

Sevenoaks Town Neighbourhood Plan – Monitoring and Implementation Group

(Open to members of the public)

Monday 22nd January 2024 6pm

Sevenoaks Town Council Chamber, Bradbourne Vale Road, TN13 3QG

Agenda

Chair: Cllr Varley Vice Chair: Cllr Ancrum

- 1. Apologies for absence**

- 2. Minutes (Pages 3-8)**
To receive and agree the Minutes of the previous STNP Monitoring and Implementation Group meeting, held on 4th December 2023.

- 3. Theme Two – Work Stream (Pages 9-12)**
 - a) To receive and note a list of actions as identified within the STNP under Theme Two: Landscape and Blue and Green Infrastructure.

 - b) To identify priority actions.

- 4. Monitoring (Pages 13-26)**
 - a) To receive and note an update report, of how the STNP policies have been against planning applications within Sevenoaks Town since the last preliminary report.

 - b) To receive and note a list of trends/observations from the above report, as well as changes since the last report.

 - c) To discuss any other observations or trends noticed by members for bringing to attention of the Working Group, Sevenoaks Town Planning Committee, or Sevenoaks District Council.

- 5. Dates of future meetings**
To discuss potential dates for future Monitoring and Implementation Group meetings.

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Minutes of the Sevenoaks Town Neighbourhood Plan Monitoring and Implementation Group meeting held at the Council Chambers on 4th December 2023, 6:00pm.

In attendance:

Sevenoaks Town Council – Vice Chair of Planning Committee	Cllr Nick Varley – (Chair)
Sevenoaks Town Council – Chair of Open Spaces & Leisure	Cllr Dr Marilyn Canet
Sevenoaks Town Council	Cllr Lionel O’Hara
Sevenoaks Town Council – Town Clerk	Linda Larter MBE
Sevenoaks Town Council – Planning Committee Clerk	Georgie Elliston
Sevenoaks District Council	Cllr Elizabeth Purves
Wealden Properties (Sevenoaks) Limited	Paul Baker
Glenn Ball Chartered Architect	Glenn Ball
Sevenoaks Society	Charles George
Bradbourne Residents Association	John Ingram

1. Declarations of Interest

Paul Baker of Wealden Properties declared that he was the Agent for two of the planning applications within the Monitoring Report.

2. Welcome to new attendees

The Group welcomed its new attendees, with a note that membership would remain fluid and open to new members, in order to allow organisations to engage with the process as and when it pertains to their interests – for example, sports clubs to attend when Theme Six – Sports and Recreation is to be discussed.

3. Apologies for absence

Helen O’Sullivan, Liz Dolding (Warners Solicitors), **Andrew Eyre** (The Stag Theatre), **Cllr Libby Ancrum** (Sevenoaks Town Council), **Cllr David Skinner** (Sevenoaks Town Council), **Cllr Gareth Willis** (Sevenoaks Town Council), **Cllr Catherine Daniell** (Sevenoaks Town Council), **Cllr Nigel Wightman** (Sevenoaks Town Council), **Cllr Sally Layne** (Sevenoaks Town Council), **Cllr Claire Shea** (Sevenoaks Town Council)

4. Minutes

The Minutes of the previous STNP Monitoring and Implementation Group meeting held on 27th September 2023 were received and agreed.

5. Theme One – Work Stream

a) Actions listed under the Theme One Work Stream were discussed one by one, with a priority status attributed to each item. (Updated document attached)

b) The following points of note were discussed:

- Action 1.1 – Noted that the three main sites affected by this are 136 High Street (Previously Tesco), Edwards Electrical, and the Farmers Site.
- Actions 1.2, 1.3 and 1.4 – These actions to be considered under one point, due to similarity. Charles George reported on behalf of Sevenoaks Society that it considers this low priority, due to the Residential Character Area Assessment (RCAA) guidance being considered sufficient. Rated low priority.

- Action 1.5 – Noted that there are numerous large developments currently planned in Sevenoaks which will result in creation of new roads. Therefore rated medium priority.
- Action 1.6 – Noted that SDC’s Emerging Local Plan 2040 has a policy on this. STC to contact them and communicate the priority for STC or members of the STNP M&I Group to have representation in any Design Review Panels.
- Action 1.7 – Information was requested as to what areas are not included in the RCAA to give direction on scope.
- Action 1.8 – Noted that STC is pursuing two separate Masterplans for Town and for St Johns, pending CIL funding. Noted that SDC Local Plan Evidence base now includes development briefs for some relevant sites, including Sevenoaks Station.
- Action 1.9 – Numbers to be updated, due to non-existence of 1.9.
- Action 1.10 – Noted to monitor whether SDC’s Local Plan introduces policy guidance on solar panels. Rated medium priority, to be pursued as part of 5 year review.
- Action 1.11 – The Group agreed that it would like to see Aim C2 elevated to Policy status, without adding specific detail on sites in order to allow for change to occur without nullifying the policy.

6. **Monitoring**

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

b) Members received and discussed copy of correspondence from a SDC Planning Officer, which answered queries made by the Planning Committee Clerk in response to several trends observed within the monitoring report.

c) The non-applicability of Policy L1 to Householder applications in particular was noted, and it was agreed that the Committee Clerk research this further.

d) It was noted that SDC would be producing its own annual report on the STNP, however this would be via automated system and would not produce detail as to use of individual policies.

7. **Dates of future meetings**

It was agreed that the next meeting be scheduled to take place in 7 weeks at 6pm on 22nd January 2024. This meeting would focus on Theme Two: Landscape and Blue and Green Infrastructure.

b) It was also noted that a 2024 meeting schedule would be produced in the New Year, with STNP Group meetings to take place every 6 weeks thereafter.

Meeting concluded at 7:45pm.

Theme One: Character, Heritage and Identity Work Stream

	Proposed Project/Action	Notes	Identified by:	For actioning of:
1.1	The Town Council will work with the District Council and landowners to encourage development of vacant and under-used sites particularly where they have a negative impact on the townscape of Sevenoaks.	The main three sites affected by this are: <ul style="list-style-type: none"> • 136 High Street (Previously Tesco), • Edwards Electrical, • Farmers Site. 	STNP – Aim C2 And supporting text of Aim C3	STC Collaboration with: <ul style="list-style-type: none"> • Sevenoaks District Council • Landowners • Developers
1.2	The Town Council will prepare guidance on the treatment of locally listed buildings and any other buildings with heritage value. Whilst adopted policies provide a good level of protection some buildings may remain vulnerable to insensitive development. This includes unlisted buildings that are not in Conservation Areas or locally listed buildings (that do not require listed building consent). The Town Council will create additional guidelines to protect these structures	Low priority , due to guidance in the Residential Character Area Assessment being considered sufficient. Solar panels in particular were noted as an issue.	STNP – Aim C3 And supporting text of Aim C3	STC
1.3	The Town Council will work with the District Council to encourage the naming of new streets to reflect people and places of historic significance to the town	Medium priority , due to a number of large developments and subsequent new roads expected to be delivered in Sevenoaks within the next few years.	STNP – Aim C5	STC Collaboration with: <ul style="list-style-type: none"> • Sevenoaks District Council
1.4	The Town Council will normally require major planning applications or proposals on sites within sensitive locations, to be submitted to a Design Review panel for review early in the planning process. The Town Council will either utilise a panel	The District Council’s emerging Local Plan 2040 has a proposed policy for this. Pending Action: STC to liaise with SDC to request	STNP – Aim C6	STC Collaboration with: <ul style="list-style-type: none"> • Sevenoaks District Council

	Proposed Project/Action	Notes	Identified by:	For actioning of:
	<p>established by the District Council or utilise another established panel.</p> <p>The Town Council will engage with the District Council to undertake a design review or if necessary utilise an alternative panel.</p>	<p>representation on any resulting review panel, of either STC or the STNP M&I Group.</p>	<p>STNP – Supporting text of Aim C6</p>	<p>Design Review Panel</p> <p>Collaboration with:</p> <ul style="list-style-type: none"> • Sevenoaks District Council Design Review Panel • Alternative panels
1.5	<p>The Town Council will work with the District Council and/or other design advisors to prepare design guidance for areas not included within the Residential Character Area Assessment.</p>	<p>Pending Action: To identify where the gaps are for areas not included, and report back for re-consideration of the M&I Group.</p>	<p>STNP – Aim C7</p>	<p>STC</p> <p>Collaboration with:</p> <ul style="list-style-type: none"> • Sevenoaks District Council • Design advisers
1.6	<p>Masterplanning at locations which are important gateways and arrival points into the town.</p>	<p>High priority, with a Town Centre and separate St Johns Masterplan due to be undertaken by STC once CIL funding becomes available.</p> <p>Noted that SDC’s Local Plan 2040 Evidence Base now includes Development Briefs</p>	<p>Examination Process – Town Clerk</p> <p>Policy C10 was amended following recommendation PM4 in the Independent Examiner Report, to read “will be supported in principle at:”. The definition of “support” in this case was provided in STC’s Answer to Question 11 of the Examiner’s procedural questions,</p>	<p>STC</p>

	Proposed Project/Action	Notes	Identified by:	For actioning of:
		for Baseline sites – including Sevenoaks Station.	and included potential financial contributions, Masterplanning , and/or Planning Committee recommendations.	
1.7	<p>Theme 1: Character OR Theme 7: Development via Policy D6 (Retrofitting) To provide solar panels guidance – especially within Conservation Areas where their installation (as well as double glazing) are severely limited.</p> <p>Potential to add a Policy in support at REVIEW stage</p>	<p>Medium priority, as review and addition of any new policies will take place in 5 years.</p> <p>Note to monitor Emerging Local Plan 2040 in case this adds new policy guidance.</p>	<p>Town Clerk/Town Council Officers –</p> <p>Whether or not solar panels should be allowed in Conservation Areas has been heavily debated by the Planning Committee multiple times. If an evidence base or design guidance could be prepared for this and to respond to the increasing demand for solar panels, this could help to clarify for homeowners and the Planning Committee.</p> <p>This is also in line with Aim C3 – whereby the Town Council will prepare guidance on the treatment of locally listed buildings and any other buildings with heritage value.</p>	STC
1.8	<p>Elevate Aim C2 to Policy status – requiring additional study and evidence base to identify exact locations</p> <p>Current Aim: Aim C2: The Town Council will work with the District Council and landowners to encourage development of vacant and under-used sites particularly where they have a negative impact on the townscape in Sevenoaks.</p>	<p>For REVIEW stage: Agreement from Group members of desire for this to be elevated to Policy status, without requiring detail on specific sites, in order for it to remain relevant to any additional sites that may come up.</p>	<p>Examination Process – Regulation 16 Consultation Response</p> <p>Recommended by Sevenoaks Society in its response on the public consultation on the Referendum Draft of the STNP. The Independent Examiner flagged this in his Report, but noted that he “would expect more detail or precisely which vacant and under-</p>	STC

	Proposed Project/Action	Notes	Identified by:	For actioning of:
			used sites the policy would apply to” in order for it to gain policy status.	
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 One are:</p> <ul style="list-style-type: none"> • Sevenoaks Town Portrait • Sevenoaks Cultural Strategy • Northern Sevenoaks Masterplan 	<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. He noted however that evidence may change over the life of the STNP, and advised therefore that it be reviewed.</p>	STC

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.		STNP – Aim L3	STC
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		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
2.4	The Town Council will support improvement and restoration proposals for Bradbourne Lakes developed in consultation with the local community		STNP – Aim L7	Collaboration with: <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	STC
2.6	Preparation of policy guidance on planning applications for private water supply via boreholes	For 5 year REVIEW stage: A recent planning application for a borehole to supply private water to a golf course	Town Clerk/Town Council Officers	STC

	Proposed Project/Action	Notes	Identified by:	For actioning of:
		highlighted the potential future need for planning considerations on this as the effects of climate change and droughts worsen.		
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.</p>	Town Clerk/Town Council Officers	STC

	Proposed Project/Action	Notes	Identified by:	For actioning of:
		BNG is also not applicable to Householder applications, as they are exempt under Biodiversity Net gain legislation and national guidance, so separating the two could allow for policy requirement of biodiversity-friendly features, without requiring net gain.		
2.8	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. Current Aim: Aim L7: The Town Council will support improvement and restoration proposals for Bradbourne Lakes developed in consultation with the local community.	For 5 year REVIEW stage: 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	Town Clerk/Town Council Officers	STC

	Proposed Project/Action	Notes	Identified by:	For actioning of:
		<p>enhancing green infrastructure, to protecting 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>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. He noted however that evidence may change over the life of the STNP, and advised therefore that it be reviewed.</p>	STC

Update to Monitoring Report:

Planning applications decided by Sevenoaks District Council and with reference to the STNP, since the last report to STNP M&I Group on 4th December 2023

Purpose: To record the successful application of Sevenoaks Town Neighbourhood Plan policies against Planning Applications within Sevenoaks Town, in order to decide or influence decisions and conditions.

Decisions made since 23rd November 2023, with full report of compiled decisions to be published on STNP Monitoring and Implementation Group webpage:

Date	Reference Number & Case Officer	Address & Ward	Proposal description	Policies & Issues measured against – as per headings/sub-headings (non-bold, if a particular issue is raised)	Document
09/11/23 _____ And 01/12/23	23/02806/HOUSE Stephanie Payne	12 Clenches Farm, Clenches Farm Road	Replacing front facing two rooflights with new dormer with window. Three new rooflights to flank roof. New rooflight to rear roof.	C1 – Heritage and Identity: Conservation Area Impact C4 – Character: Impact on the character of the area _____ C1 and C4 – Condition on materials of external surfaces C1 and C4 – Condition on projection of materials on roof	Officer Report _____ Decision Notice (Approval)

13/11/23	23/02902/HOUSE Summer Aucoin	30 Robyns Way	Single storey rear extension.	C4 – High quality development	Officer Report
17/11/23	23/02869/HOUSE Summer Aucoin	67 Betenson Avenue	Single storey side extension with rooflights.	C4 – High Quality Design: Impact on the character of the area	Officer Report
21/11/23	23/02872/LBCALT Anna Horn	Knole House, Knole Lane	New structural works to strengthen the North Cellar ceiling at Knole.	C1 – Conservation	Officer Report
22/11/23 <hr/> And 10/01/24	23/03023/FUL Sean Mitchell	Site Formerly Known as Sevenoaks Open Air School, Oakhill Road	Demolition of existing open air school building and stores and construction of one single storey dwelling with parking and associated landscaping.	C1 – Conservation: Impact upon the character and appearance of the area/Conservation Area L1 – Biodiversity L4 – Trees <hr/> L4 – Condition on tree protection measures C1 – Condition of soft and hard landscaping details	Officer Report <hr/> Decision Notice (Approval)
23/11/23 <hr/> And 01/12/23	23/02564/HOUSE Samantha Yates	48 The Crescent	Demolition of existing single storey extension, replaced with new rear Single Storey Extension. New roof and rooflight.	C1 – Impact on previously disturbed land C4 – Impact on the character of the area L1 – Biodiversity L4 – Impact on the character of the area <hr/> C4 – Condition on materials	Officer Report <hr/> Decision Notice (Approval)

24/11/23 And 28/11/23	23/02885/HOUSE Abbey Aslett	82 Brattle Wood	Introduction of PV solar panels on roof of existing flat roof garage	C4 – Impact on the character of the area C4 – Condition to remove solar panels on cessation of use	Officer Report Decision Notice (Approval)
24/11/23	23/03025/HOUSE Summer Aucoin	The Ridgeway, 6 Ashley Close	Single storey extension (west). Part demolition of lean to (east). New pitched roof for garage. Loft conversion with rear dormer and front facing rooflights, alterations to fenestration. New wall and railings to front boundary incorporating exiting piers and gate. New patio area.	C4 – High Quality Design: Impact on the character of the area	Officer Report
27/11/23	23/02879/CONVAR Abbey Aslett	Oakbourne, 5 Oakhill Road	Variation of condition 4 (permitted development – garage) of OO/02096/FUL for Erection of new detached double garage and conversion of existing garage into living accommodation as amended by plans received with letter dated 10.11.00 to be used fully as living accommodation. Variation of condition 4 (PD rights) of Condition Number(s): Condition 4 Conditions(s) Removal: See Covering letter The use of the garage shall be for storage and residential accommodation, and the building shall not be sold off or separated from the title of 5 Oakhill Road.	C4	Officer Report
27/11/23	23/02775/HOUSE Stephanie Payne	1 Pinewood Avenue	Erection of large detached garage to replace existing dilapidated structures, and erection of new fence to garden boundary.	C4 – Character, Heritage, Identity: Impact on the character of the area	Officer Report

And 01/12/23				<p>L4 – Trees and Hedgerows: Impact on the character of the area</p> <p>C4 – Reason of affect on street scene</p> <p>L4 – Reason of diminishing of green character of the area and prominence of feature on the street scene</p>	Decision Notice (Refusal)
27/11/23	23/02947/HOUSE Stephanie Payne	7 Downsview Road	Two rear dormer balconies.	<p>C4 – Character, Heritage and Identity: Impact on the character of the area</p> <p>C4 – Condition on materials</p>	Officer Report Decision Notice (Approval)
And 13/12/23					
23/11/23	23/03045/HOUSE Summer Aucoin	13 Lambarde Drive	Demolition of existing conservatory. Replaced with single storey extension.	C4 – High Quality Design: Impact on the character of the area	Officer Report
29/11/23	23/02371/MMA Samantha Yates	Oak Croft, West Heath Lane	Amendment to 22/OO221/FUL	<p>C4</p> <p>L1 – Biodiversity</p> <p>L4</p>	Officer Report
29/11/23	23/02821/FUL Anna Horn	West Heath School, Ashgrove Road	Removal of corrugated asbestos roof on OT/Dance studio area of school. Install new slated roof to match others.	C1 – Heritage Assets: Impact on the Listed Building	Decision Notice (Approval)
And 06/12/23					

				C1 – Condition on materials of external surfaces	
30/11/23 And 01/12/23	23/02913/HOUSE Abbey Aslett	6 Merlewood	Demolish garage, and erect two storey front and side extension, new bay window to front elevation, replacement roof raising ridge with gable to rear and rooflights, single storey rear extension, change elevational treatments and replacement fenestration	C4 – Impact on the character of the area C4 – Two conditions on materials	Officer Report Decision Notice (Approval)
30/11/23 And 07/12/23	23/02032/FUL Ashley Bidwell	Knole Park Golf Club, Seal Hollow Road	Proposed new reservoir with pump house and associated pump equipment, fence and associated landscaping.	C1 – Heritage: Heritage and archaeology L1 – Biodiversity: Biodiversity Net Gain, Ecology and Biodiversity, and principle of development and impact on the Green Belt L2 – Flood risk: Principle of development and impact on the Green Belt, Sustainable drainage systems L4 – Trees and hedgerows: Visual impact L1 – 4 Conditions on Biodiversity Net Gain Plans and monitoring reports to secure 10% net gain	Officer Report Decision Notice (Approval)

				C1 – Condition requiring method statement to protect heritage asset	
04/12/23 And 05/12/23	23/02950/HOUSE Christopher Park	29 Hillingdon Rise	Erect raised decking with steps and privacy screen to rear garden.	C4 – Character Areas: Impact on the character of the area C4 – Condition on materials of external surfaces	Officer Report Decision Notice (Approval)
06/12/23	23/02805/HOUSE Summer Aucoin	12 Greatness Road	Demolition of Existing conservatory. Ground floor side and rear extension. Rooflights.	C4 – High Quality: Impact on the character of the area	Officer Report
07/12/23 And 08/12/23	23/02670/HOUSE Abbey Aslett	3 Pineneedle Lane	First floor extension over existing Lounge. Garage conversion to study/bedroom and gym area with single storey link building to existing house	C4 – Impact on the character of the area C4 – Condition on materials of external surfaces and condition on preventing tree damage	Officer Report Decision Notice (Approval)
07/12/23	23/02299/FUL Anna Horn Richard Morris	Tor Na Coille, 1 Ashley Road	Demolition of existing house and erection of 6 semi detached houses with car parking and access drives to existing road. Associated landscaping.	C4 – Design and residential character areas: Impact on the character of the area L1 – Biodiversity net gain: Ecology	Officer Report to Development Management Committee

And 08/12/23				<p>L4 – Trees and hedgerows: Impact on the character of the area</p> <p>L1 – Condition requiring ecological enhancement details, condition requiring precautionary measures to protect hedgehogs, and condition requiring Biodiversity Plans to be submitted, demonstrating 10% Net Gain.</p>	Decision Notice (Approval)
11/12/23 And 14/12/23	23/02782/HOUSE Stephanie Payne	13 Wickenden Road	Demolition of existing garage and erection of one storey extension with rooflights and new fenestrations. New suspended baywindow at front; Ground floor infill at rear. New ramped access at front. New A/C unit at rear.	<p>C4 – Character, Heritage and Identity</p> <p>C1 – Impact on the character of the area</p> <p>C4 – Condition on materials of external surfaces</p>	Officer Report Decision Notice (Approval)
11/12/23	23/03130/MMA Stephanie Payne	39 Bosville Drive	Amendment to 23/00509/HOUSE	C4: Character, Heritage and Identity	Officer Report
11/12/23	23/03047/HOUSE Summer Aucoin	35 Wickenden Road	Garage conversion to living space with alterations to floor level. Alterations to first floor level including new hip roof to match existing roof height with gable to rear. Single storey rear infill extension. Driveway	<p>C4 – High Quality: Impact on the character of the area</p> <p>L2 – Managing Surface Water</p>	Officer Report

_____ And 19/12/23			extension with glass balustrade and ramp. Alteration to fenestration.	_____ C4 – Condition on materials L2 – Condition on details of permeable driveway to prevent surface water run off	_____ Decision Notice (Approval)
13/12/23	23/01447/FUL Christopher Park	153 High Street	Installation of condensing unit to existing class E shop.	C1 – Heritage Asset: Impact on the Conservation Area	Officer Report
14/12/23	23/02771/LBCALT Christopher Park	10 Six Bells Lane	Replacement of front door. Internal alterations.	C1 – Heritage Assets: Impact on Listed Buildings and their Setting	Officer Report
_____ And 18/12/23				_____ C1 – Two conditions on materials	_____ Decision Notice (Approval)
14/12/23	23/02770/FUL Christopher Park	10 Six Bells Lane	Replacement of front door. Internal alterations.	C1 – Heritage Assets: Impact on Listed Buildings and their Setting, and Conservation Area Impact	Officer Report
_____ And 18/12/23				_____ C1 – Condition on materials	_____ Decision Notice (Approval)
15/12/23	23/02802/HOUSE Summer Aucoin	Melrose House, 101 Oakhill Road	Single-storey rear extension in a traditional Orangery style with brick plinth supporting painted timber window framing and French doors with generous glazing and a flat roof with cornice detail and a lantern feature.	C4 – High Quality Design C1 – Heritage: Conservation Area Impact	Officer Report

And 15/12/23				C1 – Condition on materials	Decision Notice (Approval)
15/12/23	23/02975/HOUSE Abbey Aslett	2 St Georges Road	Addition of metal railings above existing boundary wall, widening of existing access, installation of sliding vehicular gate and pedestrian gate increase in height of gate piers.	C4 – Impact on the character of the area	Officer Report
And 19/12/23				C4 – Condition on materials	Decision Notice (Approval)
18/12/23	23/03211/HOUSE Summer Aucoin	30 Kippington Road	Single storey rear extension with hipped roof and roof lantern.	C4 – High Quality Development: Impact on the character of the area	Officer Report
18/12/23	23/02951/HOUSE Summer Aucoin	39 Grove Road	Demolish existing timber and glass lean-to at the rear, and construct a side return infill extension. New window to be added to rear.	C4 – High Quality Design: Impact on the character of the area	Officer Report
And 02/01/24				C4 – Condition on materials	Decision Notice (Approval)
19/12/23	23/03188/HOUSE Christopher Park	Lantau, Seal Hollow Road	Part single, part double storey front, side and rear extension, a first floor extension, a loft conversion, and a new porch alongside internal alterations and facade updates, new swimming pool and pool house with associated landscape. New rooflights and two new Juliet balconies.	C1 – Heritage Assets: Conservation Area Impact C4 – Character Areas: Impact on the character of the area	Officer Report
And 21/12/23				C4 – Condition on materials	Decision Notice (Approval)
19/12/23	23/02344/FUL Anna Horn Richard Morris	Chance Cottage, 104 Oakhill Road	Erection of 2 dwellings with detached garages, extension to existing dwelling and associated works.	C4 – Impact on the Character of the Area L4 – Impact on the Character of the Area L1 – Ecology	Officer Report

And 05/01/24				<p>C4 – Condition on materials C4 – Condition on landscaping L4 – Condition on tree protection measures, L1 – condition requiring Biodiversity Plans to be submitted, demonstrating 10% Net Gain.</p>	Decision Notice (Approval)
20/12/23 And 20/12/23	23/03072/LBCALT Stephanie Payne	Lynch House, 21 Clarendon Road	Replacement of 2 attic windows. Removal of external timber pelmet. Remove hung tiles from south east elevation and replace.	<p>C1 – Character, Heritage and Identity</p> <p>C4 – 2 conditions on materials</p>	Officer Report Decision Notice (Approval)
22/12/23 And 09/01/24	23/02970/HOUSE Stephanie Payne	20 The Drive	Demolition of part of basement and part of ground floor at rear of property and replacement with new basement and ground floor extension to the property. New rooflight and lantern to new extension. Alterations to fenestration. New solar panels (rear). Landscaping. Ground floor balcony (rear). New terrace outside basement (rear).	<p>C1 – Character, Heritage and Identity: Impact on Heritage Assets</p> <p>C1 – Condition on materials of external surfaces C1 – Condition to remove solar panels on cessation of use</p>	Officer Report Decision Notice (Approval)
28/12/23	23/03221/HOUSE Summer Aucoin	19 The Drive	Demolition of existing conservatory to replace with a single storey rear extension with flat roof and rooflights. Internal alterations. New patio and steps with associated works.	C4 – High Quality Design: Impact on the character of the area	Officer Report

And 29/12/23				C4 – 2 conditions on materials	Decision Notice (Approval)
29/12/23	23/03168/HOUSE Samuell Odell	Donnington House, 116 Oakhill Road	Demolition of existing garage to replace with a single storey side extension with solar panels	C1 – Conservation Area Impact C4 – Impact on the character of the area	Officer Report
And 03/01/24				C4 – Condition on materials of external surfaces C1 – Condition on design of door	Decision Notice (Approval)
08/01/24	23/03278/HOUSE Samuell Odell	32 Otford Road	Proposed ground floor rear extension with roof lantern. Alteration to fenestration. Demolition of chimney stack.	C4 – Impact on the character of the area	Officer Report
And 09/01/24				C4 – Condition on materials	Decision Notice (Approval)
11/01/24	23/02972/HOUSE Summer Aucoin	Homefield Cottage, Oak Lane	Loft conversion above the existing garage with rooflights. New steps. Additional dormer and internal alterations to existing main dwelling.	C4 – High Quality Development: Impact on the character of the area T4 – Trees: Tree protection	Officer Report
And 11/01/24				C4 – Condition on materials L4 – Condition to protect tree root systems	Decision Notice (Approval)

11/01/24 <hr/> And 12/01/24	23/03350/HOUSE Abbey Aslett	8 Middlings Rise	Two storey side extension with dormer. Alterations to fenestration.	C4 – Design: Impact on the character of the area C4 – Condition on materials of external surface	Officer Report <hr/> Decision Notice (Approval)
11/01/24 <hr/> And 12/01/24	23/03090/HOUSE Stephanie Payne	Hardres Lodge, 56 Oakhill Road	Rear extension to garage with associated works. First floor conversion to garage. Loft conversion to main dwelling. Re roofing of house and garage. Dormers. Half timbering to rear elevation. Rooflights.	C1 – Character, Heritage and Identity: Conservation Area Impact L4 – Conservation Area Impact C1 – Condition on materials L4 – 2 conditions to protect trees	Officer Report <hr/> Decision Notice (Approval)
12/01/24 <hr/> And 12/01/24	23/03159/HOUSE Samuel Odell	24 Betenson Avenue	Demolition of conservatory and construction of two storey side extension and single storey rear extension with roof lantern. New rooflight on New front porch.	C4 – Impact in the character of the area C4 – Condition on materials of external surface	Officer Report <hr/> Decision Notice (Approval)
15/01/24	23/03369/LBCALT Samuel Odell	4 Quaker Close	Removal of small section of non-loadbearing wall.	C1 – Character, Heritage and Identity: Impact on Listed Buildings and their Setting	Officer Report
09/01/24	23/03381/HOUSE Stephanie Payne	6 Bosville Drive	Vehicular access.	C4 – Character, Heritage and Identity: Impact on the character of the area	Officer Report

And 15/01/24				C4 – Condition on materials	Decision Notice (Approval)
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Trends and observations:

- Tor Na Coille was an especially successful application of L1, which has previously been felt to be underutilised by the Planning Committee. The plans as submitted did not secure 10% Biodiversity Net Gain, so provision of plans which do has been conditioned on the Grant of permission.
- Also noticed is first use of L2 in a condition for approval, requiring details of a permeable hardstanding for the driveway in order to prevent surface water run off onto the public highway.
- Decision notices for approval have begun to start citing the STNP since it was questioned by the Planning Committee Clerk why SDC policies are cited, but STNP ones are not. (Aaron Hill clarified that it is not necessary to cite policies, but considered good practice by SDC Case Officers. He passed on the request for the STNP to be cited when applicable, to as to reinforce the positive nature in which the STNP can be used – i.e. ensuring high quality developments, not just for refusing applications.)

*** Planning applications decided by Sevenoaks District Council – with no reference to the STNP**

Planning Portal Reference Number & Case Officer	Address & Ward	Proposal description	Potential policies & issues which could have been relevant (deduced either from site constraints or other policies cited by the Officer)	SDC Decision
23/02931/FUL Stephanie Payne	ECA Court, 24-26 South Park – Town	2 x air conditioning units with associated screening.	C4 – Character of the area	4 th December 2023: SDC Granted, 5 conditions.
23/03101/CONVAR Stephanie Payne	Land Rear of 12 Burntwood Road	Variation of condition 10 (materials) of 22/00553/FUL for construction of a 1 1/2 storey detached dwelling and new vehicular/pedestrian access onto Burntwood Road.	C4 – Character of the area: Materials	15 th December 2023: SDC Granted, 10 conditions.

23/03126/FUL Stephanie Payne	Private Car Park, ECA Court, 24-26 South Park	Car park canopy with solar panels	C4 – Character of the area: Impact on street scene	18 th December 2023: SDC Granted, 3 conditions.
23/02795/HOUSE Stephanie Payne	21 Oak Warren	Single storey rear extension with rooflight. New rooflights added to existing roof. Alteration to fenestration. Erection of a retaining wall to the rear of the garden.	C4 – Impact on the character of the area C9 – Impact on Green Belt and AONB	15 th December 2023: SDC Granted, 4 conditions.
23/03006/LDCEX Samantha Yates	The New Beacon School, Brittain's Lane	Erection of replacement pre-school unit facility and swimming pool building.	C9 – Impact on Green Belt	4 th January 2024: SDC certified lawful existing use/development, 1 reason
23/02142/CONVAR Samantha Yates	9 Crownfields	Variation of condition 7 (obscure glazing) of 23/00585/FUL for Demolition of existing dwelling and replacement with a new detached dwelling with associated garaging with amendment to rooflights.	N/A, unless condition on surface water flooding could be amended.	10 th January 2024: SDC Granted, 9 conditions.