

Minutes of the Sevenoaks Town Neighbourhood Development Plan Steering Committee meeting held on the 28th May 2014, 7pm, Sevenoaks Community Centre Bar Room.

In attendance:

Cllr Simon Raikes – in the Chair	Sevenoaks Town Council / Sevenoaks District Council
Elizabeth Dolding	Sevenoaks and District Chambers of Commerce
John Ingram	Bradbourne Residents' Association
Peter Moss	Sevenoaks Society
Simon Randall	Wildernesse Residents' Association
Linda Larter	Town Clerk, Sevenoaks Town Council
Hugh D'Alton	Planning Clerk, Sevenoaks Town Council / Sevenoaks Town Partnership
Geoff Brown	St Johns Residents' Association / Sevenoaks Allotment Holders Association
John Morrison	Sevenoaks Cycle Forum
Glenn Ball	Local Architect
Byron Brown	Bradbourne Residents' Association
Brian Whiteley	Planning Aid England
Cllr Canet	Sevenoaks Town Council
Cllr Parry	Sevenoaks Town Council/Kent County Council
Cllr Mrs Walshe	Sevenoaks Town Council
Cllr Roger Walshe	Sevenoaks District Council
Brian Whitely	Planning Aid England

Apologies: Cllr Purves, Cllr Eyre, Cllr Hogarth, Cllr Piper

The Committee received a talk by Brain Whiteley of Planning Aid England on the assistance which could be offered to the Sevenoaks NDP project. The following points were raised:

- Planning Aid England currently received funding from DCLG to provide their services to community groups and Councils undertaking neighbourhood plans / orders
- Planning Aid England were currently supporting approx. 50 plans within the South East at various levels within the process
- Planning Aid England are able to offer advice and support, but will not write the policies/plan
- There is a network of approx. 1000 volunteer planners (typically recent graduates), 100 of which are based within the South East who may be able to assist with policy aspects inc site allocations.
- Directly Planning Aid could assist with the following
 - Project Planning and review
 - Liaison with other local authorities / stakeholders e.g. SDC, KCC
 - Gathering of evidence to base policies on
 - Community Consultation exercises
- Planning Aid could organise a workshop focusing on Sustainability Appraisals though consultancy firm URS
- Average populations within defined Neighbourhood areas were approximately 7000, making Sevenoaks Town a relatively large designation at 20,000

It was suggested that those interested in finding out more about Planning Aid's work visit their website at: <http://www.rtpi.org.uk/planning-aid/>

1. Declarations of Interest

None

2. Minutes of the previous meeting

The notes of the previous meeting held on 3rd April 2014 were received and noted subject to the modification of the date of the last meeting to read “3rd March 2014” and the noting of Cllr Mrs Walshe’s apologies.

3. Changes to Membership of the Steering Committee

None.

4. Questionnaire

The Committee noted that:

- Approximately 700 responses had been received to the NDP Questionnaire
- There had been issues with the consistency of the distribution company, and that where the Town Council was made aware of issues these had been rectified as soon as possible

Concerns were raised with regards to the length and nature of the questions, the Committee was reminded that the Questionnaire was created by compiling the questions each of the individual Sub Committees put forward.

In light of the delivery issue it was **RESOLVED** that the period for response be extended until the 14th June 2014.

5. Children’s Competition

The Committee noted that the winners of the NDP Children’s competition had been awarded prizes by the Mayor of Sevenoaks at the Sevenoaks Town Council Annual Meeting.

It was suggested that in similar exercises in the future more notice be given if possible to allow teachers to fit the competition into lesson plans.

6. Wildernesse Estate

The Committee received and considered the notes of the telephone meeting held on 22nd May 2014.

It was noted that:

- The Wildernesse Residents’ Association had been in dialogue with Seal Parish Council seeking to incorporate the remaining 35 houses on the Wildernesse Estate into the Sevenoaks Town NDP area.
- Advice from Planning Aid and Sevenoaks District Council indicated that any such modification to the designated area would be subject to a new public consultation exercise and would require authorisation from Seal Parish Council.
- Simon Randall of the WRA would contact DCLG with regards to a section of the Localism Act the WRA believes would enable the modification of the boundary without reopening the consultation process

It was **RESOLVED that** the preferred options were:

- subject to confirmation from DCLG that the modification was possible without reopening the public consultation process and Seal Parish Council confirming they were amenable to the remaining 35 houses being included within the Sevenoaks Town Neighbourhood Area designation this option be pursued
- If the above it not possible then the prospect of a Wildernessee Estate Neighbourhood Development Order be brought back for discussion.

7. Intergrated Transport

The Committee received and considered the tenders for the Car Parking Audit / Integrated Transport project commissioned by Sevenoaks Town Council.

It was noted that:

- Initially the project had been commissioned as a car parking audit, but had developed into an project looking at integrated transport within Sevenoaks including: parking, private cars, public transport, pedestrian access, and cycling among others
- The project had been commissioned by Sevenoaks Town Council and while the Committee's views were being sought they were not binding
- As certain key sites were developed in the Town there would be a knock on impact on transport, major development sites would be brought to the attention of the successful bidder

It was **RESOLVED that** following discussion of the tenders at the Sevenoaks Town Council Finance and General Purposes meeting on the 16th June 2014 the Transport Sub Committee be invited to be involved in the oversight of the Integrated Transport project.

8. Any other Business

Thanks were extended to Brian Whitely of Planning Aid for his attendance at, and participation during the meeting.

9. Dates of future meetings

It was noted that following dates had been set for future Steering Committee meetings, and that all meetings would begin at 7pm unless otherwise indicated:

- a. 1st July 2014 – Sevenoaks Town Council Chamber
- b. 12th August 2014 – Sevenoaks Town Council Chamber
- c. 23rd September 2014 – Sevenoaks Town Council Chamber
- d. 18th November 2014 – Sevenoaks Town Council Chamber

Meeting concluded at: 8:14pm