

Sevenoaks Town Team Executive Board Meeting

6:30pm: Wednesday 10th April 2024

To be held at
The Council Chamber, Sevenoaks Town Council, Bradbourne Vale Road TN13 3QG

Executive Board

Representing	Number	Current Member	Current Organisation
Sevenoaks Town Council	4	Cllr Chloe Gustard Cllr Victoria Granville-Baxter Linda Larter MBE Mike Reid	CEO / Town Clerk Town Team Facilitator
Sevenoaks District Council	1	Cllr Graham Clack	
Kent County Council	1	Cllr Streatfeild MBE	
Transport	3	Cllr Tony Clayton (Chair) Austin Blackburn Gemma Louro	Sevenoaks Rail Travellers Association Go Coach Southeastern
Leisure Facilities	3	Shane Smith Andrew Eyre Hannah Kay	Leisure Centre Stag Knole
Chamber of Commerce	1	Dawn Blee CEO	
Blighs Meadow	1	Stephen Butler	Workman plc
Sevenoaks Chronicle	1	None available	
Sevenoaks Society	1	Geraldine Tucker	
Large Business	2	Maxine Morgan (Vice-Chair) Elizabeth Dolding	Specsavers Warners Solicitors
Small Independent Business	2	Roberta Ware Glenn Ball	Francis Jones Jewellers Local Architect
Residents Associations	3	Elizabeth Purves Helen O'Sullivan Byron Brown Avril Hunter	Hollybush RA Eardley Road RA Bradbourne RA Redlands RA
Round Table	1	Vacant	
Police	1	Nick Hubbard/Tom Costin	Kent Police
Sevenoaks District Seniors Action Forum	1	Cllr Merylyn Canet	
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AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Minutes

To receive and approve the minutes of the Sevenoaks Town Team Board Meeting held on 21st February 2024 (copy attached)

4. **Business Improvement District (BID). The timeline for progressing.**

22 nd April	Sevenoaks Town Council to consider <ul style="list-style-type: none"> • Funding BID Buddy assistance @ £10,000 • Funding BID temporary administrative assistance @ £13,000
23 rd April	Assuming above is agreed, an order given to British BIDS to purchase the BID Buddy service and the recruitment for a temporary member of staff to begin.
7 th June	Sevenoaks Business Show Ben Collins and Lucy Stanford, both directors of British Bids will be speaking on the subject. <i>The activities of a BID are determined by its members. The Show will be an early opportunity seek opinions as people will be asked “What do you want the BID to achieve for Sevenoaks?”</i>

5. **Sevenoaks Business Show 2024**

Arranged for Friday 7th June 2024 with 19 stands taken to date. The main sponsor is Clive Emson Auctioneers with FM Conway, Berry & Lamberts, Specsavers, Sevenoaks Chamber and STC supporting too.

The speakers are from British Bids, and Mark Perkins of Insight 6 about mystery shopping.

6. **Sevenoaks Master Plan.**

A Town Council report forms an appendix to this agenda.

7. **Shop occupancy**

The survey undertaken in Feb/March 2023 has been revisited and the results for March 2024 are appended. It is now more correctly titled “Sevenoaks ground floor commercial premises

occupancy report 2024". Since undertaking this year's survey there have been some further changes:

- SPN Sevenoaks in London Road has closed
- The Royal Oak Hotel has been sold to a residential developer
- Work at the former Tesco site in the High Street has now commenced
- The former Knobbly Knees and neighbouring shop in London Road are being converted into a single unit by new owners, Premier Security
- Hoads in London Road has been sold and is being stripped out.

8. Holly Party

Further to observations from some retailers this year the event is moved from a Friday to Saturday 7th December. The main entertainment will be an Abba tribute band.

9. Lighting The Vine

A report will be given at the meeting.

10. Sevenoaks Summer Festival 2024

This event is going to take place over the period Saturday 22nd June to Sunday 7th July, organised by Ray Russell & John Levett. The main sponsor is Tarmac.

11. Members Organisations

To receive updates from Team members and their organisations' activities.

12. Date of Next Meeting

Date to be announced.

ANNEXE

Report to Sevenoaks Town Council on the Masterplans for Town Centre & St John's Hill

In May 2023 following a public referendum the Sevenoaks Town Neighbourhood Plan was adopted and has now become part of the statutory development plan for Sevenoaks. The Neighbourhood Plan sets out a future vision for the town and includes a number of objectives and policies to deliver the vision.

The Town Council is now moving forward with the next steps to delivering this vision and has commissioned the preparation of a masterplan for Sevenoaks town centre and a separate masterplan for the St. John's Hill area. These masterplans will provide spatial visions for these important parts of the town and progress some of the objectives and policies in the Neighbourhood Plan. This will include for instance preparation of design guidance for particular sites, consideration of the opportunities to improve the pedestrian environment and reduce the impact of traffic in the centre, and the potential to better link or enhance cultural attractions and to introduce more green infrastructure (for instance street trees, planting, and rain gardens) and enhance biodiversity in the centre.

The masterplans will be prepared collaboratively with the input of many people and organisations that care about and have an interest in Sevenoaks.

We have appointed masterplanners Urban Initiatives Studio to prepare the masterplan and they will facilitate the workshop with support from transport and public realm experts, Urban Movement. They will outline the purpose, scope, and timescales for preparing the masterplan and how you can get involved and shape its content. Following a brief introduction our consultants will lead, weather permitting, a 'Placecheck exercise' in the town centre to explore what works well and what works less well. We will then hold round table discussions to agree the future vision for the town and the issues and opportunities that the masterplan should seek to address.

At the previous Town Team meeting Sevenoaks Town Council provided an update including the specification for its proposals for two Masterplans for the Town Centre & St John's Hill. The Town Council are starting to put in place arrangements to progress the Masterplan(s). Please see outline of this below.

- UIS will be holding a meeting and discussion with STC Councillors in the near future.
- It is hoped that a separate online meeting will be held with Town Team members.
- UIS will be contacting as many people as possible on the contact list STC have supplied for one to one discussions via zoom calls.
- At present there are 3 initial Stakeholder meetings to be arranged:
 - i) Town Centre - At Stag Tuesday 23rd April 4 – 7 p.m.
 - ii) St John's Hill – At STC Offices Tuesday 30th April 4 – 7 p.m.
 - iii) Cultural Quarter – details tbc.
- All of the above and potentially more will be fed into a first draft document and plans for public consultation.
- UIS will be attending the Sevenoaks Business Show on 7th June 2024 to engage further with local businesses about the Masterplans.
- STC have provided SDC with all details and specification of its Masterplan(s) proposals as requested. It was agreed that SDC would share with STC its proposals and a coordination would be made between the two authorities' consultants.