

Minutes of the Sevenoaks Town Neighbourhood Development Plan Steering Committee  
meeting held on the 23<sup>rd</sup> May 2016, 5:30pm, Sevenoaks Town Council Offices

**In attendance:** Cllr Piper (Chairman), Cllr Arnold (Vice Chairman), Helen French (SDC), Simon Taylor (SDC), Glenn Ball, Sarah Davidson, Cllr Canet, Cllr Clayton, John Ingram, John Morrison, Geoff Brown, Avril Hunter, Cllr Purves, Elizabeth Dolding, Cllr Walshe (arrived 5:35pm), Roger Walshe (arrived 5:35pm), Hugh D'Alton.

**Apologies:** Flora Hill, Byron Brown, Peter Ashwell

**1. Declarations of Interest**

None

**2. Minutes of the previous meeting**

The minutes of the meeting held on the 11<sup>th</sup> April 2016 were received and approved subject to it being noted that Geoff Brown was in attendance.

**3. Call for Small sites**

It was noted that no qualifying sites had been submitted to the Town Council's call for small sites.

It was agreed that the call should remain open, and that a further round of publicising be carried out. Sevenoaks District Council may be able to promote via their own lists.

It was further noted that the submissions made to Sevenoaks District Call for sites would be made public on the 11<sup>th</sup> June 2016.

**4. Place making workshop**

Helen French and Simon Taylor from Sevenoaks District Council's Planning Policy Team conducted a place making workshop in which attendees were split into two groups who looked in turn at features which should be preserved in the Town, and then at areas where improvement could be made.

Any notes from the workshop would be circulated to members of the neighbourhood plan group at a later date.

The results of the place making workshop will help to influence both policies in the neighbourhood development plan and also the District Council's new Local Plan.

**5. Dates of future meetings**

It was noted that following dates had been set for future Steering Committee meetings, and that all meetings would typically begin 6pm and finish at 6:55pm. All of these meetings are open to the general public who are encouraged to attend.

1<sup>st</sup> August 2016  
30<sup>th</sup> August 2016  
10<sup>th</sup> October 2016  
21<sup>st</sup> November 2016  
16<sup>th</sup> January 2017  
27<sup>th</sup> February 2017  
10<sup>th</sup> April 2017  
22<sup>nd</sup> May 2017

**Meeting concluded at: 6:50pm**