

30th January 2024



You are summoned to attend a meeting of Sevenoaks Town Council's **PLANNING COMMITTEE**, to be held at **7pm** at the Town Council Chambers on **Monday 5th February 2024**.

Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note that the proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: https://youtube.com/live/voZt_mQ7C_0? may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by request. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.

Please note that the Planning Committee forward recommendations as a statutory consultee to the local Planning Authority, and therefore the final responsibility for approving or refusing an application rests with Sevenoaks District Council. Sevenoaks Town Council receives 25% of all Community Infrastructure Levy (CIL) payments made by developers to the District Council on new developments in Sevenoaks Town. [Click here](#) to find out more about CIL charges and when they apply.

For more information on the role of the Planning Committee, as well as policies which provide a reference point of preferred practices and key considerations of the Planning Committee when making its recommendations, please [click here](#).

Town Clerk

To assist in the speedy and efficient despatch of business, members wishing to obtain factual information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

Committee Members

Cllr Ancrum

Cllr Layne

Cllr Camp – **Chair**

Cllr Dr Canet

Cllr Clayton – Leader

Cllr Daniell

Cllr Dr Dixon

Cllr Granville

Cllr Gustard

Cllr Michaelides

Cllr O'Hara

Cllr Shea – Mayor

Cllr Skinner OBE

Cllr Varley – **Vice Chair**

Cllr Willis

Cllr Wightman – Deputy Leader

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577
email: council@sevenoakstown.gov.uk
web: sevenoakstown.gov.uk



PUBLIC QUESTION TIME

To enable members of the public to make representation or to put questions to the Committee on any planning matters, with the exception of individual planning applications which will be considered under a later agenda item.

AGENDA

1 APOLOGIES FOR ABSENCE

To receive and note apologies for absence.

2 REQUESTS FOR DISPENSATIONS

To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).

3 DECLARATIONS OF INTEREST

To receive any disclosures of interest from Members in respect of items of business included on the agenda for this meeting.

4 MINUTES

a) To receive and agree the Minutes from the Planning Committee Meeting held on 22nd January 2024.

b) To receive and note the Minutes from the STNP Monitoring and Implementation Group meeting held on 22nd January 2024, and to agree the following actions* recommended by the Group:

- i) To note Sevenoaks Residential Character Area Assessment locations where trees and hedgerows contribute significantly in the Planning Committee's responses to planning applications.
- ii) Liaise with Kent Wildlife Trust regarding STNP objectives.
- iii) Community Asset nomination for the land proposed for future allotments to be prioritised.
- iv) Biodiversity policy L1 to be strengthened as indicated.
- v) Policy L7 to include reference to Millpond.

c) Actions b.i.-b.iii. recommended for immediate pursual, and actions b.iv.-b.v. recommended for inclusion in the 5-year review of the STNP.

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5 TEMPORARY ROAD CLOSURE – HILLINGDON AVENUE:
12TH FEBRUARY 2024 FOR 5 DAYS

a) The above road will be closed outside number 4A.

b) The alternative route via Hillingdon Avenue, B2019 Seal Hollow Road, Bayham Road, Quakers Hall Lane, A225 St Johns Hill, A25 Seal Road and vice versa. Pedestrian access will be maintained during the works.

c) Up to date information on these works can be found via the following link:

<https://one.network/?tm=136485902>

6 NATIONAL PLANNING POLICY FRAMEWORK DECEMBER 2023 UPDATE

a) To receive notice that the National Planning Policy Framework (NPPF) was updated in December 2023.

b) To receive and note the December Planning Newsletter from the Department of Levelling Up, Housing and Communities, which provides a summary of the changes made.

c) To note that further information is available via the Written Ministerial Statement published on 19th December 2023, available via the following link:

<https://questions-statements.parliament.uk/written-statements/detail/2023-12-19/hcws161#:~:text=In%20summary%2C%20the%20new%20NPPF,local%20plans%20from%20annual%20updates>

7 PRE-SUBMISSION DRAFT OF THE KENT MINERALS AND WASTE LOCAL PLAN 2024-39

a) To receive notice that the Pre-Submission Draft of the Kent Minerals and Waste Local Plan 2024-39 has been published for a six week period from Wednesday 17th January 2024 to Thursday 29th February 2024.

b) To receive copy of statement of procedure and guidance on making representations.

c) To decide whether STC provide a response to the consultation, which seeks views on soundness, as well as general advice.

8 DECISION NOTICES ON PLANNING APPLICATIONS COMMENTED ON BY SEVENOAKS
TOWN COUNCIL

To receive and note decisions made by Sevenoaks District Council on applications considered by Sevenoaks Town Council's Planning Committee – between the two weeks ending 29th January 2024.

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9 PLANNING APPLICATIONS

- a) The meeting will be adjourned to enable members of the public, by prior arrangement, to speak on individual planning applications which are on the current agenda.

Members of the public wishing to speak and address the Planning Committee must register to do so with the Town Council by 12 noon on the date of the meeting, stating that they wish to speak. The Town Council permits one person to speak in favour and one against each Planning Application on a first registered basis. For more details [see here](#).

- b) The meeting will be reconvened to consider planning applications received during the two weeks ending 29th January 2024.

10 PRESS RELEASES

To consider any item in this report that would be appropriate for a press release.

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Minutes of the Sevenoaks Town Council PLANNING COMMITTEE meeting held on Monday 22nd January 2024 at 7:00pm at the Town Council Chambers. Livestreamed and available on You Tube until Minutes are accepted by Town Council Meeting:

<https://youtube.com/live/sBvKk4GYz1g>

Present:

Committee Members

Cllr Ancrum	Apologies	Cllr Gustard	Present
Cllr Layne	Apologies	Cllr Michaelides	Present
Cllr Camp – Chair	Present	Cllr O’Hara	Present
Cllr Dr Canet	Remote Attendance*	Cllr Shea – Mayor	Apologies
Cllr Clayton – Leader	Present	Cllr Skinner OBE	Apologies
Cllr Daniell	Present	Cllr Varley – Vice Chair	Present
Cllr Dr Dixon	Present	Cllr Willis	Present
Cllr Granville	Present	Cllr Wightman – Deputy Leader	Present

Also in attendance:

Town Clerk
 Planning Committee Clerk

*Members attending via Zoom took part in the discussion but were not permitted to vote on matters under consideration, legally they do not constitute as being “present” at the meeting.

Prior to the commencement of the meeting, Cllr O’Hara was presented with a certificate by the Chair, acknowledging his successful attainment of Carbon Literacy Certification.



PUBLIC QUESTION TIME

None.

625 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

626 DECLARATIONS OF INTEREST

Cllr Willis declared that he had a non-pecuniary interest in the following plan:

- [Plan no. 9] 23/03714/FUL – Sevenoaks School, Solefields Road.

627 DECLARATIONS OF LOBBYING

None.

628 MINUTES

a) The Committee received the MINUTES of the Planning Committee Meeting held 8th January 2024.

It was RESOLVED that the minutes be approved.

629 APPEALS

The Committee noted that the following appeal had been DISMISSED and planning permission refused by the Planning Inspector on 6th December 2023:

APP/G2245/D/23/3317507: 22/02628/HOUSE – Gable Cottage, Fig Street

630 HAS MADE DOCUMENTS FOR AMENDMENT 3: A SPEED LIMIT ON VARIOUS ROADS, SEAL IN THE DISTRICT OF SEVENOAKS

a) The Committee received notice that Kent County Council (KCC) had officially made the following order to reduce the speed limit from 40mph to 30mph on the following lengths of road:

- Ash Platt Road: For its entire length
- Highlands Park: From its junction with Ash Platt Road to a point 7 metres west of the boundary of 7/8 Highlands Park (excluding the cul-de-sacs)
- Seal Road: From its junction with High Street to a point 95 metres west of its junction with Pinewood Avenue.

b) Councillors welcomed this change, although noting that the Public Notice incorrectly states that all roads affected reside in Seal Parish. It was therefore agreed that STC would notify KCC of this inaccuracy, as Highlands Park, Ash Platt Road and a section of Seal Road reside in Sevenoaks Town.

631 TEMPORARY ROAD CLOSURES – A224 LONDON ROAD 8TH – 10TH MARCH 2024

a) Councillors noted that the above road would be closed outside Halfway House from 8pm on 8th March 2024 until 10am on 10th March 2024.

b) The diversion route, as well as maintenance of pedestrian access was noted.

632 TEMPORARY ROAD CLOSURES – MILL LANE, UNDERRIVER 7TH FEBRUARY 2024 FOR 3 DAYS

a) Councillors noted that the above road would be closed outside Great Hollenden Farm from 7th February 2024 for 3 days.

b) The diversion route, as well as maintenance of pedestrian access was noted.

633 KENT BUS SERVICE CHANGES BULLETIN COVERING DECEMBER 2023 – MARCH 2024

a) Councillors received and noted a summary from KCC, identifying bus service changes registered by an operator to take place between December 2023 and March 2024.

b) It was noted that further information as to these changes could be found via the following website: <https://www.kent.gov.uk/roads-and-travel/travelling-around-kent/bus-travel/bus-services-in-kent>

634 SEVENOAKS DISTRICT COUNCIL LOCAL PLAN 2040 REGULATION 18 PART 2 CONSULTATION

a) The Committee received and noted copy of Sevenoaks Town Council's full response to the above consultation, as approved by the Planning Committee on 8th January 2024 and submitted to the District Council on 11th January 2024.

b) Councillors thanked the Councillors and Officers involved in preparing this response.

635 HIGHWAY IMPROVEMENT PLAN – PROPOSED LOCATIONS FOR PROTECTIONS AGAINST PARKING ON CORNERS

a) Councillors received and discussed a request from a member of the public, regarding corner protections in the form of double yellow lines at the junction of Letter Box Lane and Tonbridge Road.

b) Cllr Gustard informed the Committee that this request had been looked into by KCC, with Officers having confirmed its viability and passed it onto their Design and Delivery Team to progress. Details would be forwarded to the Planning Committee Clerk.

c) It was **RESOLVED** that the Kippington Councillors form a Working Group to review the resulting design prepared by KCC and visit the site in order for Sevenoaks Town Council to confirm that the changes are sufficient to address the issue.

636 UPDATE ON KENT COUNTY COUNCIL'S PUBLIC CONSULTATION ON ITS DRAFT EMERGING LOCAL TRANSPORT PLAN

a) The Committee received and noted a report, detailing the results of KCC's 2023 public consultation on its draft Emerging Local Transport Plan.

b) It was noted that this would be useful for the next STNP Monitoring and Implementation Group meeting.

637 PUBLIC SPACES PROTECTION ORDER FOR THE VINE

a) The Committee noted that the proposal to put a Public Spaces Protection Order (PSPO) at The Vine had been approved, with next steps to include installation of necessary signage across the designated areas, and enforcement and implementation to commence 1st February 2024.

b) The Town Clerk advised Councillors that she had forwarded to the District Council the concerns which had been registered by the Youth Council on 17th January 2024 in regards to the poster designs, but had not yet received a response.

638 DECISION NOTICES ON PLANNING APPLICATIONS COMMENTED ON BY SEVENOAKS TOWN COUNCIL

a) The Committee received and noted details within the report, which notified of decisions made by Sevenoaks District Council on applications considered by STC’s Planning Committee, received during the two weeks ending 15th January 2024.

b) Cllr Granville and Cllr Camp expressed concern that neither of them recalled having received an email in their District Councillor capacities from the Case Officer of the below application, asking whether they wished to call the application to the Development Management Committee (DMC). It was agreed that Cllr Granville would liaise with the Case Officer to ensure due process had been followed – this being that, in the instance of the Town Council’s recommendation being contrary to the Officer’s, they will email the local District Councillors to seek either delegated powers or a recommendation to the DMC.

- **23/02142/CONVAR – 9 Crownfields**

639 PLANNING APPLICATIONS

(a) The Committee received and noted comments made on applications considered under Chair’s Action, submitted to Sevenoaks District Council.

(b) No members of the public registered to speak on individual applications.

(c) The Committee considered planning applications received during the two weeks ending 15th January 2024. **It was RESOLVED** that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

640 PRESS RELEASES

It was **RESOLVED** that a Press Release be issued, announcing the Town Council’s support of the new 30mph speed limit on Ash Platt Road, Highlands Park and Seal Road, with an emphasis on lower speeds equalling safer streets.

There being no further business the Chair closed the meeting at 7:45pm.

Signed
Chair

Dated

Planning Applications Considered

Applications considered on 22-1-24

1	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	23/02990/HOUSE	Stephanie Payne 31/01/2024	Cllr Clayton	Offset Architects
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs J O'Donnell			10 Park Lane	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				10/01/24

23/02990/HOUSE - Amended plan

Single storey side and rear extensions with a roof terrace with steps. Privacy screening. Alteration to fenestration. New oriel bay window. Variation of the sunken terrace shape. Reposition of steps leading to ground floor terrace.

A summary of the main changes are set out below:

Revised plans have been provided showing the existing fencing and the fencing proposed which has now been reduced.

Comment

Sevenoaks Town Council recommended approval, providing the Planning Officer is satisfied measures are taken to reduce overlooking of the neighbouring garden, especially from the steps leading down from the new terrace to the garden.

2	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	23/03185/FUL	Anna Horn 30/01/2024	Cllr Granville	DHA Planning
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Ms N Holmes		Wetton Cleaning Services Ltd E	2 Pembroke Road	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				09/01/24

23/03185/FUL - Amended plan

Conversion and extension of the existing property to create 8 x new dwellings and new office provision.

A summary of the main changes are set out below:

The applicant has submitted below amended plans and documents, including:

- A Phase 1 assessment
- A noise assessment
- A light assessment
- Amended elevations and floor plans showing reduced dormers at the rear, existing rear bay window reinstated and alterations to the link extension to allow more decorative tiles to be retained and remain visible.

Comment

Sevenoaks Town Council recommended refusal on the grounds of:

- Overshadowing and overwhelming of the single storey houses and bungalows located behind it (Pembroke Mews)
- Non-compliance with the Sevenoaks Residential Character Area Assessment as defined by the Urban Design Officer's response.
- Undue prominence within the streetscene and in juxtaposition of the locally listed building, as described in the Conservation Officer's report.

Informative:

Sevenoaks Town Council did not object to the conversion and amendments to previous application which refer to the existing locally listed building.

Planning Applications Considered

Applications considered on 22-1-24

3	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	23/03527/FUL	Abbey Aslett 29/01/2024	Cllr Michaelides	Howard Sharp and Partne
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Martin and Cornford			43B London Road	Town
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			08/01/24	
Change of use from Class E to 1 dwelling. Alterations to fenestration. Internal alterations. Removal of air conditioning units.				

Comment

Sevenoaks Town Council recommended approval subject to the Conservation Officer being satisfied that there is not a negative impact on a listed building in a Conservation Area, and that also the Environmental Health Officer is satisfied that measures have been put in place to enable future residents to have a reasonable assumption of good air quality, as indeed all residents of the centre of Sevenoaks should be able to expect.

4	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	23/03528/LBCALT	Abbey Aslett 29/01/2024	Cllr Michaelides	Howard Sharp and Partne
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Martin and Cornford			43B London Road	Town
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			08/01/24	
Change of use from Class E to 1 dwelling. Alterations to fenestration. Internal alterations. Removal of air conditioning units.				

Comment

Sevenoaks Town Council recommended approval subject to the Conservation Officer being satisfied that there is not a negative impact on a listed building in a Conservation Area, and that also the Environmental Health Officer is satisfied that measures have been put in place to enable future residents to have a reasonable assumption of good air quality, as indeed all residents of the centre of Sevenoaks should be able to expect.

5	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	23/03567/FUL	Samantha Yates 05/02/2024	Cllr Varley	Offset Architects
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs Matthews			22 Burntwood Road	Kippington
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			15/01/24	
Extensions and alterations to the existing dwelling and subdivision of the plot to create an additional dwelling accessed via a new vehicular crossover form Burntwood Road.				

Comment

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 22-1-24

6	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	23/03571/HOUSE	Summer Aucoin 23/01/2024	Cllr Gustard	Ark Design Build Ltd
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr C Adams			5 Farnaby Drive	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				02/01/24
Erection of a garden studio.				

Comment

Sevenoaks Town Council recommended approval subject to the Planning Officer being satisfied that there is no loss of amenity to neighbours.

7	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	23/03697/HOUSE	Christopher Park 05/02/2024	Cllr Daniell	Mr Wyatt Glass
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr J Harvey			20 Lea Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				15/01/24
Two storey rear extension, insertion of rooflights and porch canopy.				

Comment

Sevenoaks Town Council recommended approval, provided the Planning Officer is satisfied there is no loss of amenity to No. 18.

8	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	23/03705/HOUSE	Summer Aucoin 29/01/2024	Cllr Camp	Coleman Anderson Archit
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Mullin		Medway	28 Vine Avenue	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				08/01/24
Single story and part two story rear extension, internal alterations and changes to fenestration. Removal of existing chimney, roof alterations and installation of an external flue.				

Comment

Sevenoaks Town Council recommended approval, provided the Planning Officer is satisfied that there will be no loss of amenity to the neighbours at No. 30 via the first floor windows, and provided that both the Planning Officer and Conservation Officer are satisfied that the removal of the large chimney stack will not be detrimental to the street scene.

9	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	23/03714/FUL	Samantha Yates 05/02/2024	Cllr Varley	N/A
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr J Moir		Sevenoaks School	Solefields Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				15/01/24
Purpose built metal barn for storage.				

Comment

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 22-1-24

10	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	23/03718/FUL	Stephanie Payne 30/01/24	Cllr Willis	Robinson Escott Planning
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr K Dann		First Floor	114 High Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				09/01/24
Conversion of former office space to domestic apartment with reinstatement of timber bay window.				

Comment

Sevenoaks Town Council recommended approval provided the Planning Officer is satisfied with the materials and fire regulations.

11	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/00034/MMA	Samantha Yates 05/02/2024	Cllr Layne - Proposed by Cllr Cl	N/A
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Miss K Jordan			68 Wickenden Road	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				15/01/24
Amendment to 22/00262/HOUSE.				

Comment

Proposed by Cllr Clayton with Cllr Layne's apologies:

Sevenoaks Town Council recommended approval, provided that the Planning Officer is satisfied that there is sufficient separation between No. 68 and their neighbour to avoid damage to the street scene, and that there will be no adverse impact on amenity to No. 66.

Minutes of the Sevenoaks Town Neighbourhood Plan Monitoring and Implementation Group meeting held at the Council Chambers on 22nd January 2024, 6:00pm.

In attendance:

Sevenoaks Town Council – Vice Chair of Planning Committee	Cllr Nick Varley – (Chair)
Sevenoaks Town Council – Leader of the Town Council	Cllr Tony Clayton
Sevenoaks Town Council	Cllr Lionel O’Hara
Sevenoaks Town Council – Town Clerk	Linda Larter MBE
Sevenoaks Town Council – Planning Committee Clerk	Georgie Elliston
Glenn Ball Chartered Architect	Glenn Ball
Sevenoaks Society	Simon Raikes
Warners Solicitors	Liz Dolding

1. Declarations of Interest

None.

2. Apologies for absence

Cllr Libby Ancrum (Sevenoaks Town Council), **Cllr David Skinner** (Sevenoaks Town Council), **Cllr Nigel Wightman** (Sevenoaks Town Council), **Cllr Sally Layne** (Sevenoaks Town Council), **Cllr Claire Shea** (Sevenoaks Town Council), **Cllr Dr Marilyn Canet** (Sevenoaks Town Council), **Paul Baker** (Wealden Properties), **Cllr Elizabeth Purves** (Sevenoaks District Council).

3. Minutes

The Minutes of the previous STNP Monitoring and Implementation Group meeting held on 4th December 2023 were received and agreed.

4. Theme Two – Work Stream

a) Actions listed under the Theme Two Work Stream were discussed one by one, with comments or updates added to each item. (Updated document attached)

b) The following points of note were discussed:

- Action 2.1 – It was noted that STC had listed two significant parcels of ancient woodland located in Kippington as Assets of Community Value, and had since submitted an Intention to Bid on one of them following its registration on the market.
- It was observed that the Sevenoaks Residential Character Area Assessment identified various locations where trees and hedgerows contributed significantly to the local character, and agreed that these instances would be extracted and collated in order to provide a cohesive register. This would be provided to the Planning Committee members to use in their planning application recommendations in order to encourage application of Policy L4 in the assessment, as well as creation of planning applications.*
- Action 2.2 – It was noted that update on this action was awaited from Tarmac via the imminently anticipated submission of Reserved Matters planning applications.
- Action 2.3 – It was agreed that STC would reach out to Kent Wildlife Trust to pursue discussions on improving access to the Wildlife Reserve via Sevenoaks Station in order to encourage use of public transport as opposed to cars.*

- Action 2.4 – Update was awaited on a potential HLF funding bid for the restoration of Bradbourne Lakes which was believed to be in progress.
- Action 2.5 – It was noted that the new allotment land proposed in the STNP had not been re-proposed by the District Council for allocation in its Local Plan. STC would prioritise progressing an application to register the land as an Asset of Community Value.*
- Action 2.6 – It was agreed that more information and research was required to inform this action.
- Action 2.7 – It was agreed that Policy L1 should be separated into two policies when the STNP is reviewed in 5 years; one Policy to require 10% Biodiversity Net Gain, and a separate Policy to require both Full *and* Householder applications to support local wildlife and biodiversity, where possible and relevant. For instance, by providing hedgehog holes in proposals for new fences.*
- Action 2.8 – It was agreed that Policy L7 should be amended to include support of improvement and restoration proposals for Millpond.*
- Action 0.1 – The Planning Committee Clerk clarified that the Action for reviewing and updating existing evidence base documents is titled 0.1 due to its applicability to multiple STNP Themes. All actions under this item would be collated into one Action for a definitive list of evidence base documents requiring update.

*All decisions must be approved by Sevenoaks Town Council’s Planning Committee before they may be actioned, as per the Terms of Reference. All recommendations will be presented to the Committee for approval on 5th February 2024.

c) RECOMMENDATIONS TO PLANNING COMMITTEE:

- i) To note Sevenoaks Residential Character Area Assessment locations where trees and hedgerows contribute significantly in the Planning Committee’s responses to planning applications.
- ii) Liaise with Kent Wildlife Trust regarding STNP objectives.
- iii) Community Asset nomination for the land proposed for future allotments to be prioritised.
- iv) Biodiversity policy L1 to be strengthened as indicated.
- v) Policy L7 to include reference to Millpond.

5. Monitoring

a) The Planning Committee’s update monitoring report, which recorded how the STNP was being applied to planning applications since the last preliminary report, was received and noted.

b) The Planning Committee Clerk reported that, although the conditions enforced via Decision Notices published by the District Council are not legally obligated to cite planning policies for their justification, the District Council’s Planning Officers had agreed to include the STNP policies alongside the Local Plan’s. This new practice could be observed in the update report, and was considered a constructive step both in encouraging the STNP’s successful application, as well as its positive influence on planning applications.

c) It was queried whether the STNP had been observed as influencing decisions on planning applications on its own merits, or whether it mainly supported the influence of other existing policies. The Planning Committee Clerk reported an increase in the former, in particular via Policies L1 and L4, with conditions having been observed requiring the

retaining of natural features, and grants of approval being conditioned on provision of Biodiversity Management Plans. The Town Clerk agreed that the STNP was having an increasingly positive and significant influence on planning applications received within the Town.

6. Dates of future meetings

a) It was agreed that the next meeting of the Monitoring and Implementation Group would be held at 6pm on 18th March 2024, prior to the Planning Committee meeting scheduled for 7pm. This meeting would focus on Theme Three of the STNP – Movement and Public Realm.

b) It was also noted that a 2024 meeting schedule would be produced, with STNP Group meetings to take place every 8 weeks thereafter.

Meeting concluded at 6:45pm.

Theme Two: Landscape and Blue and Green Infrastructure Work Stream

	Proposed Project/Action	Notes	Identified by:	For actioning of:
2.1	The Town Council will identify areas where trees and hedgerows make a significant contribution to local character and biodiversity.	Ongoing project, with STC having listed two parcels of ancient woodland as Assets of Community Value and registered an Intention to Bid on one of them in December 2023.	STNP – Aim L3	STC STC Action: STC to use the Sevenoaks Residential Character Area Assessment to extract and collate all instances where trees or hedgerows are acknowledged for their contribution to the character. This to be provided to the Planning Committee members to encourage application of Policy L4 in the assessment, as well as initial creation of, planning applications.
2.2	The Neighbourhood Plan supports the development of new public open space and leisure opportunities in the town. This includes new public open space, community use and leisure opportunities at Sevenoaks Quarry (the Tarmac Site) in Greatness when sand extraction has been completed. The timetable for the delivery of this open space must be agreed by the local planning authority (as the decision-making authority) in conjunction with STC, prior to residential development commencing on this site, and subsequently conditioned in any Grant of Planning Permission	Further update is awaited via submission of Full planning applications for the Sevenoaks Quarry site, providing detail on the previously Reserved Matters.	STNP – Policy L5 – Open space delivery timetables	STC Collaboration with: <ul style="list-style-type: none"> • Sevenoaks District Council
2.3	The Town Council will work with and support Kent Wildlife Trust to enhance access to the Sevenoaks Wildlife Reserve and improve ‘on-site’ facilities		STNP – Aim L6	STC Collaboration with: Kent Wildlife Trust

	Proposed Project/Action	Notes	Identified by:	For actioning of:
				<p>STC Action: To pursue discussions with Kent Wildlife Trust following change of administration, in particular about providing access via Otford Road to encourage greener modes of transport and access via Sevenoaks Station, as well as STNP related matters.</p>
2.4	The Town Council will support improvement and restoration proposals for Bradbourne Lakes developed in consultation with the local community	This is registered as an Asset of Community Value. Update is awaited on a HLF funding bid which is understood by STC to be in the process of production.	STNP – Aim L7	<p>Collaboration with:</p> <ul style="list-style-type: none"> Local community
2.5	The Town Council will develop new allotment provision adjacent to their site on Bradbourne Vale Road		STNP – Supporting text of Policy L8	<p>STC</p> <p>STC action: STC to pursue registration of the land as an Asset of Community Value.</p>
2.6	Preparation of policy guidance on planning applications for private water supply via boreholes	<p>For 5 year REVIEW stage:</p> <p>A recent planning application for a borehole to supply private water to a golf course highlighted the potential future need for planning considerations on this as the effects of climate change and droughts worsen.</p>	Town Clerk/Town Council Officers	<p>STC</p> <p>STC Action: To keep this item under review and conduct further research:</p> <ul style="list-style-type: none"> - STC to investigate viability of a policy on this via the STNP. - STC to contact the Environment Agency to enquire as to the implication of private supply

	Proposed Project/Action	Notes	Identified by:	For actioning of:
				boreholes, as well as the current state of the water table.
2.7	<p>Separation of Policy L1 (Biodiversity Net Gain, see below full policy) from advice on ecological networks via new Policy.</p> <p>Policy L1: Proposals for new development should whenever possible deliver a 10% net gain in biodiversity retaining natural features that support wildlife, establishing ecological networks and including new habitats that respond to the local context and the character of the site. [...]</p>	<p>For 5 year REVIEW stage:</p> <p>Policy L1 so far has been especially unsuccessful. It has been recommended a number of times by the Planning Committee on planning applications that propose new fencing, and rejected in the Case Officer’s report. SDC Development Manager, Aaron Hill has noted that the wording of Policy L1 does not require features such as ecological networks, rather, provides examples of how 10% BNG can be achieved with hedgehog holes as one of these examples. Separating it into a new policy and strengthening it by requiring any new fencing to be permeable to wildlife could help to achieve the intention with which the policy was set in the first place. BNG is also not applicable to Householder applications, as they are exempt under Biodiversity Net gain</p>	Town Clerk/Town Council Officers	<p>STC</p> <p>Separation of Policy L1 into two separate policies approved by STNP M&I Group 22-01-2024. Pending ratification by Planning Committee.</p>

	Proposed Project/Action	Notes	Identified by:	For actioning of:
		<p>legislation and national guidance, so separating the two could allow for policy requirement of biodiversity-friendly features, without requiring net gain.</p>		
2.8	<p>Amend Aim L7 (below) to include additional sites, or add an additional Policy to include support for improvement or restoration proposals to Millpond, as well as Bradbourne Lakes.</p> <p>Current Aim: Aim L7: The Town Council will support improvement and restoration proposals for Bradbourne Lakes developed in consultation with the local community.</p>	<p>For 5 year REVIEW stage:</p> <p>The Independent Examiner in his procedural matters letter, drew attention to a local resident’s concerns with whether Millpond was adequately protected. At the time of its response, STC was satisfied that Millpond, as a public open space, was adequately protected, however since then the status and health of the pond has deteriorated. STC was unable to amend its aims or policies to include Millpond explicitly, as the Independent Examiner did not recommend it, however did amend Objective 4, which previously only related to protecting and enhancing green infrastructure, to protecting</p>	Town Clerk/Town Council Officers	<p>STC</p> <p>Addition of Millpond approved by STNP M&I Group 22-01-2024. Pending ratification by Planning Committee.</p>

	Proposed Project/Action	Notes	Identified by:	For actioning of:
		<p>green and blue infrastructure. This was considered minor enough to be permissible.</p> <p>Protection of Millpond and similar sites could be added either via a new aim/policy, or by amending Aim L7 which currently only supports improvement and restoration proposals at Bradbourne Lakes, to include other such sites.</p>		
0.1	<p>Review and potential updating of existing evidence base to ensure that the information is satisfactorily accurate enough to inform the Plan’s policies.</p> <p>Existing evidence base:</p> <ul style="list-style-type: none"> • Sevenoaks Town Portrait • Sevenoaks Transport Strategy • Sevenoaks Cultural Strategy • Sevenoaks Town Sports Strategy • Northern Sevenoaks Masterplan 	<p>Evidence base documents relevant to Theme Two are:</p> <ul style="list-style-type: none"> • Sevenoaks Town Portrait • Northern Sevenoaks Masterplan <p>Whether update of the Northern Sevenoaks Masterplan is necessary and to be pursued in the future is to be confirmed.</p> <p>It was noted that work undertaken on the Masterplan had been incorporated into the STNP.</p>	<p>Examination Process – Independent Examiner</p> <p>The function of the Appendices are to “inform the policies within the Plan”, and on this basis the Independent Examiner confirmed that he was satisfied for the appendices to be retained.</p> <p>He noted however that evidence may change over the life of the STNP, and advised</p>	STC

	Proposed Project/Action	Notes	Identified by:	For actioning of:
			therefore that it be reviewed.	

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PLANNING NEWSLETTER

By Email Only

Message from Chief Planner

21 December 2023

This Newsletter provides updates on the latest announcements from the Department for Levelling Up, Housing and Communities (DLUHC) and other government departments and agencies relating to planning practices and policy. Please see overleaf for the list of contents.

On 19 December, the [NPPF update](#), which is effective immediately, was published following the consultation in December 2022. The update was announced during the Secretary of State's [speech](#) about the government's ambitions for housing and infrastructure, and the role of planning in helping achieve them. Further details about what was announced can be found in the [Written Ministerial Statement](#) and we encourage you to read it in full and make yourself familiar with the changes. Minister Rowley also made an oral statement to the House.

This Newsletter highlights the key announcements made, including the latest update on planning performance, the Statutory Consultee Review, the announcement of the 180 local authorities to receive funding as part of the Planning Skills Delivery Fund and the results of the 2022 Housing Delivery Test.

Tuesday was an important day for planners across the country and I want to echo the Secretary of State's words when he said that *'the role of planners in local government matters so much'*.

As always, the Newsletter also outlines some wider opportunities to get involved in research and events being organised across government, this time in the form of beta testing for DfT's connectivity tool and the Forestry Commissions workshops on Project WIDGET.

All previous Chief Planner Letters and Newsletters are available on GOV.UK [here](#).

Finally, thank you for all the work and care you show as planners and others who work to evolve and manage our built and natural environment for the better. I wish you the very best for the festive season and the start of 2024.

Joanna Averley
Chief Planner



Department for Levelling Up,
Housing & Communities

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Policy and Delivery Updates

NPPF Update

DLUHC published an [updated National Planning Policy Framework \(NPPF\)](#) on 19 December 2023 following a consultation in December 2022, to which a [response](#) has now been published. The update, which is **effective immediately**, builds on the Levelling Up and Regeneration Act, which entered the statute book on 26 October.

A high-level description of the key changes is provided below, and was set out by the Levelling Up Secretary in his speech and accompanying WMS, but for the full detail and understanding of the policy please refer to the text of the NPPF itself.

In headline terms, the new NPPF:

- facilitates flexibility for local authorities in relation to **local housing need**, clarifying that the outcome of the standard method is an advisory starting point, noting any assessment will be subject to examination as usual;
- sets out that there is no requirement on a local authority to review or alter its **Green Belt** boundaries unless it chooses to do so;
- clarifies that there may be situations where **higher densities** would be wholly out of character with the existing urban area, and that this could be a strong reason why significantly uplifting densities would be inappropriate – applying where character is evidenced through a design code which is adopted or will be adopted as part of the local plan;
- removes the requirement for authorities to demonstrate a **five-year housing land supply** on an annual basis, where an up to date (less than five years old) local plan is in place that contained a deliverable five-year supply of land at its examination - creating a powerful incentive to get a local plan in place by granting additional protection from the presumption in favour of sustainable development, noting that this protection applies to applications made from the date of publication of the new NPPF;
- removes the 5% and 10% buffers that could be applied to five-year housing land supply, and maintains the 20% **buffer** only for those authorities that do not have an up-to-date plan in place and score below 85% on the Housing Delivery Test;
- increases the level of protection from the presumption afforded by **neighbourhood plans** from two to five years post adoption, provided they identify at least one housing site;
- gives additional support to the delivery of **self-build, custom-build and community-led housing** and encourages the delivery of **older people's housing**, including retirement housing, housing-with-care and care homes;



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- emphasises the **role of beauty and placemaking** in strategic policies;
- gives greater protection to **agricultural land** through additional reference to the need to address food production, maintaining the emphasis on best and most versatile (BMV) land; and
- provides greater support for **energy efficiency measures** through requiring decisions on planning applications to place significant weight on the need to support energy efficiency improvements to existing buildings.

Secretary of State announcements beyond NPPF update

Alongside the new NPPF, the Secretary of State set out his ambitions for planning performance, namely that planning decisions must be taken on time and should be robust in their reasoning, and all authorities must have an up-to-date local plan.

In order to support authorities in meeting those expectations, the Secretary of State made a number of announcements, grouped around four themes:

Greater transparency

- **Developing a new planning performance dashboard** that will provide greater transparency and accountability for local authority performance, including exposing performance absent Extension of Time agreements.
- **Reviewing the use of Extension of Time agreements in managing performance issues**, considering proposals to limit their use on minor and householder applications. DLUHC intend to consult on this in early 2024.

Additional financial support

- **Emphasising the increase in planning fees**, which have risen by 35% for major applications and 25% for other applications – and reminding local authorities that they must spend these fees on planning services, with an expectation of no decrease in authorities' spend on planning from their general fund.
- **Confirming the 180 successful local authorities for the first year of the £29 million [Planning Skills Delivery Fund \(PSDF\)](#)**. Local authorities were invited to apply for up to £100,000 to help clear backlogs of planning applications and to develop specialist skills and expertise in preparation for implementing the reforms in the Levelling Up and Regeneration Act. The 180 successful authorities will collectively receive £14.3 million from the fund. For the list of local authorities that received funding, see [here](#).
- **Updating on the establishment of the Planning Super Squad**, a new team of leading planners and specialists whose talents will be used to unblock major developments, with £13.5 million to fund their work.
- **[Allocating up-to £57 million to the eight successful bids in the first round of the Local Nutrient Mitigation Fund](#)**, and confirming that the second round will open for bids in January 2024.



Faster processes

- **Establishing Accelerated Planning Services**, improving on the patchwork approach of Planning Performance Agreements by regularising arrangements so that they're offered across England, that clear milestones have to be agreed, that fees are set at an appropriate level, and that those fees have to be refunded where milestones are missed.
- **Reviewing Statutory Consultees**, which will scope and examine the operation of statutory consultees in the planning application process, in particular their role in providing advice to local planning authorities. This will not cover the role of statutory bodies in plan-making or the Nationally Significant Infrastructure Planning regimes.
- **Focusing on planning committee decisions**, with the Planning Inspectorate being asked to start reporting to the department about cases where a successful appeal is made against a planning committee decision, and the final decision is the same as the original officer's recommendation.

Direction action

- **Intervening in the seven local authorities** that have failed to get a local plan to examination since the 2004 Act, requiring a plan timetable within 12 weeks.
- **Designating** two local authorities in relation to quality of decision making.
- **Publishing the [results of the 2022 Housing Delivery Test](#)**, with 20 new authorities falling into the presumption in favour of sustainable development.
- **Reviewing the London Plan**, asking four specialists to identify where changes to policy could speed up the delivery of much needed homes in urban city sites in the heart of the Capital.

Research & Events

Call for participants: Government Connectivity Tool Beta Testing

The Department for Transport is developing a web-based app that generates a national measure of any place's connectivity. Using a combination of land use and transport data, the tool establishes a metric that can be used by policymakers and decision-takers to better understand what connectivity gaps exist and how new transport schemes improve connectivity. It could be used to prioritise well-connected areas for development, as well as helping to work out which new transport schemes could prove most useful in raising people's connectivity to vital jobs and services.

We are looking for a range of local authorities to volunteer to test the tool and assess its utility for planning practice. If you are keen to join the beta tests and are:



- Developing a new policy or funding plan (such as a Local plan, Design code, Supplementary planning document, Infrastructure delivery strategy, Local transport plan, Local cycling and walking infrastructure plan or Bus service improvement plan); or
- Are interested in how the tool could support decisions (by analysing interventions needed for a site, assessing the suitability of a site, negotiating developer contributions, or providing advice as a statutory consultee)

Then please write to us by **19 Jan 2024**, outlining what you'd like to use the tool to test in a few sentences and what organisation you're from: connectivity@dft.gov.uk. The test will run between February and May 2024.

Event: Project WIDGET Workshops

The Forestry Commission's Project WIDGET (Woodland Impacts of Development: Guidance, Evidence and Tools) identifies opportunities for evidence, guidance and tools to help improve the consideration of trees and woodlands (including ancient woodland and ancient and veteran trees) in development design and decision making. The aim is to improve clarity and consistency as well as deliver better outcomes for trees and woodlands.

Project WIDGET is running two face to face workshops to seek the views of a wide range of stakeholders involved with all aspects of the planning process. Crucial to this work is the engagement of a wide range of local planning officers and other local authority staff who are involved in decision making on woodland and trees at both the planning policy and development management level.

Workshop events:

Leeds - Wednesday 24 January 2023

Bristol – Tuesday 30 January 2024

To book a free space and have your say, please register via Eventbrite by **8 January 2024** for [Leeds](#) or [Bristol](#). Or e-mail with your comments projectwidget@forestrycommission.gov.uk.

The project is seeking views on:

- Current challenges, gaps and opportunities in the planning process when considering impacts of development on trees and woodlands.
- Options for improving guidance, evidence and tools to aid decision making in the planning process in relation to trees and woodlands.
- Requirements for guidance on mitigation and compensation for ancient woodland and veteran trees affected by different types of development.



Kent Minerals and Waste Local Plan 2024-39

Town and Country Planning (Local Planning) (England) Regulations 2012, Regulation 19 (b)

Pre-Submission Draft

Statement of Representation Procedure and Availability of Documents

January 2024

Publication of the Pre-Submission Draft of the Kent Minerals and Waste Local Plan 2024-39

The Pre-Submission Draft of the Kent Minerals and Waste Local Plan 2024-39 has been published for a six-week period from **Wednesday 17th January 2024 to Thursday 29th February 2024** to allow representations ahead of the submission of these documents to the Secretary of State for Independent Examination. The purpose of the representations period is to allow local communities and other interested parties the opportunity to submit representations about whether the Pre-Submission Draft Plan is 'sound' (that is, whether it has been positively prepared, is justified, is effective, and is consistent with national policy), and legally compliant (prepared in accordance with legislation governing plan making). Written representations received before the end of the six-week period will be sent by Kent County Council to the appointed Planning Inspector for consideration alongside the submitted Plan.

Subject Matter and Area Covered:

The **Pre-Submission Draft of the Kent Minerals and Waste Local Plan 2024-39** sets out proposed updates to the adopted Kent Minerals and Waste Local Plan 2013-30 as amended by the Early Partial Review (2020) resulting from the statutory 5-year review. The Plan sets out the strategy for the sustainable management of Kent's waste and supply of minerals and is the primary element of the development plan for Kent against which planning applications and appeals for minerals and waste development in Kent will be determined. The changes to the currently adopted Kent Minerals and Waste Local Plan, which are proposed to form the Pre-Submission Draft Kent Minerals and Waste Local Plan 2024-39, are all shown clearly in a tracked change version of the document. The updates reflect and include the following matters:

- Updates to the National Planning Policy Framework in 2018, 2019, 2021 and 2023 and associated Planning Practice Guidance;
- legislation and policy concerning: The need to adapt to, and mitigate, climate change and, associated low carbon growth;
- policy and legislation concerned with achieving a circular economy where more waste is prevented or reused;
- adoption by the County Council of the Kent Environment Strategy and Kent and Medway Energy and Low Emissions Strategy;
- extending the plan period to 2039;
- updates to aggregate requirements in Policy CSM2 and waste management targets in Policy CSW4;
- deletion of Policy CSM5 that allocates a strategic site for minerals (as planning permission has been granted);
- deletion of Policy CSW5 that allocates a strategic site at Norwood Quarry, Isle of Sheppey for the landfill of hazardous waste specifically incinerator fly ash;
- a recognition within supporting text of the need for the development of additional capacity for the management of household waste identified by the Waste Disposal Authority;
- removal of a commitment to make specific provision for the management of residual non-hazardous waste by landfill or energy recovery that arises in London;
- changes to Policy CSW17 relating to waste management at Dungeness to ensure consistency with national policy;
- a change to Policy DM3 that seeks the achievement of maximum practicable biodiversity net gain;
- changes to settlement boundaries affecting the extent of areas identified where the presence of economic minerals needs to be taken into account before surface development can take place ('Mineral Safeguarding Areas');
- changes to the monitoring framework to ensure it properly reflects the updated policies; and,
- further changes intended to improve the clarity of the Plan's wording and hence the meaning of certain objectives and policies.

The area covered by the document is the administrative area of Kent County Council.

Representation period: Wednesday 17th January 2024 to midnight on Thursday 29th February 2024.

Representations must be made in writing and submitted in one of the following ways:

- Online Consultation Portal: www.kent.gov.uk/mineralsandwaste

- By post: Minerals and Waste Planning Policy Team
Planning Applications Group
Invicta House
Maidstone
Kent
ME14 1XX
- Email: mwlp@kent.gov.uk

Representation forms are available and can be completed and uploaded online on the County Council's consultation portal (www.kent.gov.uk/mineralsandwaste). Alternatively, the form can be downloaded from the County Council's website (www.kent.gov.uk/mineralsandwaste) or may be requested by contacting the team by telephone via 03000 422370, email to mwlp@kent.gov.uk or letter.

The Pre-Submission Draft of the Kent Minerals and Waste Local Plan 2024-39, along with all evidence base documents, are available to view on the County Council's online consultation portal (www.kent.gov.uk/mineralsandwaste):

- Pre-Submission Draft of the Kent Minerals and Waste Local Plan 2024-39 (Regulation 19 Consultation Document) - showing changes tracked
- Pre-Submission Draft of the Kent Minerals and Waste Local Plan 2024-39 (Regulation 19 Consultation Document) - untracked (clean copy)
- Habitats Regulations Assessment (HRA) Kent Minerals and Waste Local Plan Update 2024-39
- Draft Sustainability Appraisal Report of the Draft Kent Minerals and Waste Local Plan 2024-39 Regulation 19 Consultation - Updates to the Kent Minerals and Waste Local Plan 2013-30 in light of the Five-Year Review (November 2023)
- Draft Sustainability Appraisal Report - Non-Technical Summary - Updates to the Kent Minerals and Waste Local Plan 2013-30 in light of the Five-Year Review (November 2023)
- Duty to Cooperate Report
- Consultation Statement
- Statement of Representations Procedure
- Strategic Flood Risk Assessment (SFRA) - Position Statement
- Biodiversity Topic Paper
- Circular Economy Topic Paper
- Radioactive Waste Topic Paper
- Waste Needs Assessments
- Guidance note and representation form

A hard copy of the Pre-Submission Draft of the Kent Minerals and Waste Local Plan 2024-39 and the above documents are also available to view at the main County

Council office - Sessions House, County Hall, Maidstone, Kent ME14 1XQ between the hours of 9am and 5pm Monday to Friday for the duration of the consultation.

In addition, the County Council has computer access available via its libraries (excluding mobile libraries) where the consultation documents are available to be viewed in an electronic format during their normal opening hours.

If you require any of the documents in an alternative format or language please email alternativeformats@kent.gov.uk or call 03000 42 15 53 (text relay service number: 18001 03000 42 15 53). This number goes to an answering machine, which is monitored during office hours.

Representations may be accompanied by a request to be notified at a specified address of any of the following:

- i. The submission of the Kent Minerals and Waste Local Plan 2024-39 for Independent Examination;
- ii. the publication of the recommendations of the Planning Inspector; and,
- iii. the adoption of the Kent Minerals and Waste Local Plan 2024-39.



Kent Minerals and Waste Local Plan 2024-39

Town and Country Planning (Local Planning) (England) Regulations 2012, Regulation 19

Pre-Submission Draft

Guidance Notes on Making a Representation

January 2024

The Pre-Submission Draft Kent Minerals and Waste Local Plan 2024-39 (the Plan) has been published in order for representations to be made before submission to the Secretary of State for Levelling Up, Housing and Communities for Independent Examination. The following notes are to guide you in making a representation, which should be made on the representation form. See the end of this document for details of how to obtain the representation form.

Introduction

In accordance with Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (the Regulations)¹, Kent County Council has published the version of the Kent Minerals and Waste Local Plan 2024-39 that it intends to submit to the Secretary of State for Independent Examination. The Planning and Compulsory Purchase Act 2004² (PCPA) states that the purpose of the Examination is to consider whether the Plan has been prepared in accordance with legal requirements, including the 'Duty to Co-operate', and is sound. The Plan will be examined by an independent Planning Inspector who will take into account the representations received when reaching a decision on the soundness and legality of the Plan. The purpose of the public consultation is to invite comments on the Plan's 'legal compliance' and 'soundness' prior to submission to the Secretary of State.

Legal Compliance and Duty to Co-operate

The Inspector will first check that the Plan meets the legal requirements associated with plan making under s20 (5) (a), and the Duty to Co-operate under s20 (5) (c) of the PCPA, before moving on to the tests of soundness.

¹ <http://www.legislation.gov.uk/uksi/2012/767/contents/made>

² <http://www.legislation.gov.uk/ukpga/2004/5/contents>

You should consider the following before making a representation on compliance with the Duty to Co-operate:

- Any plan submitted will be examined for compliance with the Duty to Cooperate. Local Planning Authorities are expected to provide evidence of how they have complied with any requirements arising from the Duty.
- The PCPA 2004 establishes that non-compliance with the Duty to Co-operate cannot be rectified after the submission of the Plan and so if the Duty has not been complied with, the Inspector has no choice but to recommend non-adoption of the Plan.

Before making a representation on legal compliance, you should consider the other legal requirements associated with plan making which include the following:

- A description of the Plan and key stages in its preparation should be included in a Local Development Scheme (LDS). If the Plan is not detailed in the current LDS it should not have been published for representations. Publication of the Plan should also be in accordance with the LDS timetable. The latest Kent County Council (KCC) LDS is available on the County Council website³.
- The process of consultation on the Plan must be in accordance with the Council's Statement of Community Involvement (SCI). KCC's SCI sets out the strategy for involving the community in the preparation and revision of its Plans and is available on the County Council website⁴.
- Preparation of the Plan should comply with the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) (the Regulations). On publication, KCC must publish the documents prescribed in the Regulations, and make them available at its principal office and on its website. The Local Planning Authority must also notify the Local Plan bodies (as set out in the Regulations), and any persons who have requested to be notified, of the Plan's publication.
- KCC is required to provide a Sustainability Appraisal (SA) Report when it publishes a Plan which should be consistent with the Environmental Assessment of Plans and Programmes Regulations 2004. SA is a tool for appraising policies to ensure they reflect social, environmental, and economic factors. The SA report should identify the process by which the SA has been carried out, and the baseline information used to inform the process and the outcomes of that process. The SA and related Non-Technical Summary is available on the County Council's consultation portal⁵, and at the main County Council office listed below.
- The Plan should be in general conformity with the adopted District and Borough Local Plans.

³ https://www.kent.gov.uk/_data/assets/pdf_file/0014/130541/Kent-Minerals-and-Waste-Local-Development-Scheme-November-2023-accessible.pdf

⁴ https://www.kent.gov.uk/_data/assets/pdf_file/0017/120491/Statement-of-Community-Involvement.pdf

⁵ <https://letstalk.kent.gov.uk/hub-page/mineralsandwaste>

Soundness

Soundness is explained in paragraph 35 of the National Planning Policy Framework 2023 (NPPF)⁶. The Inspector must be satisfied that the Plan is 'positively prepared', 'justified', 'effective' and 'consistent with national policy' as explained below:

- **Positively Prepared:** This means that the Plan should be prepared based on a strategy which, as a minimum, seeks to meet objectively assessed development and infrastructure requirements, and is informed by agreements with other authorities, such that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development.
- **Justified:** The Plan should be the most appropriate strategy when considered against reasonable alternatives, based on proportionate evidence.
- **Effective:** The Plan should be deliverable over their period and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground.
- **Consistent with national policy:** The Plan should enable the delivery of sustainable development in accordance with the policies in the NPPF and other statements of national planning policy, where relevant.

If you think the content of the Plan is not sound you should go through the following steps before making representations:

- a. Is the issue with which you are concerned already covered specifically by national planning policy? If so, does it need to be included in this Plan.
- b. Is what you are concerned with covered by any other policies in any other Plan including the adopted Local Plans of the Kent District, City and Borough Councils?
- c. If the policy is not covered elsewhere, in what way is the Plan unsound without the policy (or particular text)?
- d. If the Plan is unsound without the policy (or particular text), what should the policy or text say?

General Advice

If you wish to make a representation seeking a modification to the Plan you should make it clear how the Plan is not sound or not legally compliant having regard to the legal compliance, Duty to Cooperate and the four soundness requirements set out above. You should try to support your representation with evidence showing why the Plan should be modified. It will be helpful if you also say precisely how you think the Plan should be modified. Representations should cover succinctly all the information, evidence and supporting information necessary to support/justify the representation and the suggested modification, as there will not normally be a subsequent opportunity to make further submissions based on the original representation made

⁶ <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

at publication. Bear in mind that the Inspector will read the representations and will need to understand the reasoning behind them. After this stage, further submissions will be only at the request of the Inspector, based on the matters and issues he/she identifies for examination.

Where there are groups who share a common view on how they wish to see a Plan modified, it would be very helpful for that group to send a single representation which represents the view, rather than for a large number of individuals to send in separate representations which repeat the same points. In such cases the group should indicate how many people it is representing and how the representation has been authorised. Note that the Inspector will be more concerned with the quality of a representation on a particular matter than the quantity of representations made on that matter.

Viewing the Plans and supporting information

The Pre-Submission Draft of the Kent Minerals and Waste Local Plan 2024-39 and supporting information are available for inspection via the County Council's online consultation portal: www.kent.gov.uk/mineralsandwaste.

A hard copy of the Pre-Submission Draft of the Kent Minerals and Waste Local Plan 2024-39 and supporting documents are also available to view at the main County Council office - Sessions House, County Hall, Maidstone, Kent ME14 1XQ between the hours of 9am and 5pm Monday to Friday for the duration of the consultation.

In addition, the County Council has computer access available via its libraries (excluding mobile libraries) where the consultation documents are available to be viewed in an electronic format during their normal opening hours.

If you require any of the documents in an alternative format or language please email alternativeformats@kent.gov.uk or call 03000 42 15 53 (text relay service number: 18001 03000 42 15 53). This number goes to an answering machine, which is monitored during office hours.

Representations Deadline

Representations must be received by KCC by **midnight on Thursday 29th February 2024. Late representations will not be accepted.**

You are strongly recommended to make representations by completing and uploading the online representation form at: www.kent.gov.uk/mineralsandwaste.

Representations can also be made by completing the representation form⁷ and submitting the form to:

- Email to: mwlp@kent.gov.uk, or
- Post to: Minerals and Waste Planning Policy, Planning Applications Group, Invicta House, Maidstone, Kent, ME14 1XX

⁷ Download from: www.kent.gov.uk/mineralsandwaste

If you have any queries about the process of submitting representations, please contact the Minerals and Waste Policy team by email at mwlp@kent.gov.uk or telephone via 03000 422370.

Mineral Sites Plan

Work on a potential review of the Kent Minerals Sites Plan is ongoing and subject to detailed technical assessment of the submitted hard rock site. Until that assessment is complete, no decision can be taken on whether the site will be allocated or not in a revised Kent Mineral Sites Plan. For the avoidance of doubt, the Mineral Sites Plan work does not form part of the current consultation for the Pre-Submission Draft of the Kent Minerals and Waste Local Plan 2024-39.

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Decision Notices published by Sevenoaks District Council OR Kent County Council from **16th January 2024 to 29th January 2024** on plans which Sevenoaks Town Council was consulted upon for comment, **in order of reference number (ascending)**.

STC Comment dates are written in **bold** text, where the comment was made by a Town Councillor during the **current** electoral term (2023-2027). Instances where SDC have decided against STC's recommendation are written in **red**.

Reference Number	Address & Ward	Ward Cllr	STC Recommendation (abridged)	SDC Decision (abridged)
23/02473/MMA	Sevenoaks Wildlife Reserve, Bradbourne Vale Road – Northern	Cllr Dr Canet	11th September 2023: STC recommended approval.	19 th January 2024: SDC Granted, 17 conditions.
23/03050/FUL	Rear of 24 St James Road – St Johns	Cllr Camp	20th November 2023: STC recommended refusal , 3 grounds, 1 informative.	17 th January 2024: SDC Granted, 13 conditions.
23/03077/FUL	Weald Heights, Bouchier Close – Town	Cllr Granville	18th December 2023: STC recommended approval, 2 conditions.	24 th January 2024: SDC Granted, 4 conditions.*
23/03114/FUL	7 Mount Harry Road – St Johns	Cllr Camp	18th December 2023: STC recommended approval, 1 condition.	24 th January 2024: SDC Granted, 10 conditions.
23/03172/FUL	Land Rear of Alexander House, 39 London Road – Town	Cllr Michaelides	20th November 2023: STC recommended approval, 5 conditions.	17 th January 2024: SDC Granted, 14 conditions.
23/03280/HOUSE	2 The Middlings – Kippington	Cllr Varley	18th December 2023: STC recommended approval.	18 th January 2024: SDC Granted, 3 conditions.
23/03303/HOUSE	17 Madison Way – Northern	Cllr O'Hara	18th December 2023: STC recommended approval, 1 condition.	18 th January 2024: SDC Granted, 3 conditions
23/03339/HOUSE	Oakley, 19 Grassy Lane – Kippington	Cllr Daniell	18th December 2023: STC recommended approval, 1 request.	23 rd January 2024: SDC Granted, 4 conditions.
23/03412/CONVAR	Ephesus, 57-59 High Street – Town	Cllr Granville	18th December 2023: STC recommended refusal, 1 ground.	18 th January 2024: SDC Refused, 1 Ground.

23/03453/FUL	The Hardware Centre, 36-42 London Road – Town	Cllr Granville	18th December 2023: STC recommended refusal , 2 grounds.	23 rd January 2024: SDC Granted, 4 conditions.
23/03454/LBCALT	The Hardware Centre, 36-42 London Road – Town	Cllr Granville	18th December 2023: STC recommended refusal , 2 grounds.	23 rd January 2024: SDC Granted, 2 conditions.
23/03482/HOUSE	19 Brattle Wood – Kippington	Cllr Gustard	3rd January 2024: STC recommended approval, 1 condition. (Chair’s Action)	25 th January 2024: SDC Granted, 4 conditions.
23/03499/HOUSE	Highcroft, 3 Farnaby Drive - Kippington	Cllr Varley	5th January 2024: STC recommended approval, 1 condition. (Chair’s Action)	26 th January 2024: SDC Granted, 5 conditions.
23/03500/CONVAR	Flats 1 & 2, 43 Bethel Road – Eastern	Cllr Clayton	8th January 2024: STC recommended refusal, 1 condition.	26 th January 2024: SDC Refused, 1 Ground.

Planning Applications to be Considered

Planning Applications received to be considered on 05 February 2024

1	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	23/02996/HOUSE	Christopher Park 14/02/2024	Cllr Layne	N/A
<i>Case Officer</i>				
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Hosseini			71 Hillingdon Rise	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				24/01/24
Erection of a garden home office.				
Revalidated Plan: Missing block plans and side elevations received on 15/01/2024.				
<i>Web link</i>	https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S2H6ABBKJ5K00			

2	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	23/03232/HOUSE	Stephanie Payne 13/02/2024	Cllr Clayton	Coleman Anderson Architects
<i>Case Officer</i>				
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr and Mrs Ramsay			10 Wildernesse Mount	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				23/01/24
23/03232/HOUSE - Amended plan				
Installation of Samsung Air Source Heat Pump on Front Elevation, with timber covering.				
A summary of the main changes have been set out below:				
An MCS Noise assessment has been provided in relation to Environmental Health's comments.				
<i>Web link</i>	https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S3PP11BKJT100			

3	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	23/03486/HOUSE	Christopher Park 14/02/2024	Cllr Layne	Designhomeplan Ltd
<i>Case Officer</i>				
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Micallef			50 St Johns Hill	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				24/01/24
23/03486/HOUSE - Amended plan				
Single storey rear extension with rooflights. New side gate. Single storey granny annexe to the rear garden with rooflight. Alterations to fenestration.				
A summary of the main changes are set out below: The site location plan has been updated as the previous plan included communal land not within the sole ownership of the applicant. Therefore, given that notice was not served under an ownership certificate, the site location plan has been amended to exclude the land beyond the rear boundary.				
<i>Web link</i>	https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S4Y4XYBKKIR00			

Planning Applications to be Considered

Planning Applications received to be considered on 05 February 2024

4	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	23/03609/CONVAR	Samantha Yates 08/02/2024	Cllr Daniell	N/A
<i>Case Officer</i>				
<i>Applicant</i>				
<i>House Name</i>		<i>Road</i>	<i>Locality</i>	
Mrs L Crockford		Ground & First Floor Flats, Sc	73 Solefields Road Kippington	
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				18/01/24
23/03609/CONVAR - Amended plan				
Variation of condition 2 (occupation of accommodation) for 89/02141/FUL for erection of Headmasters house and subsidiary staff accommodation. To remove occupancy condition for staff accommodation.				
A summary of the main changes are set out below:				
Floor plans of the ground and first floor flats, showing separation from Headmasters House.				
<i>Web link</i>	https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S5K3N8BK0UL00			

5	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	23/03677/HOUSE	Summer Aucoin 16/02/2024	Cllr Granville	AK - Studios
<i>Case Officer</i>				
<i>Applicant</i>				
<i>House Name</i>		<i>Road</i>	<i>Locality</i>	
Mr O Kulibaev		16 Knole Road	Town	
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				26/01/24
Raised patio and new landscape in the rear garden, new retaining walls.				
Revalidated plan: Block Plan now provided.				
<i>Web link</i>	https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S5VGUUBKKYV00			

6	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/00060/HOUSE	Summer Aucoin 09/02/2024	Cllr Gustard	Offset Architects
<i>Case Officer</i>				
<i>Applicant</i>				
<i>House Name</i>		<i>Road</i>	<i>Locality</i>	
Mr & Mrs Allen		9 Kippington Road	Kippington	
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				19/01/24
Replacement of existing glazed conservatory with new, partly glazed extension and alterations to driveway.				
<i>Web link</i>	https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S73WM0BKLDQ00			

7	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/00064/HOUSE	Summer Aucoin 14/02/2024	Cllr Gustard	Open Architecture

Planning Applications to be Considered

Planning Applications received to be considered on 05 February 2024

<i>Case Officer</i>			
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Ms R Emms		19 Brattle Wood	Kippington
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>
			24/01/24
Erection of an outbuilding and proposed landscape works to the front of the property.			
<i>Web link</i>	https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S73WNQBKLDY00		

8	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/00068/FUL	Samantha Yates 09/02/2024	Cllr Camp	DC Hudson & Partner LLP
<i>Case Officer</i>				
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Dr E Ansari	The Old Meeting House	St Johns Road	St Johns	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			19/01/24	
Change of use to a place of worship. Works to fenestration.				
<i>Web link</i>	https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S75J0NBK0UL00			

9	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/00093/HOUSE	Abbey Aslett 14/02/2024	Cllr Willis	Open Architecture
<i>Case Officer</i>				
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mr A Knight		27 The Drive	Town	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			24/01/24	
Demolition of existing single storey side extension and proposed new single storey rear/side extension with rooflights and solar panels, internal alterations including the addition of an internal lift and associated landscaping.				
<i>Web link</i>	https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S7BBK1BKLG000			

10	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/00101/HOUSE	Samuel Odell 16/02/2024	Cllr Daniell	Nadia Ledger Architects
<i>Case Officer</i>				
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mr & Mrs Smith	Cumbrae	Brittains Lane	Kippington	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			26/01/24	
Relocation of front door with new porch to the front elevation and internal alterations.				
<i>Web link</i>	https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S7D60UBKLHO00			

11	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/00139/FUL	Summer Aucoin 16/02/2024	Cllr Varley	Blackburn Architects Limited

Planning Applications to be Considered

Planning Applications received to be considered on 05 February 2024

<i>Case Officer</i>			
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr P Bailey		65 Weald Road	Kippington
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>
			26/01/24
Removal of existing mock tudor details with replacement finishes, replacement porch canopy, painted fascias and soffits.			
<i>Web link</i>	https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S7IQ4BBKLU00		