

Minutes of the Sevenoaks Town Neighbourhood Development Plan Steering Committee meeting held on the 12th August 2014, 7:00pm, Sevenoaks Town Council Offices

In attendance:

Cllr Hogarth – Chairman	Sevenoaks Town Council / Sevenoaks District Council
Cllr Canet	Sevenoaks Town Council / Sevenoaks Seniors District Action Forum
Cllr Hunter	Sevenoaks Town Partnership / Sevenoaks District Council
Cllr Purves	Hollybush Residents' Association / Sevenoaks District Council
Cllr Raikes	Sevenoaks Town Council / Sevenoaks District Council
Cllr Eyre	Sevenoaks Town Council / Sevenoaks District Council
Cllr Parry (arr7:03pm)	Sevenoaks Town Council / Kent County Council
Cllr Piper (arr7:10pm)	Sevenoaks Town Council / Sevenoaks District Council
Simon Randall	Wildernes Residents' Association
Geoff Brown	Hollybush Residents' Association
John Morrison	Hollybush Residents' Association
Brian Whiteley	Planning Aid England
Peter Moss	Sevenoaks Society
Byron Brown	Bradbourne Residents' Association
John Ingram	Bradbourne Residents' Association
Linda Larter	Sevenoaks Town Council
Hugh D'Alton	Sevenoaks Town Council

Apologies: Cllr Roger Walshe, Cllr Mrs Pam Walshe

1. Declarations of Interest

None

2. Minutes of the previous meeting

The notes of the previous meeting held on 1st July 2014 were received and noted with the following modifications:

- i. Roger Lee was representing the Hollybush Residents' Association
- ii. John Ingram was representing Bradbourne Residents' Association

3. Changes to Membership of the Steering Committee

It was noted that a nomination from Sevenoaks District Council was being sought.

4. Questionnaire

The committee received and noted that results for all non free text questions had now been digitised and tabulated against demographic information. Free text responses were still in the process of being digitised, with a timescale of another 3-4 weeks before completion.

It was noted that the raw data was not easily accessible, and that graphs and charts would be produced from the data.

A flowchart setting out the next steps in the NDP project was tabled, and it was noted that the following individual Sub Committees would be reconvened in early September to consider responses to the questionnaire and begin to draft objectives:

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

5. Integrated transport project

It was noted that contractors had been invited to attend a meeting on either the 19th or 20th August 2014 for an initial meeting with members of the Neighbourhood Plan project. It was requested that a pre meeting be arranged to enable discussion prior to the contractor arriving.

It was noted that while the project had initially begun as an independent investigation into the car parking situation within Sevenoaks Town, following discussions as part of the NDP

process it had grown to encompass an integrated transport brief covering other modes of transport including trains, cycling, park and ride, walking and buses.

Once the date had been agreed with contractors it would be circulated to all NDP members.

Following the meeting it was noted that papers had not been updated to reflect the new independent transport brief, despite it being communicated to potential contractors, leading to confusion during the meeting. Sevenoaks Town Council apologises for any confusion that may have arisen due to this oversight.

6. Next Steps

It was noted that the next step would be the reformation of Sub Committees who would meet in early September to consider responses to the questionnaire and draft objectives.

It was noted that all Sub Committee meetings were open to anyone who wished to attend. The initial list of Sub Committee Members would be included within with the minutes.

7. Any other Business

Bradbourne Lakes

It was noted that Thames Water had emptied the silt traps at Bradbourne Lakes and would be monitoring how long they took to fill up. Some concerns were expressed with regards to commitments SDC had made to the project and District Members present offered to look into this.

Planning Aid Volunteers

Brian reported that two possible volunteer planners had been recruited who could assist with policy drafting exercises.

8. 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. 23rd September 2014 – Sevenoaks Town Council Chamber
- b. 18th November 2014 – Sevenoaks Town Council Chamber

Meeting concluded at: 8:05pm