

Minutes of the Sevenoaks Town Neighbourhood Development Plan Steering Committee meeting held on Tuesday 30th August 2016, 6:00pm, Sevenoaks Town Council Offices

In attendance: Cllr Piper (Chairman), Cllr Raikes, Cllr Towell, Cllr Arnold, Cllr Clayton, Cllr Chakowa, Cllr Schneider, Cllr Parry, Cllr Mrs Parry, Cllr Walshe, Cllr Hunter, Roger Walshe, Barry Vanns, Geoff Brown, John Morrison, Tim Pearce, Sarah Williams, Chris Lamb, Linda Larter, Hugh D'Alton, 3 additional members of the public.

Apologies: Cllr Eyre, Cllr Hogarth, Cllr Purves, and Elizabeth Dolding.

1. Declarations of Interest

None

2. Minutes of the previous meeting

The minutes of the meeting held on the 1st August 2016 were received and approved subject to it being noted that Cllr Mrs Walshe had sent her apologies for the meeting.

3. Design Review Panel

The Committee received a presentation from Sarah Williams (Local Architect) and Chris Lamb (Design South East) on the benefits of incorporating Design Review into the development process.

The presentation slides will be circulated with the minutes and made available to view online.

The following topics were discussed:

How does the design review panel interact with Local Authority planners?

The case officer is normally present for the meeting of the design review panel to give them insight into the panel's discussion. The feedback from the design review panel is not binding, it is informative, but will form a part of the case officer's final report.

How do Design South East recruit panel members?

There is a regular call for new members, and current members must reapply for their position. Design South East work to ensure that the makeup is as diverse as possible e.g. background, age, professional specialisation.

Who pays for the work of the panel?

In most cases the developer pays for the panel to comment on their application during the pre application stage. Exceptions would be where the local authority is the landowner, in joint ventures, or assessment of documents other than planning applications.

What are the benefits of using Design South East's service compared to the formation of a local panel?

It was noted that the discussion at the meeting was on the concept of the design review process, not on who should provide the administration.

It was noted that Design South East could offer: A wider pool of members, a bespoke panel to suit the project, full administration of the panel, guaranteed impartiality, a strong background of performing similar work across the South East, London, and the East of England.

It was **RESOLVED** that the Steering Committee supports a policy requiring developers to go through a design review process when bringing forward planning applications for specific sites within the Town due to their prominent, important, or sensitive location, or their size.

4. Neighbourhood Plan vision

The Committee received and considered the draft vision statement, which sought to incorporate all consultation and discussion to date.

It was **RESOLVED that** the vision statement be adopted.

5. Northern Sevenoaks Master Plan

The Committee noted that the project had been put out to tender. To date the project had gathered significant interest, with over 3000 views on the Contract Finder website. The deadline for tender submissions was the 16th September 2016.

It was noted that Cllr Piper had attended a recent meeting of the Greatness Integrated Waste Management Facility Site Liaison Group, and that there were currently no plans to allow public access when the landfill is closed in 2019, however there was scope to renegotiate this with Kent County Council. It was noted that both the Town Council and Neighbourhood Plan Steering Committee believed there was a strong rationale for the delivery leisure provision and associated infrastructure on the site.

8. 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 unless otherwise noted.

All of these meetings are open to the general public who are encouraged to attend.

10th October 2016
21st November 2016
16th January 2017
27th February 2017
10th April 2017
22nd May 2017

Meeting concluded at: 7:10pm