

APPOINTMENTS TO OUTSIDE ORGANISATIONS - SEVENOAKS TOWN NEIGHBOURHOOD DEVELOPMENT PLAN STEERING COMMITTEE

Council - 21 February 2017

Report of Chief Officer Corporate Services

Status For Decision

Key Decision No

Portfolio Holder Cllr. Fleming

Contact Officer Vanessa Etheridge, Ext. 7199

Recommendation to Council: That Councillor Hogarth be appointed to serve on the Sevenoaks Town Neighbourhood Development Plan - Steering Committee.

Reason for recommendation: to take up the opportunity provided by Sevenoaks Town Council.

Introduction and Background

- 1 The District Council has been asked to consider appointing a representative to the Sevenoaks Town Council's, Sevenoaks Town Neighbourhood Development Plan Steering Committee. The Terms of Reference are attached.
- 2 This report seeks authorisation to appoint Councillor Roddy Hogarth as the Sevenoaks District Council representative.

Key Implications

Financial

None directly arising from this report. Members are allowed to claim expenses as per Appendix G- Members Allowance Scheme.

Legal Implications and Risk Assessment Statement

Appointments to represent the Council on outside bodies are made in accordance with s.111 Local Government Act 1972 where the Council is satisfied that such appointments are necessary to, conducive to, or calculated to facilitate the discharge of their statutory functions. In not appointing to this Outside Body the Council's designated representation on the organisation would not be fulfilled.

Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Appendices

Sevenoaks Town Neighbourhood Development
Plan Steering Committee - Terms of Reference

Background Papers

[Council's Constitution](#)

Jim Carrington-West
Chief Officer Corporate Services

Updated 16/11/16 HD

Terms of Reference for the Sevenoaks Town Neighbourhood Development Plan Steering Committee

Introduction: At the Sevenoaks Town Council Annual Town Meeting held on 15th April 2013 members of the public signalled their support for Sevenoaks Town Council to begin work on a Neighbourhood Development Plan, which would set out the communities' vision for Sevenoaks over the next 15-20 years and help to guide development. A Steering Committee made up of key local stakeholders and members of the local community was formed to oversee the creation of a draft plan which will then be put to public referendum (Residents within the Sevenoaks Town administrative boundary will be eligible to vote).

1. Naming and role

1.1. The Committee will be referred to as the "Sevenoaks Town Neighbourhood Development Plan Steering Committee" - STNDP

1.2 The Committee will be responsible for:

- i. Operational oversight of the Sevenoaks Town Neighbourhood Development Plan Project
- ii. Ensuring that the aims and targets set out in the Community Engagement Strategy are met.
- iii. Actively promoting the Neighbourhood Plan process to residents, local businesses, and stakeholders to encourage participation in the project and the sharing of views
- iv. The production and analysis of a Town wide questionnaire
- v. Assessing existing evidence bases which will impact the development Sevenoaks during the plan period
- vi. Consulting on emerging policies which are likely to be included in the draft plan
- vii. The production of the draft Neighbourhood Development Plan Document and any subsequent modifications prior to referendum

2. Membership

2.1 The Steering Group shall be made up of Local Stakeholders, Residents, and Professionals

2.2 Members of the Steering Committee shall be, as far as possible, representative of the demographics within Sevenoaks Town

2.3 At the Steering Committee formation meeting held on 14th January 2014 the following membership allocations were approved:

Organisation	No. Spaces allocated
Sevenoaks Town Council	3
Sevenoaks District Council	1
Kent County Council	1
Chamber of Commerce	1
Sevenoaks Town Partnership	1
Sevenoaks Society	1
Sevenoaks District Seniors Action Forum	1
Sevenoaks Youth Council	1
Specialised professionals / parishioners	6

2.4 The Steering Committee may expand this list to encompass other relevant local stakeholders where it considers appropriate.

2.5 Where members of the Steering Committee are representatives of an organisation it is the responsibility of the individual member to ensure that they have obtained the necessary consent of their organisation.

2.6 All meetings of the Steering Committee will be open to members of the public who wish to attend.

2.7 Members of the Public in attendance at Steering Committee meetings shall be free to contribute to the discussions taking place however will not hold voting rights.

2.8 Members of the Steering Committee must disclose any personal or financial interests which may conflict or coincide with the topics being considered as part of the Sevenoaks Town Neighbourhood Development Plan

3. Governance and decision making

3.1 The Steering Committee will be chaired by the Chairman of the Sevenoaks Town Council Planning Committee.

3.2 If the Chairman is not able to be present meetings shall be chaired by the Deputy Chairman of the Planning Committee, if neither is present members shall elect a Chairman for the meeting from those present

3.3 Decisions will be made by the consensus of formal Steering Committee members present at the meeting, where a vote is tied the Chairman will have the casting vote

3.4 All decisions are subject to the ratification by the Sevenoaks Town Council Planning Committee, who are the qualifying body in legislation charged with the delivery of the Neighbourhood Development Plan.

4. Meetings

4.1 Meetings of the Steering Committee will typically be held at 6pm in the Sevenoaks Town Council Chamber where possible

4.2 The Steering Committee will aim to meet with a frequency not less than once every 8 weeks.

4.3 Additional meetings may be arranged by the Chairman in liaison with Sevenoaks Town Council subject to at least 5 working days' notice being given prior to the date of the meeting to allow for adequate publicity.

5. Record keeping

5.1 The Town Council will endeavour to have an Officer present at all meetings of the Steering Committee who will be responsible for the production of minutes.

5.2 Minutes of meetings will be publically available and will be publicised on the Sevenoaks Town Neighbourhood Plan website.

5.3 Agendas for Steering Committee meetings will be circulated via email to all who have expressed an interest in the Neighbourhood Plan Process. Paper copies will be made available at the meeting.

6. Modifications to Terms of Reference

6.1 The Steering Committee shall review its Terms of Reference throughout the project and amend as it deems fit. Any Amendments to the Steering Committee Terms of Reference will require the agreement of Sevenoaks Town Council prior to taking effect.