

## Sevenoaks District Plan 2040 – Regulation 18 (Part 2) Consultation Plan

Thursday 23<sup>rd</sup> November 2023 – Thursday 11<sup>th</sup> January 2024 (7 weeks)

The Consultation will run for 7 weeks between 23<sup>rd</sup> November and 11<sup>th</sup> January. This exceeds the minimum consultation period of 6 weeks, as set out in our Statement of Community Involvement (SCI), in order to account for the consultation running over the Christmas period.

### How to Respond

The consultation will be hosted and run via our online consultation database, Citizenspace. Stakeholders will be able to respond to as little or as many questions as they decide.

Our preferred method of response will be online via the consultation portal. Where able, we will be expecting respondents, and in particular organisations, to respond via our consultation portal. Where necessary, comments will also be accepted by email or post via the details below, where necessary:

- [Planning.policy@sevenoaks.gov.uk](mailto:Planning.policy@sevenoaks.gov.uk);
- Strategic Planning Team, Council Offices, Argyle Road, Sevenoaks, Kent, TN13 1HG

Printable versions of the response form will be made available to download from our website and will be provided to all Libraries and Town and Parish Councils across the District.

### Publication

We will work with the Communications Team to put together a Social Media campaign, including targeted posts on Facebook, Twitter, Instagram and LinkedIn. This will include regular posts throughout the consultation period.

We will also organise a Public Notice, as well as an article in the Sevenoaks Chronicle to publicise the consultation. An article has also been prepared for the winter edition of InShape, which will be delivered to all households within the District.

Commuters are seen as a hard to reach group, and therefore posters and leaflets (where possible) will be placed at the key commuter stations within the District, publicising the consultation.

A hard copy document, along with posters, postcards and leaflets will be delivered to all libraries and town and parish councils in the District, ahead of the start of the consultation. They will also be provided with further information on the consultation, including a link to the printable response form.

A non-technical summary leaflet will be prepared to summarise the consultation contents, in a more accessible format to the full-technical document.

Similar to last year, we will prepare a promotional video for the upcoming consultation, which will be published online, and use via social media. The video can also be played in meetings, pop-up sessions and at engagement events throughout the consultation period.

A QR code will be created and included on all posters, postcards and leaflets. This will link directly to the consultation online.

A frequently asked questions (FAQs) document will be created and distributed to Town and Parish Councils and Libraries, as well as with our Customer Solutions team. This will also be made available on the Plan 2040 pages of our website.

### Stakeholder Engagement

It is proposed that the Strategic Planning Team will host 6 Pop-Up Sessions as set out below:

- Sevenoaks – Monday 4<sup>th</sup> December 2023 (4.30-7.30pm)
- Edenbridge – Wednesday 6<sup>th</sup> December 2023 (4.30-7.30pm)
- Swanley – Monday 11<sup>th</sup> December 2023 (4.30-7.30pm)
- West Kingsdown – Tuesday 12<sup>th</sup> December 2023 (4.30-7.30pm)
- Westerham – Wednesday 13<sup>th</sup> December 2023 (4.30-7.30pm)
- Sevenoaks – Tuesday 9<sup>th</sup> January 2024 (4.30-7.30pm)

Officers will run engagement sessions with students in secondary schools, in order to capture responses from young people, who are considered a hard to reach group. Contact will be made with all state secondary schools across the District to organise engagement sessions. The sessions will likely include a short, non-technical presentation and a consultation activity.

Officers will also make contact with Scout and Girl Guiding groups and youth forums across the District, in order to engage them in the upcoming consultation. Materials will be provided to participating groups, including a link to the consultation video, a short, non-technical presentation and a consultation activity.

Gypsy and travellers are considered a hard to reach group. A specific consultation leaflet will be created to set out the Plan 2040 policies for the Gypsy and Traveller community. Targeted consultation will be carried out, by distributing these leaflets specifically to our Gypsy and Traveller sites, as well as providing these to Town and Parish Councils and Libraries across the District.

We will inform all Councillors and Town and Parish Councils when the Development and Conservation Advisory Committee (DCAC) papers are made publically available.

We will engage with local Members of Parliament throughout the consultation process

### Duty to Co-operate

We will engage with our 8 neighbouring authorities and KCC, together with prescribed bodies, during the consultation period, including member level engagement.

We will host joint (virtual) meetings with our other DTC authorities (Dartford, Gravesham, Wealden, Tandridge, Bromley and Bexley), the prescribed bodies, and members and their counterparts, in November/December.

Officer will attend the Local Strategic Partnership meeting, to provide an update on the emerging Local Plan process and give an outline of the consultation.