions for moving forward

It was noted that the next step would be the initial meeting of Sub Committees and the recruitment of additional members to these.

Guidance notes on the management of Sub Committees will be issued in due course, it is envisaged that each Sub Committee will have a de facto leader to be tasked with the arranging meeting time and dates, and reporting back to the Steering Committee when appropriate.

The meeting concluded at 7:45pm