

Minutes of the PLANNING COMMITTEE meeting held on Monday 27th June 2022 at 7:00pm at Town Council Chambers, available to view on YouTube:

<https://www.youtube.com/watch?v=EPCP0KWxiMQ>

Present:

Committee Members

Cllr Ancrum	Present	Cllr Hogarth	Apologies
Cllr Bonin	Present	Cllr Michaelides	Present
Cllr Busvine OBE	Present	Cllr Morris Brown	Absent
Cllr Camp – Vice Chairman	Apologies	Cllr Mrs Parry – Mayor	Present
Cllr Dr Canet	Present	Cllr Parry	Present
Cllr Clayton	Present	Cllr Piper	Apologies
Cllr Eyre	Remote Attendance*	Cllr Raikes - Chairman	Present
Cllr Granville-Baxter	Apologies	Cllr Shea	Present

Also in attendance:

Town Clerk

Planning Committee Clerk

Approx. 10 Members of the Public

*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.

PUBLIC QUESTION TIME

None.

169 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

170 DECLARATIONS OF INTEREST

Cllr Parry and Cllr Mrs Parry declared that they live on the same road as [Plan no. 16] 22/01542/HOUSE – 21 Burntwood Road.

Cllr Raikes declared that he knows the owner of [Plan no. 8] 22/01468/HOUSE – Manorbier, Linden Chase.

171 DECLARATIONS OF LOBBYING

Cllr Parry declared that he had received and engaged in emails with residents and the developer of [Plan no. 1] 22/00683/FUL.

172 MINUTES

a) The Committee received the MINUTES of the Planning Committee Meeting held 20th June 2022.

b) Cllr Dr Canet noted that she had been incorrectly recorded as “Absent” instead of “Apologies”.

c) It was **RESOLVED** that the minutes be approved with the above amendment made.

173 COVID-19: PLANNING COMMITTEE ARRANGEMENTS

a) It was noted that meetings had commenced face-to-face following the lifting of public health restrictions on 19th January 2022, to be live streamed on Youtube.

b) It was noted that all arrangements were subject to review.

174 APPEALS

Councillors received and noted the submission of the following appeal:

- **APP/G2245/W/22/3294524: 21/02502/PAC – 160 London Road**

175 DEVELOPMENT CONTROL COMMITTEE

a) Councillors noted that the below application is due to be discussed by the Development Control Committee on 30th June 2022 at 7pm.

- 22/00613/FUL – 73 Bradbourne Vale Road

b) It was **RESOLVED** that Cllr Shea be registered to speak on behalf of Sevenoaks Town Council.

176 DEVELOPMENT CONTROL COMMITTEE

a) Councillors noted that the below application is due to be discussed by the Development Control Committee on 30th June 2022 at 7pm.

- 22/00859/FUL – Garage Block North of 32 Bethel Road

b) It was **RESOLVED** that Cllr Shea be registered to speak on behalf of Sevenoaks Town Council.

177 LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN

Councillors noted that Sustrans is holding its second engagement session on 12th July 2022 at 11am, as part of its development of the Sevenoaks Urban Area Local Cycling and Walking Infrastructure Plan. The joining link to be circulated separately.

178 DRAFT STC DOCUMENT DETAILING POLICIES RELATING TO PLANNING APPLICATION RECOMMENDATIONS (See Appendix)

a) Cllr Shea presented and summarised the following changes that had been made to the draft policy document since the Planning Committee's last review of it:

- Clarification made by Cllr Shea under Policy PC1 concerning porous boundaries that this entails fencing and other boundary designs that allow for passage of local wildlife.
- Edits by Cllr Raikes clarifying several points, highlighted in yellow.
- Comments by Cllr Shea, highlighted in green.

b) The Town Clerk noted that the purpose of this document was to create a coherent outline of Sevenoaks Town Council's practices and values when considering recommendations on planning applications, in order to increase the quality and consistency of the Planning Committee's recommendations made to the Local Planning Authority.

c) It was **RESOLVED that** the document be adopted as Sevenoaks Town Council policy in its current form.

179 PLANNING APPLICATIONS

(a) The meeting was adjourned to allow members of the public to speak for three minutes on the following application, by prior agreement.

[Plan no. 1] 22/00683/FUL – Berkeley House, 7 Oakhill Road (Against)

(b) The Committee considered planning applications received during the two weeks ending 20th June 2022. It was **RESOLVED** that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

180 PRESS RELEASES

It was **RESOLVED** that a Press Release be issued announcing the Planning Committee's adoption of a policy document detailing its function and practices for making recommendations to the Local Planning Authority on planning applications. This document also outlines values and features that the Town Council considers of importance when making recommendations on proposed developments, including but not limited to the inclusion of porous boundaries that allow the passage of hedgehogs and other local wildlife.

There being no further business the Chairman closed the meeting at 8:08pm.

Signed
Chairman

Dated

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Planning Applications Considered

Applications considered on 27-6-22

1	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	22/00683/FUL	Sean Mitchell 08/07/2022	Cllr Parry	Boyer Planning 02032682
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Berkeley Homes Eastern Count		Berkeley House	7 Oakhill Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				17/06/22

22/00683/FUL - Amended plan

Demolition of existing building and ancillary structures and the erection of a residential apartment building (69 units) together with associated parking, basement, refuse and recycling facilities, hard and soft landscaping, and associated earthworks.

A summary of the main changes are set out below:

Daylight and sunlight assessment appendices.

Comment

Sevenoaks Town Council reiterated its recommendation for refusal on the following grounds and with reference to the following policies:

Overdevelopment and loss of amenity by virtue of the proposed building's increased height, mass and scale – contrary to Policy EN2 in the Allocations and Development Management Plan

Lack of affordable housing, the provision of which should be at least 40% as per Policy SP3 of the Core Strategy and accompanying Affordable Housing SPD.

The proposed development is not in keeping with the Residential Character Area Assessment, which mostly comprises two storey buildings.

Loss of established landscape and trees, including TPO'd trees.

Loss of employment area

The proposal, by virtue of its design, size, scale and bulk would result in a prominent and obtrusive addition that would neither preserve or enhance the setting, character and appearance of this area, which is also adjacent to a Conservation Area.

Furthermore, having considered the amendment in full, Sevenoaks Town Council considers that the proposals would result in a significant loss of amenity to neighbouring dwellings, due to loss of light as indicated in the added daylight and sunlight report.

Planning Applications Considered

Applications considered on 27-6-22

2	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	22/01274/HOUSE	Stephanie Payne 05/07/2022	Cllr Shea	Studio 264 07905 685973
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr R Morgan			18 Lambarde Drive	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				16/06/22

22/01274/HOUSE - Amended plan

Two storey front and side extension. Relocation of front entrance, Roof alterations. Alterations to fenestration.

A summary of the main changes are set out below:

The proposed elevation drawing has now been amended to include a window that was missing but shown on the proposed floor plan.

Comment

Sevenoaks Town Council recommended approval, subject to the Planning Officer being satisfied that:

The cladding materials and finishes are consistent with the Residential Character Area Assessment,

The location of the new dropped kerb in relation to the traffic on Lambarde Road is safe, and There is no loss of amenity to the adjacent neighbouring property

3	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	22/01302/ADV	Louise Cane 08/07/2022	Cllr Shea	M G SignsLtd 01604 4932
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr S Davies		Land West of Former Builders	14 Cramptons Road	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				17/06/22

6 Internally illuminated signs, 5 small non illuminated signs & 4 AO Poster Frames

Comment

Sevenoaks Town Council recommended refusal, on the grounds that a residential neighbourhood is an inappropriate location for internally illuminated signs, and due to loss of amenity to neighbouring residents.

4	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	22/01337/ADV	Louise Cane 07/07/2022	Cllr Raikes	N/A
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr G Garcia		The Granville School	2 Bradbourne Park Road	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				16/06/22

Fence hoarding signs x7

Comment

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 27-6-22

5	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	22/01388/FUL	Charlotte Brooks-Lawrie 11/07/2022	Cllr Michaelides	N/A
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Miss C Orme	2 Tubs Hill Parade	London Road	Town	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			21/06/22	

22/01388/FUL - Amended plan

Replace shopfront and change layout of entrance. New non-illuminated signage for shop front.

A summary of the main changes are set out below:

New signage is also proposed for the shop front. This is a non-illuminated fascia sign in grey and white.

Comment

Sevenoaks Town Council recommended approval.

6	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	22/01413/HOUSE	Louise Cane 08/07/2022	Cllr Michaelides	WA Architects 01959 565 885
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mr S Wallinger		3A Lime Tree Walk	Town	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			17/06/22	

First floor extension and internal alterations to provide an additional bedroom. Road and fenestration alterations.

Comment

Sevenoaks Town Council recommended approval, subject to the Planning Officer being satisfied with the materials and designs.

7	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	22/01456/FUL	Samantha Simmons 08/07/2022	Cllr Camp	PJ Architectual Design 07 887738888
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Wood Lodge Grange & Ferndal Ltd	Wood Lodge Grange	St Johns Hill	St Johns	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			17/06/22	

Provide four additional visitor car parking spaces.

Comment

Recommended from the Chair with Cllr Camp's apologies:

Sevenoaks Town Council recommended approval through the Chairman's casting Councillor vote, providing that the Planning Officer is satisfied there is adequate provision for surface water drainage with the increased tarmac area.

Informative: Sevenoaks Town Council regrets the loss of the cherry tree and would encourage either an amendment to the parking space to retain the tree, or that the tree be replaced with two similar trees elsewhere.

Planning Applications Considered

Applications considered on 27-6-22

8	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	22/01468/HOUSE	Charlotte Brooks-Lawrie 05/07/22	Cllr Hogarth	RX Architects 01797 2172 88
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Davies		Manorbier	Linden Chase	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				14/06/22
Two storey side extension and external and internal alterations to existing dwelling. Proposed changes including facing elevations with new cladding treatments, new roof coverings and landscaping works.				

Comment

Recommended from the Chair with Cllr Hogarth's apologies:

Sevenoaks Town Council recommended approval.

9	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	22/01472/LBCALT	Louise Cane 05/07/2022	Cllr Busvine	George Burn 07815 1337 88
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr E & Mrs A Foulkes		The Chantry	High Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				14/06/22
Internal alterations at first and second floor.				

Comment

Sevenoaks Town Council recommended approval, subject to the Conservation Officer being satisfied that the historic fabric and character of the property will be preserved.

10	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	22/01478/FUL	Ashley Bidwell 06/07/2022	Cllr Bonin	ADV Limited 01543 26299 88
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr C Moore			104-106 High Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				15/06/22
Shop fit-out to create an art gallery.				

Comment

Sevenoaks Town Council recommended approval.

11	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	22/01479/LBCALT	Ashley Bidwell 06/07/2022	Cllr Bonin	ADC Limited 01543 2629 88
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr C Moore			104-106 High Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				15/06/22
Shop fit-out to create an art gallery.				

Comment

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 27-6-22

12	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	22/01491/HOUSE	Stephanie Payne	Cllr Eyre	Mr B Best 07721 010293
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr S Wagstaff		Wildbriar	Solefields Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				15/06/22
Infill existing open porch.				

Comment

Proposed from the Chair with Cllr Eyre's remote attendance.

Sevenoaks Town Council recommended approval.

13	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	22/01508/CONVAR	Samantha Simmons 07/07/202	Cllr Camp	Offset Architects 01732 7 2222
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr O'Keefe		Mayfield	Linden Chase	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				16/06/22
Removal of condition 2 (materials) and variation of condition 3 (drawings) of 21/03830/HOUSE for extensions and refurbishment to the existing property; demolition of existing garage and construction of new detached garage with associated landscaping.				

Comment

Proposed from the Chair with Cllr Camp's apologies:

Sevenoaks Town Council recommended approval, providing the Planning Officer is satisfied that the materials will be aesthetically pleasing and in keeping with the locality, and the layout changes at first floor level do not negatively impact the privacy of neighbouring properties.

14	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	22/01511/HOUSE	Samantha Simmons 06/07/202	Cllr Morris Brown, commented	Harringtons 01732 74220
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs Z Trotman			29 Hillingdon Rise	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				15/06/22
To demolish the outbuildings and construct a single storey rear extension with roof lights.				

Comment

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 27-6-22

15	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	22/01540/HOUSE	Louise Cane 07/07/2022	Cllr Dr Canet	Kent BC 01303 656001
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs MacLennan		Peal Chase	Ash Platt Road	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				16/06/22
Two storey side extension with balcony to rear. Roof alteration.				

Comment

Sevenoaks Town Council recommended approval.

16	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	22/01542/HOUSE	Samantha Simmons 07/07/202	Cllr Parry	M R Garland Limited 0189
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr M EL Alf			21 Burntwood Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				16/06/22
Single storey side and rear extension. Conversion of existing garage.				

Comment

Sevenoaks Town Council recommended approval.

17	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	22/01589/HOUSE	Stephanie Payne 11/07/2022	Cllr Busvine	Martin Bush 01732 74077
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
C/O Agent			19 Argyle Road	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				20/06/22

Proposed conversion of the roof space to create an additional bedroom and shower room. Dormer and roof light.

Comment

Sevenoaks Town Council recommended, approval, subject to the Conservation Officer and the Planning Officer being satisfied that the issues that led to both previous application being refused by SDC have been adequately addressed.

18	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	22/01595/LBCALT	Anna Horn 11/07/2022	Cllr Eyre	Open Architecture 01732
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
F Lee		Tylers Cottage	50 Oakhill Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				20/06/22

Repairs to original hallway crittal window, addition of secondary glazing installed internally for thermal upgrade, wood panelling replacement. Internal works.

Comment

Proposed from the Chair with Cllr Eyre's remote attendance:

Sevenoaks Town Council recommended approval, providing the Planning Officer is satisfied with the materials proposed.

Appendix:

Sevenoaks Town Council Planning Committee Policy (Adopted June 2022)

Sevenoaks Town Council **Policies relating to Planning Application Recommendations**

0. Revision History

Version	Adopted	Notes
Version 1		Presented to Planning Committee 07/02/2022
Version 2		Presented to Planning Committee 20/06/2022
Version 3	27/06/2022	Presented to and adopted by Planning Committee 27/06/2022

1. Introduction

The purpose of this document is to identify Sevenoaks Town Council's policies relating to Planning Application Recommendations to the Planning Authority (Sevenoaks District Council), and the Planning Committee's processes.

2. Planning

2.1. What do we mean by planning?

When talking about planning, this encompasses planning applications forwarded by the Local Planning Authority, Sevenoaks District Council. 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.

2.2. Planning System

The United Kingdom is working under a plan-led system meaning that each Local Planning Authority (LPA) must create a development plan for its area.

Sevenoaks Town Council's LPA is Sevenoaks District Council. The District Council is currently updating its Draft Local Plan which will supersede the Local Plan.

Under the National Planning Policy Framework, there is a presumption of favour of sustainable development.

Sevenoaks Town Council Planning Committee Policy (Adopted June 2022)

2.3. Sevenoaks Town Council's Role

- i) Town and Parish Councils have a statutory right to be consulted on planning applications within their boundaries and are important consultees on any LPA policy documents being drawn up.
- ii) STC's Planning Committee has delegated powers to consider and make recommendations on behalf of STC regarding planning applications within its boundaries and significant applications on neighbouring boundaries well as local and regional plans.
- iii) Sevenoaks District Council, as Sevenoaks' LPA, is ultimately responsible for all planning matters in the District as set out in 2.1 of this policy. Kent County Council however is responsible for highways and planning applications regarding their own sites such as schools and libraries as well as mineral extraction within the County.
- iv) Communities, led by Parish and Town Councils and in partnership with local stakeholders, now have the right to create a Neighbourhood Development Plan which sets out policies on the development and use of land in the parish neighbourhood plan area. Sevenoaks Town Council is in the process of finalising such a document, and as of June 2022 has submitted the Draft Plan to the Local Planning Authority for arrangement of independent examination and finally, referendum. Once adopted, the Neighbourhood Plan becomes a Supplementary Planning Document which is viewed in conjunction with the Local Plan prepared by the LPA and will have weight in the determination of planning applications.
- v) All planning applications are governed by the National Planning Policy Framework and local Supplementary Planning Documents, and Sevenoaks Town Council brings its own local perspective when considering planning applications with the intentions of ensuring that the needs of the town, residents and visitors remain a priority. However it should be remembered that the technical expertise lies within the LPA.
- vi) The Local Authority is required to prepare street naming and numbering schemes, and to maintain a good standard of street nameplates. This is not currently delegated to Town Councils, with only three local councils being known to operate this function on behalf of the District Council. The Town Council's stance is that it should be policy to ensure that road numbers are shown on all house/premises in Sevenoaks Town, especially in the Town Centre.

Sevenoaks Town Council Planning Committee Policy (Adopted June 2022)

2.4. Planning Applications

In making its considerations and recommendations on planning applications the Town Council's Planning Committee give due thought to a number of factors, including material considerations, any effects on neighbouring properties, conservation issues, any impact on wildlife, over-development, flood risks and suitability for the neighbourhood – the latter cognisant to any relevant part of the Residential Character Area Assessment.

When submitting a recommendation on an application to the Local Planning Authority (Sevenoaks District Council) this will be supported by reasons/and or suggestions for conditions where applicable with any permission granted.

Sevenoaks District Council make the decisions on planning applications, taking in to account any comments by the consultees and/or public comments. The majority of applications are determined by District Council Officers under delegated authority, and the remaining are determined by Sevenoaks District Council's Development Control Committee. These are open to the public and the Town Council is invited to elect a representative from the Planning Committee to speak on its behalf for or against the application.

Sevenoaks Town Council will be consulted on any application that has been validated by the LPA. It may be totally new, or take the form of a major or minor amendment. Whilst members may wish to and normally will take account of a prior recommendation when reviewing amendments, they are nevertheless treated as separate application and viewed as such. When an amendment has been made to an application, the Town Council is re-consulted and additional comments invited, however when an appeal is made against a decision on a planning application, this is considered by the District Council only; the Town Council is not consulted again. The District Council does not consider the appeal and the Town Council is rarely able to make additional representations.

By law every Town and Parish Council is required to comply with its Standing Orders (rules of the Council). The following is specific to reviewing amended plans and listed under 7c of Sevenoaks Town Council Standing Orders:

- “Every plan/amended plan which is validated by Sevenoaks District Council is considered by Sevenoaks Town Council on its own merits and does not recommend Approval or Refusal based on prior recommendations to previous applications and the recommendations which were provided.”

Sevenoaks Town Council will normally ask a Ward Councillor to review a planning application and provide a recommendation. Where possible, the Town Council Ward Councillor considering the planning applications will have visited the site(s) in question before making decisions.

Sevenoaks Town Council Planning Committee Policy (Adopted June 2022)

2.5. Policy Decisions

Policy no.	Sevenoaks Town Council Planning Committee Policy	Notes
e.g. STC1	e.g. policy to promote ... through objectives a) ... b) ... c) ...	e.g. when and where proposed, references to relevant planning policy from SDC, STC Emerging NDP, STC Green Community Investment Plan, date adopted by Planning Committee
PC1	<p>Planning Committee Policy 1 – Sustainable boundaries: to promote sustainable boundaries such as hedgerows in preference to fences which create a hard barrier to wildlife</p> <p>Objectives:</p> <p>a) To provide green screens which can screen houses from roads, and from each other, as well as creating shade and absorb CO2</p> <p>b) To create boundaries which are porous to wildlife, allowing creatures to pass through where fences would stop them, as well as habitat for birds and insects</p>	<p>Proposed at Planning Committee 15-11-2021 Adopted at Planning Committee 27-06-2022</p> <p>SDC Tree Strategy 2021-2031: “to maintain a healthy, resilient tree stock, Sevenoaks District Council will aspire to plant 2 trees for every tree removed”</p> <p>SDC Core Strategy Policy SP1: “in all areas where the local environment lacks positive features new development should contribute to an improvement in the quality of the environment”</p> <p>STC Emerging NDP Objective 5: “to recognise the significant contribution that trees and hedgerows make to the town’s character and biodiversity”</p> <p>STC Emerging NDP Policy L4: “Wherever possible, existing trees and hedgerows must be retained and protected as part of development proposals [...] any trees or hedgerows lost through development should be replaced”</p> <p>STC Draft Green Community Investment Plan:</p>

Sevenoaks Town Council Planning Committee Policy (Adopted June 2022)

		<p>“STC’s overall aim is to put in place affordable and practical initiatives with long term green benefits for the local community and to support and encourage residents to pursue individually. Little steps together, reducing Sevenoaks carbon consumption footprint = big changes to the planet”</p>
PC2	<p>Planning Committee Policy 2 – Porous Drives: to require planning applications to incorporate porous surfaces and/or rain collectors into their plans in order for STC to approve of the application.</p> <p>Objectives:</p> <ul style="list-style-type: none"> – To allow most of the water falling on paved surfaces to pass onto the ground beneath – To avoid runoff into the street where this would increase the possibility of flooding 	<p>Proposed at Planning Committee 15-11-2021 Adopted at Planning Committee 27-06-2022</p> <p>SDC Core Strategy Policy SP1: “in all areas where the local environment lacks positive features new development should contribute to an improvement in the quality of the environment”</p> <p>Emerging NDP Policy L2: “new development will be expected to manage surface water to minimise flood risk and flows to watercourses. Development proposals should normally incorporate sustainable urban drainage (SuDs)”</p>
PC3	<p>Planning Committee Policy 3 – Tree Planting: to promote/require the planting of 2 replacement trees for every 1 tree that a planning application proposes to remove.</p> <p>Objectives:</p> <p>To mitigate the loss of air quality, biodiversity, wildlife homes and insect food caused by tree felling.</p> <p>To contribute to the Green Community Investment Plan’s goal of making Sevenoaks greener.</p>	<p>Proposed at Planning Committee 15-11-2021 Adopted at Planning Committee 27-06-2022</p> <p>Emerging NDP Objective 5: “to recognise the significant contribution that trees and hedgerows make to the town’s character and biodiversity”</p> <p>Emerging NDP Policy L4: “Wherever possible, existing trees and hedgerows must be retained and protected as part of development proposals [...] any trees or hedgerows lost through development should be replaced”</p>

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		STC Draft Green Community Investment Plan Theme 3: “where there used to be tree lined avenues, STC will encourage the public via resident associations to plant trees in their front gardens (subject to KCC permission). STC will consider providing grants for trees to voluntary organisations and will support the Queen’s Jubilee Tree Canopy initiative.”
PC4	Planning Committee Policy 4 – Internally Illuminated Signs: To object to and discourage planning applications with proposals for internally illuminated signs	Proposed at Planning Committee 15-11-2021 Adopted at Planning Committee 27-06-2022
PC5	Planning Committee Policy 5 – 1m boundary minimum: to support development where it is set back at a minimum of 1m from the boundary line. – need to qualify whether this is the entire boundary or for instance, only at the front or to the sides.	Proposed at Planning Committee 15-11-2021 Adopted at Planning Committee 27-06-2022
PC6	Planning Committee Policy 6 – Protocol for an alternative Development Control Speakers to be booked: to outline circumstances in which an alternative Town Councillor may be registered to speak on behalf of the Planning Committee at Development Control Committee, following a Planning Committee resolution. Circumstances in which a resolution for a speaker may be overturned: Unexpected Councillor illness or unavailability At the discretion of the Chairman	Proposed at Planning Committee 07/02/2022 Adopted at Planning Committee 27-06-2022

2.6. Pre-Planning Representation and Policies

As per its Planning Pre-Applications Discussions protocol, the Planning Committee welcomes, where possible, pre-planning discussions from developers, which have a number of potential benefits to the public, the developer, and the Planning Authority, and stakeholders. These benefits include possible objections or Councillor concerns being identified and addressed prior to formal application, thus removing public objections to the scheme. (For full details attached, see

Sevenoaks Town Council Planning Committee Policy (Adopted June 2022)

Appendix.) The purpose of these is to allow questions and clarifications from Councillors.

2.7. Public Speaking at Planning Committee

As per the Town Council's Standing Orders and Speaking at Public Meetings Policy, members of the public will be able to make representations on each planning application, providing that they have registered to speak before 12pm the day of the meeting. This is limited to one speaker for, and one against per application whilst the meeting is suspended. No further contribution is permitted thereafter. Any correspondence received in advance of the meeting regarding an application on the agenda will be forwarded to all members of the Committee, although not necessarily discussed at the meeting. (For full details attached, see Appendix)

3. Implementation

Due to the nature of this policy, the majority of the policy decisions affect the Planning Committee and Council Officers when assisting the Committee.

Any changes affecting this policy or additions to the policy itself have to be agreed by the Full Council for adoption as an amendment to the policy.

Council Officers will continue to monitor the national and local plans for any changes that affect this policy and would bring this to the attention of the Council.