

Minutes of the Sevenoaks Town Neighbourhood Development Plan Steering Committee meeting held on the 3rd March 2014, 5:30pm, Sevenoaks Town Council Chamber.

In attendance:

Cllr Simon Raikes – Chairman	Sevenoaks Town Council / Sevenoaks District Council
Byron Brown	Bradbourne Residents' Association
Glenn Ball	Local Architect
Cllr Roger Walshe (left 6:25pm)	Sevenoaks District Council
Elizabeth Dolding	Sevenoaks and District Chambers of Commerce
Cllr Elizabeth Purves	Sevenoaks District Council
Geoff Brown	St Johns Residents' Association / Sevenoaks Allotment Holders Association
John Ingram	Bradbourne Residents' Association
Cllr Marilyn Canet	Sevenoaks Town Council
Cllr Robert Piper	Sevenoaks Town Council / Sevenoaks District Council
Cllr Avril Hunter	Sevenoaks District Council / Sevenoaks Town Partnership
Peter Moss	Sevenoaks Society
Hugh D'Alton	Planning Clerk Sevenoaks Town Council / Sevenoaks Town Partnership

Apologies: Roy Walker; Gareth Atkinson; Cllr Andrew Eyre; Cllr Richard Parry

1. Minutes of the previous meeting

The notes of the previous meeting held on 14th January 2014 were received and noted without modification.

2. Terms of Reference

2.1 Sub Committee Terms of Reference

It was noted that no individual Sub Committee had objected to the terms of reference when considered at the initial meeting of each Sub Committee.

The Committee received and approved the Sub Committee Terms of Reference.

2.2 Steering Committee Terms of Reference

The Committee received and approved the Sevenoaks Town Neighbourhood Development Plan Steering Committee Terms of Reference.

It was noted that the Terms of Reference would be reviewed by the Steering Committee periodically.

3. Membership of the Steering Committee

It was **RESOLVED that** the following representatives be assigned against spaces agreed at the last Steering Committee meeting:

It was noted that if the named representative was not able to attend another representative of the organisation could attend in their place.

Organisation	Spaces	Representative
Sevenoaks Town Council	3	Chairman of Planning – Cllr Raikes Chairman of Open Spaces & Leisure – Cllr Eyre Chairman of Finance & General Purposes – Cllr Piper (Where the Chairman is not available attendance will be delegated to the Vine Chairman of the relevant Committee)
Sevenoaks District Council	1	//Awaiting nomination//
Kent County Council	1	//Awaiting nomination//
Chamber of Commerce	1	Elizabeth Dolding
Sevenoaks Town Partnership	1	Cllr Hunter
Sevenoaks Society	1	Peter Moss
Sevenoaks District Seniors Action Forum	1	Cllr Canet
Sevenoaks Youth Council	1	//Awaiting nomination//
Specialised professionals / parishioners	6	Cllr Purves – Hollybush residents association Glenn Ball – Local Professional Geoff Brown Byron Brown Cllr Roger Walshe

4. Minutes of Sub Committee Meetings

The Committee received and noted the notes of Sub Committee meetings which had taken place since the previous meeting of the Steering Committee subject to the following amendments:

Item	Sub Committee	Date	Comments/Amendments
4.1	Education	11 th February 2014	None
4.2	Character of the Town	11 th February 2014	It was noted that proposals for a decked car park in Suffolk way would be detrimental to the arts quarter aspirations.
4.3	Leisure Sports, Green Spaces, Community, Health, Environment, and Sustainability.	12 th February 2014	A link be included to the Sevenoaks District Council Open Spaces study. It was noted that the Bradbourne Residents' Association were working on a paper concerning the refurbishment of the Bradbourne lakes. 3.3. Be modified read "...additional sites e.g. the site on the A25"
4.4	Housing	12 th February 2014	It was noted that Sevenoaks District Council Housing had responded positively to a request to be involved in the Plan process.
4.5	Transport	13 th February 2014	It was suggested that there should be greater focus on public transport networks in Sevenoaks especially bus services.
4.6	Economic Development	13 th February 2014	5.5 be modified to read "...what puts you off?"
4.7	Leisure Sports, Green Spaces, Community, Health, Environment, and Sustainability.	19 th February 2014	It was noted that Geoff Brown was in attendance, not Edward Oatley.
4.8	Character of the Town	25 th February 2014	On the topic of parking it was noted that Sevenoaks Town Centre should also provide

			for the needs of residents of neighbouring towns
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5. Logo and Branding

The Committee received and consider the proposed logo included in the agenda back papers.

There was a division of opinion as to whether the logo adequately represented the “Sevenoaks brand”. Suggestions were made that the logo should incorporate an Oak Tree / Leaves however it was noted that this would not set the logo apart from other organisations in Sevenoaks.

It was **RESOLVED that** the proposed logo be modified to include the outline of an English Oak leaf around the stylised image of the Town Centre and the arrows be removed. Any alternative designs should be forwarded to the Clerk as soon as possible to allow them to be taken into consideration.

6. Town Wide Questionnaire

6.1 Draft Questionnaire

The Committee received and considered the tabled draft questionnaire.

It was **RESOLVED that** the following amendments be made:

- i. Include a note that the Town Council would be willing assist anyone unable to fill in the questionnaire by themselves
- ii. Include a questions about primary school provision “if you have children in primary school how far do they have to travel to school from home? – *Frequency range*” “How do your children travel to primary school? – *list*”
- iii. Remove tick boxes from Q10 and replace with free text
- iv. Remove “affordable” from Q7 as it is a subjective term
- v. Modify question Q18 to read “local neighbourhood” rather than “local area” to help distinguish from Q17
- vi. Reverse order of Q17 and Q18
- vii. Remove reference to decked car parks in Q15
- viii. Remove tick box system from Q24 and Q28 to simplify. Provide free text box and give examples of sports clubs and community facilities.
- ix. Combine Q32 Q33 “What are your uses for green spaces in and surrounding the Town?” examples to be provided and response via free text box
- x. Modify Q34 to read “How do you see your use of green spaces changing over the next 15 – 20 years?” – *free text*
- xi. It was suggested that a question be included on tree provision in the Town however no suitable questions were put forward for this. Any suggestions should be forwarded to the Clerk asap
- xii. Modify Q36 to read “Are you a member of your local residents’ association or **representative group?**”
- xiii. Remove request for respondents to list organisations or groups from Q38 Q39 as it was considered too invasive.
- xiv. Ask for an estimation of the number of hours of voluntary work respondents carry out as part of Q38
- xv. Remove Q41 – Too invasive

- xvi. Remove Q44 – No justification for gathering of data
- xvii. Amend spelling mistake in Q45 “Practice” not “Practise”
- xviii. Amend Q43 to read “Tunbridge Wells Hospital” not “Pembury Hospital” and include a free text box for other facilities
- xix. Remove Q47 as subjective response would be less useful than statistics which were available
- xx. Amend Q54 to read “Should 3-4 **storey** homes...”
- xxi. Amend Q56 to read “**20mph**”
- xxii. Replace answering system of Q58 with free text and give examples
- xxiii. Remove Q61 as data can be obtained from Census
- xxiv. Reword Q62 “In 10 – 15 years how do you expect your car usage / ownership to have changed”, free text response, give examples e.g. electric cars, number of vehicles within household
- xxv. Amend Q66 to read “**Primary** work location”
- xxvi. Combine Q71 and Q72 “What sort of markets would you like to see in the town and where should they be located” give examples and provide free text response

6.2 Prize Draw / Incentive

The Committee noted that Sevenoaks Town Council would arrange for a suitable prize/ incentive to return completed questionnaires

7. Communications

The Committee noted an email from the Sevenoaks District Council planning team noting that due to pressures involved with the impending Allocations and Development Management DPD inspection there were reduced resources for supporting local neighbourhood planning projects.

8. Project Plan

The Committee noted the tabled project plan.

9. Community Engagement

The Committee received and noted the Draft Community Engagement Strategy.

10. Dates of future meetings

It was noted that a schedule of steering committee meetings would be set and circulated, where possible avoiding conflicts with Sevenoaks Town Council and Sevenoaks District Council meetings.

The meeting concluded at 6:53pm