

8th September 2016

You are summoned to attend a meeting of the PLANNING COMMITTEE to be held at 7:00pm in the Council Chamber at the address below on Monday 12th September 2016 **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 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 meetings is available online at sevenoakstown.gov.uk or by request. Members of the public addressing the Committee but not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.



Town Clerk

Committee Members

Cllr Arnold – Vice Chairman
Cllr Busvine OBE
Cllr Canet
Cllr Chakowa
Cllr Clayton
Cllr Eyre
Cllr Hogarth
Cllr Mrs Parry

Cllr Parry
Cllr Parson
Cllr Piper - Chairman
Cllr Raikes
Cllr Schneider
Cllr Towell
Cllr Waite
Cllr Walshe

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.

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

- 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 approve and sign the minutes of the planning committee meeting held Tuesday 30th August 2016 (copy attached)

(b) To receive and note the minutes of the Neighbourhood Development Plan Steering Committee Meeting held on Tuesday 30th August 2016.

- 5 NORTHERN SEVENOAKS MASTER PLAN
(a) To receive and consider the brief supplied with the invitation to tender (copy attached).

(b) To discuss the tender assessment process and nominate Committee members to participate.

- 6 CONSULTATIONS
To consider sending a representative to the Sevenoaks District Council Landscape Character Assessment Workshop on the 29th September 2016 (copy of email attached).

- 7 HIGHWAYS
(a) To receive and note the following start of works notice:
 - i. St Johns Hill – 14th September 2016
(b) To receive and note the following road closure notice:
 - i. Bosvile Road – 12th September 2016

- 8 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 stating they wish to speak with the Town Council by 12 p.m. on the date of the meeting.

(b) The meeting will be reconvened to consider planning applications received from the Sevenoaks District Council during the two weeks ending the 8th September 2016 (copy attached).

9 PRESS RELEASES

To consider any agenda item which would be appropriate for a press release.

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Minutes of the PLANNING COMMITTEE held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on Tuesday 30th August 2016 at 7:20pm

Present:

Committee Members

Cllr Arnold – Vice Chairman	Present	Cllr Parry	Present
Cllr Busvine OBE	Present	Cllr Parson	Present
Cllr Canet	Apologies	Cllr Piper - Chairman	Present
Cllr Chakowa	Present	Cllr Raikes	Present
Cllr Clayton	Present	Cllr Schneider	Present
Cllr Eyre	Apologies	Cllr Towell	Present
Cllr Hogarth	Apologies	Cllr Waite	Apologies
Cllr Mrs Parry	Present	Cllr Walshe	Present

Also in attendance:

Town Clerk
Assistant Town Clerk
2 Members of the public

PUBLIC QUESTION TIME

None

199 **REQUESTS FOR DISPENSATIONS**

None received.

200 **DECLARATIONS OF INTEREST**

Cllr Parry and Mrs Parry declared a disclosable pecuniary interest in the following application and abstained from voting and discussion:

[13&14] 24 Burntwood Road

201 **MINUTES**

It was **RESOLVED** that the minutes of the Planning Committee meeting held on the 15th August 2016 be approved and signed.

202 **HIGHWAYS**

The Committee received and noted the amended start of works notice:

i. St Johns Hill

203 **APPEALS**

The Committee received and noted the submission of the following appeal:

i. 16/00113/FUL – Land south of 12 Buckhurst Avenue

204 **CONSULTATIONS**

The Committee received and considered the draft response to the KCC consultation on the Waste Disposal Strategy.

It was **RESOLVED** that this response be adopted subject to some minor formatting modifications.

205 PLANNING APPLICATIONS

(a) The Committee received and noted the schedule of comments forwarded to Sevenoaks District Council under Chairman's Action.

(b) The meeting was reconvened and the Committee considered the planning applications received from the Sevenoaks District Council during the two weeks ending 25th August 2016 and **it was RESOLVED that** the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

206 PRESS RELEASE

None.

The meeting closed at 7:45pm

CHAIRMAN

Planning Applications Considered

Applications considered on 30-8-16

1	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/02231/HOUSE	R Fellows 06-09-2016	Cllr Piper	Mrs Austin 07866962268
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Nash		Garden Heights	Hopgarden Lane	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				17/08/16
Erection of 2 storey double garage with living accommodation above. Erection of single storey porch with rooflights. Erection of 2 storey extension at the front with alterations to fenestration. Replacement of rear roof. Addition of rooflights to new rear roof.				

Sevenoaks Town Council recommended approval.

2	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/02270/HOUSE	J Overall 29-08-2016	Cllr Schneider	Mr Aylward 08459002124
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr Kottas			14 Valley Drive	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				10/08/16
Proposed side extension at first floor level with new steps leading to decking at the rear and vehicle storage underneath.				

//Awaiting Chairman's Action//

3	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/02302/HOUSE	R Fellows 02-09-2016	Cllr Parson	Mrs Austin 07866962268
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Sweidan			36 The Drive	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				15/08/16
Demolition of 8 existing steps and erection of a new walkway linking existing two walkways and alterations to fenestration.				

Sevenoaks Town Council recommended approval.

4	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/02303/HOUSE	R Fellows 02-09-2016	Cllr Parson	Mrs Austin 07866962268
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Sweidan			36 The Drive	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				15/08/16
Demolition of 8 existing steps and erection of a new walkway linking existing two walkways and alterations to fenestration, extension of the rear deck.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 30-8-16

5	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/02355/HOUSE	R Fellows 02-09-2016	Cllr Mrs Walshe	Mr Hardwick 0796484056
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr A E Green			28 The Crescent	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				17/08/16
Erection of a first floor rear extension and loft conversion with formation of rear dormer providing 2 no. roof windows to front pitched roof and provision of window to existing flank wall and alterations to fenestration.				

Sevenoaks Town Council recommended approval subject to the planning officer being satisfied that there will be no detrimental impact on no.30 as a result of the first floor flank window.

6	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/02357/FUL	J Russell 12-09-2016	Cllr Towell	Mr Shakespear 01172 44 0500
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Sainsburys Supermarkets Ltd		J Sainsbury Plc	Oxford Road	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				24/08/16
Erection of 1 Automatic Numberplate Recognition Camera, and pole.				

Sevenoaks Town Council recommended refusal due to loss of privacy to members of the public.

7	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/02358/ADV	J Russell 12-09-2016	Cllr Towell	Mr Shakespear 01172 44 0500
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Sainsburys Supermarkets Ltd		J Sainsbury Plc	Oxford Road	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				24/08/16
The erection of entrance sign, terms & conditions sign and blue badge & parent and child sign.				

Sevenoaks Town Council recommended refusal due to loss of privacy to members of the public.

8	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/02409/FUL	P Dadswell 07-09-2016	Cllr Busvine	Mr J Bacon 455831
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
St Nicholas PCC		St Nicholas Church	Rectory Lane	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				18/08/16
Improvements to existing garden of remembrance. Remove existing post & chain boundary marker and lay new paths in paving stones to match existing paths and to site new bench seats with connecting low level hedge.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 30-8-16

9	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/02426/HOUSE	J Overall 09-09-2016	Cllr Schneider	Mr Bale 01689 836855
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Ashby			27 St Botolphs Road	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				22/08/16
New vehicular crossover and driveway.				

//Awaiting Chairman's Action//

10	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/02470/FUL	J Russell 09-09-2016	Cllr Parson	Mr B Best 455029
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Ms M Grace			59A London Road	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				22/08/16
Conversion of first floor into 1 bed flat and conversion of second/third floors into 2 bed flat. Erection of an external staircase to first floor entrance.				

Sevenoaks Town Council recommended approval subject to the conservation officer being satisfied the proposals will improve or enhance the character of the area.

11	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/02471/FUL	J Russell 09-09-2016	Cllr Parson	Mr B Best 455029
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr R Campin			57A London Road	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				22/08/16
Conversion of first floor into a 1 bed flat and conversion of second/roof void into a 2 bed flat to include dormer window to rear and rooflight to front. Erection of an external staircase to first floor entrance.				

Sevenoaks Town Council recommended approval subject to the conservation officer being satisfied the proposals will improve or enhance the character of the area.

12	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/02489/HOUSE	R Fellows 09-09-2016	Cllr Parry	Mr D Burr 742200
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs P West			14 Braeside Avenue	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				22/08/16
Demolish the conservatory, erect a single storey side extension with a flat roof and roof lantern and convert the garage into living accommodation.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 30-8-16

13	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/02501/FUL	Mr M Holmes 09-09-2016	Cllr Piper	Offset Architects 753333
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Cuthbert			24 Burntwood Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				23/08/16
Demolition of existing dwelling, garage and outbuildings. Erection of a new dwelling & detached double garage. Creation of additional vehicular access and additional hardstanding/turning. Erection of two pairs of gates to both entrances, landscaping and additional terrace to the rear.				

Sevenoaks Town Council recommended approval.

14	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/02502/HOUSE	Mr M Holmes 09-09-2016	Cllr Piper	Offset Architects 753333
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Cuthbert			24 Burntwood Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				23/08/16
Erection of a part two storey and part single storey rear extension. Loft conversion and dormer to the front & rear and insertion of four roof lights. Conversion of existing detached garage and granny annexe to storage and games room. Erection of double garage to front, creation of additional vehicular access and additional parking/turning area, erection of two pairs of gates for both entrances and additional terrace to the rear.				

Sevenoaks Town Council recommended approval.

15	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/02510/HOUSE	R Fellows 13-09-2016	Cllr Chakowa	Mr Rigby 07793836977
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Graham			3 Sackville Close	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				24/08/16
Demolition of existing front porch and erection of single storey front porch.				

Sevenoaks Town Council recommended approval.

Minutes of the Sevenoaks Town Neighbourhood Development Plan Steering Committee meeting held on Tuesday 30th August 2016, 6:00pm, Sevenoaks Town Council Offices

In attendance: Cllr Piper (Chairman), Cllr Raikes, Cllr Towell, Cllr Arnold, Cllr Clayton, Cllr Chakowa, Cllr Schneider, Cllr Parry, Cllr Mrs Parry, Cllr Walshe, Cllr Hunter, Roger Walshe, Barry Vanns, Geoff Brown, John Morrison, Tim Pearce, Sarah Williams, Chris Lamb, Linda Larter, Hugh D'Alton, 3 additional members of the public.

Apologies: Cllr Eyre, Cllr Hogarth, Cllr Purves, and Elizabeth Dolding.

1. Declarations of Interest

None

2. Minutes of the previous meeting

The minutes of the meeting held on the 1st August 2016 were received and approved subject to it being noted that Cllr Mrs Walshe had sent her apologies for the meeting.

3. Design Review Panel

The Committee received a presentation from Sarah Williams (Local Architect) and Chris Lamb (Design South East) on the benefits of incorporating Design Review into the development process.

The presentation slides will be circulated with the minutes and made available to view online.

The following topics were discussed:

How does the design review panel interact with Local Authority planners?

The case officer is normally present for the meeting of the design review panel to give them insight into the panel's discussion. The feedback from the design review panel is not binding, it is informative, but will form a part of the case officer's final report.

How do Design South East recruit panel members?

There is a regular call for new members, and current members must reapply for their position. Design South East work to ensure that the makeup is as diverse as possible e.g. background, age, professional specialisation.

Who pays for the work of the panel?

In most cases the developer pays for the panel to comment on their application during the pre application stage. Exceptions would be where the local authority is the landowner, in joint ventures, or assessment of documents other than planning applications.

What are the benefits of using Design South East's service compared to the formation of a local panel?

It was noted that the discussion at the meeting was on the concept of the design review process, not on who should provide the administration.

It was noted that Design South East could offer: A wider pool of members, a bespoke panel to suit the project, full administration of the panel, guaranteed impartiality, a strong background of performing similar work across the South East, London, and the East of England.

It was **RESOLVED** that the Steering Committee supports a policy requiring developers to go through a design review process when bringing forward planning applications for specific sites within the Town due to their prominent, important, or sensitive location, or their size.

4. Neighbourhood Plan vision

The Committee received and considered the draft vision statement, which sought to incorporate all consultation and discussion to date.

It was **RESOLVED that** the vision statement be adopted.

5. Northern Sevenoaks Master Plan

The Committee noted that the project had been put out to tender. To date the project had gathered significant interest, with over 3000 views on the Contract Finder website. The deadline for tender submissions was the 16th September 2016.

It was noted that Cllr Piper had attended a recent meeting of the Greatness Integrated Waste Management Facility Site Liaison Group, and that there were currently no plans to allow public access when the landfill is closed in 2019, however there was scope to renegotiate this with Kent County Council. It was noted that both the Town Council and Neighbourhood Plan Steering Committee believed there was a strong rationale for the delivery leisure provision and associated infrastructure on the site.

8. Dates of future meetings

It was noted that following dates had been set for future Steering Committee meetings, and that all meetings would typically begin 6pm and finish at 6:55pm unless otherwise noted.

All of these meetings are open to the general public who are encouraged to attend.

10th October 2016
21st November 2016
16th January 2017
27th February 2017
10th April 2017
22nd May 2017

Meeting concluded at: 7:10pm

Masterplan for the Regeneration and Growth of Northern Sevenoaks Brief for Consultants

Sevenoaks Town Council

1. Introduction

- 1.1 Sevenoaks Town Council is inviting quotations for the preparation of a masterplan to help facilitate the regeneration and growth of Northern Sevenoaks.
- 1.2 Sevenoaks is located approximately 40 kilometres southeast of London, and sits just outside the M25. The total population at the 2011 census was 20,409. The mainline station provides access to London Bridge, Cannon Street, Waterloo East, and Charing Cross, with journey times of around 25-30 minutes resulting in a large commuter population. Development first started in Sevenoaks in the 13th Century when it became established as a market town serving surrounding settlements.
- 1.3 This masterplanning project will focus purely on the the Northern area of Sevenoaks which accounts from approximately 4,500 of the total current population. At its closest point it is approximately 1 mile away from the mainline station, but due to high property prices in Sevenoaks it remains attractive commuters who are willing to walk to the mainline station.
- 1.4 Northern Sevenoaks is broadly bounded by the M25 to the North and the A25 to the South. To the East lies the village of Seal, and to the West the villages of Riverhead and Dunton Green. The boundary (please refer to appendix) has been drawn to follow the Town Council's Parished area and include key development sites.
- 1.5 In contrast to the rest of Sevenoaks Town the majority of residential dwellings are post 1900s, with a large number of workers cottages and interwar developments.
- 1.6 The area includes some heritage assets including the Grade II listed Bat & Ball station dating from the 1860s. The Town Council is in the final stages of acquiring a 25 year lease from Network Rail to facilitate the refurbishment of the derelict station to bring it back into a community use; hireable halls and café. This station is on the slower stopping line to London, but provides access to additional Central London stations such as Blackfiars in around 1 hour.
- 1.7 The Town Council also has an interest in other land within the area, including Greatness Cemetery and Recreation Ground, Allotments, Woodland, and the Community Centre site. There are other major landowners including Sevenoaks District Council, the local NHS Trust, Kent County Council, The Kent Wildlife Trust, Lafarge Tarmac, and Cory Environmental.
- 1.8 The Community Centre site is the subject of a redevelopment project to include a state of the art conference centre, Council offices, nursery accommodation, and limited residential development. An architectural competition was carried out in 2015 in collaboration with the Royal Institute of British Architects which led to the selection of an architectural firm who are currently working with the Town Council on this and the Bat and Ball Station project.

- 1.9 The active quarry and landfill site to the East of the area will be returned to community use in the coming decades. Current aspirations are for the development of area for water sports to augment the offer of the wildlife reserve formed in a previous quarry to the west of the site.
- 1.3 The key aim of the Masterplan will be to support and guide development in Northern Sevenoaks, to capitalise on the investment the Town Council is making in the redevelopment of core sites, and to identify areas for future residential, employment, mixed use development, or infrastructure to ensure sustainable growth of the Town.
- 1.4 In producing the Masterplan the views and concerns of the various partners and stakeholders will need to be taken into account. Together with the local residential and working communities.

2. Planning Background

- 2.1. Sevenoaks District Council adopted its **Core Strategy** in February 2011 in the context of the then South East Regional Plan (SERPlan). Since the adoption of the Core Strategy the Government has revoked SERPlan and introduced new national policy in the form of the National Planning Policy Framework (NPPF).
- 2.2 Sevenoaks District Council has since produced its **Allocations and Development Management Plan** (ADMP) for the purpose of delivering the Core Strategy development requirements for the period to 2026. The ADMP contains proposals for the development of key sites and detailed development management policies, which will be used to determine planning applications. The ADMP was adopted in February 2015.
- 2.3 One of the main modifications required by the Inspector in finding the ADMP sound and capable of adoption is the undertaking of an **early review of the Core Strategy** within the next five years, which Sevenoaks District Council has committed to, in order to ensure that it has an up-to-date suite of policies and proposals in place to deliver sustainable growth in accordance with the NPPF.
- 2.4 The Planning Advisory Committee of Sevenoaks District Council has agreed a work plan for producing a new Local Plan and has begun work on producing an up to date evidence base to support the development of new and updated policy. An important first stage in this process has been the commissioning of an up-to-date assessment of housing need and it is becoming clear from this process that Sevenoaks District will need to consider options for accommodating a greater level of development than is currently catered for in the adopted Core Strategy.
- 2.5 Sevenoaks Town Council are currently preparing a Neighbourhood Development Plan which will set out a community vision for development over the entire Town. During public consultation and steering committee meetings Northern Sevenoaks was felt to be key to securing the Town's long term vitality and meeting development needs of the future, thus it was considered important that a masterplanning exercise was carried out to influence strategic policy contained within the plan.
- 2.6 The Northern Area of Sevenoaks is considered to represent one of the only areas of the Town which is capable of accepting additional development, though currently this is constrained by the fact around 70% of land in Northern Sevenoaks is within the

Metropolitan Green Belt. Sevenoaks Wildlife Reserve also lies within the area and is Site of Special Scientific Interest. There may be opportunities for peripheral development around the current landfill site when it is returned to community use in the future.

3. Economic Development Background

- 3.1 Sevenoaks District Council's Economic Development Strategy (EDS) recognises the regeneration of Northern Bat & Ball area as a key challenge and area for growth and redevelopment:

*“Further growth will be needed over time if the town is to maintain its position relative to other centres. Vital to this is two main regeneration projects, **Bat and Ball** and the **BT Exchange**.*

***Bat and Ball** lies just to the north of Sevenoaks Town and has some properties that are empty or substandard. The rail station is of a substandard quality and the surrounding environment could be significantly upgraded in order to support the vibrant business atmosphere at the Bat and Ball Enterprise Centre. Any investigation of the inclusion of Bat and Ball in Transport for London's travel zone, will need to be determine whether the inclusion of this area in the travel zone will relieve pressure from the London service of the nearby Sevenoaks town station.“*

4. Key Deliverable and Budget

- 4.1 The key deliverable is a Masterplan that will support and guide development in the Northern Sevenoaks to ensure sustainable growth of the Town.
- 4.2 There is a strong expectation that the Masterplan will make use of recognised urban design principles of analysis in order to articulate a clearly illustrated and a coherent, easily understood vision.
- 4.3 In preparing the Masterplan the combined support of the areas key regeneration partners must be obtained if the plan is going to be successful in guiding development and growth and in providing a robust evidence base for the emerging Neighbourhood Plan and District Council review of the Local Plan. The bid will need to demonstrate the mechanisms to be employed in achieving this engagement.

- 4.4 **The contract value of this project is £10,000 – 40,000**

5. Core Outputs

- 5.1 The format of the masterplan will be a matter for the consultants to recommend. However, it is anticipated that it will include the following elements
- 5.2 A **baseline** position setting out the contextual information for the area. This is likely to include an **analysis of place** taking into account the following elements:
- Key features
 - Connectivity
 - Public Realm

- Height and Massing
- Place Quality
- Liveability
- Heritage

5.3 On achieving a good understanding of place analysis may also take the form of **SWOT** analysis with particular emphasis on the **opportunities** presented by the unique attributes of Northern Sevenoaks and the **big ideas** that may help to achieve them.

5.4 Options for future levels of growth have not yet been progressed through the District's new local plan nor have they been factored into the emergent neighbourhood plan. This will allow the master-planning process to employ urban design principles to help consider issues of **sustainable growth potential for both residential development and economic/business development.**

5.5 It is anticipated that a **Masterplan** will contain both a broad **vision** and specific **objectives** for regenerating the Northern Area of Sevenoaks and will clearly set out the **structure of the settlements now and in 20-30 years time.**

5.6 **Deliverability** of the masterplan will be key. As already described the masterplan is anticipated as representing an important element of evidence base for the emergent neighbourhood development plan and new Local Plan. The masterplan will, however, need to clearly identify the **transformation processes** necessary to achieve delivery. These are likely to include discussion of:

- **Key partnerships**
- **Sub-regional influences, in particular the relationship to the rest of Sevenoaks Town, and the possibility of improvements to the service from Bat & Ball station to London.**
- **Costings and funding streams**

6. Other Requirements of the Consultant

6.1 The Council will arrange workshop(s) with key stakeholders at which the consultant will be expected to lead and participate.

6.2 Following the workshop(s), the successful consultant will be expected to consider comments made and where justified reflect those comments in the masterplanning process. Further workshops will be organised if appropriate/necessary. The consultant will be expected to participate in these but this will be in addition to the original commission.

6.3 The successful consultant will be expected to present the findings of the study to officers and Members of the Council.

6.4 The successful consultant will be expected to work with the Council's officers to build knowledge of the process and the assumptions applied. The consultant will, however, need to be available to support the Council at independent examination of the neighbourhood plan, which may take place up to 1-2 years after the completion of the study. This will be commissioned separately as necessary.

7. Presentation of Findings

- 7.1 The Council will require an electronic copy of the report, including an executive summary, in both Microsoft Word and PDF formats.
- 7.2 The Council will also require five hard copies of the report, including an executive summary.

8. Information to be submitted with the Quotation

- 8.1 The consultant is expected to submit the following information with the quotation:
- A proposed work programme and timetable for carrying out the work.
 - Details of how the work will be undertaken and the methods used.
 - Confirmation of how the work will provide a robust evidence base to influence the neighbourhood development plan.
 - The quotation must be inclusive of all costs incurred by the consultant unless specifically referred to in this brief to undertake the work, including price per workshop, presentation of the draft masterplan to key Members and attendance at consultation events.
 - The quotation should include a detailed breakdown of the cost of the work.
 - The names and qualifications of the staff who will undertake the work, including an explanation of their previous relevant experience.
 - Written confirmation that, if appointed, the assessment will not lead to a conflict of interest for the consultant.
 - The names, addresses and contact details of two referees, preferably for whom the consultants have carried out similar work.
 - The consultant is invited to provide examples of similar project work they have been involved in.
 - Written confirmation that, if requested, evidence can be given at the subsequent independent examination of the local plan.
 - **Confirmation that the consultant has professional indemnity insurance cover of £10m for the project or is willing to obtain it if successful, this should be incorporated into costings.**

9. Key dates

- 9.1 The timetable below sets out the anticipated key dates for undertaking the project.

Task	Deadline
Deadline for quotations	5.00 pm Friday 16 th September 2016
Consultant interviews (if required)	w/c 26 th September 2016
Appointment of consultant	w/c 3 rd October 2016
Inception meeting	w/c 10 th October 2016
Workshop(s) with key stakeholders	w/c 24 th October 2016
Consultant to submit draft masterplan	Monday 9 th January 2017

Presentation of draft masterplan to Committee	w/c 16 th January 2017
Public consultation	January/February 2017
Consultant to submit final masterplan	27 th March 2017

10. Quotation Proposals and Contact Details

10.1 The deadline for quotations is **5.00 pm on Friday 16th September 2016**

10.2 Quotations should be sent via email to townclerk@sevenoakstown.gov.uk or submitted by post in a plain envelope clearly marked 'Quotation to prepare a masterplan for Northern Sevenoaks – Private & Confidential' to Hugh D'Alton, Assistant Town Clerk, Sevenoaks Town Council, Bradbourne Vale Road, Sevenoaks, Kent, TN13 3QG

10.3 Enquiries can be made to:

Hugh D'Alton

Assistant Town Clerk

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

Tel: 01732 459 953

Email: atc@sevenoakstown.gov.uk

Subject: Sevenoaks DC - Landscape Character Assessment - Invitation to Stakeholder Workshop

Dear all,

Sevenoaks District Council has recently commissioned Land Use Consultants (LUC) to update the Landscape Character Assessment as a basis for a follow-on Landscape Sensitivity Study. Both studies will be used as an evidence base to help inform the Council's emerging Local Plan.

We would like to invite you to a stakeholder workshop to input to the Landscape Character Assessment update and discuss the next steps for the landscape sensitivity study. As a key stakeholder we would welcome your input into this discussion.

The workshop is being held on **Thursday 29th September** starting at 10.00am in the Council Chamber at Sevenoaks District Council, Argyle Road, Sevenoaks, TN13 1HG. It will last approximately 1.5 hours.

An agenda will be circulated nearer the time. In the meantime I would be grateful if you could confirm your attendance by way of reply. If you are unable to be present yourself we would be happy for a representative of your organisation to attend instead.

We look forward to hearing from you.

Kind regards,
Simon

Simon Taylor

Planning Officer (Planning Policy)

Sevenoaks District Council | Council Offices | Argyle Road | Sevenoaks | Kent | TN13 1HG

Tel: 01732 227134

Email: simon.taylor@sevenoaks.gov.uk

Online: www.sevenoaks.gov.uk

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Highway Improvements in Your Area

Resurfacing

St Johns Hill, Sevenoaks



When we plan to carry out the work and how long it will take:

This is to let you know that, as part of the on-going maintenance and improvement of the highway network, Kent County Council will be resurfacing St Johns Hill between Hospital Road and Wickenden Road.

The **Resurfacing work** will be carried out on **14th September** and should take **2 nights** to complete excluding weekends. These works will take place between the hours of **22:00 and 05:00**. This type of work can be affected by bad weather, so if it is not possible for us to carry it out at this time, we will arrange a new date and let you know via a letter drop to your home. We will also put up signs along the road before we start showing the date we plan to start work.

What we plan to do:

We will remove the existing road surface by a method known as milling. The complete area will then be swept by a mechanical sweeper to ensure the prepared surface is clean and free of dust and debris.

If required, the existing manhole covers or rain water gully gratings will be adjusted or replaced to the correct level before the new surface is laid. Please note that this operation is noisy and can be prolonged as it is carried out using pneumatic hand tools.

The new surfacing material will then be laid using a machine called a paver and compacted with a roller. This is a quick process and dependant on the design will either be a one or two layer process.

Finally, following completion of the surfacing, all associated high friction surfacing and traffic signal loops where necessary will be reinstated and road markings will be re-painted. The road will then be re-opened.

Please note that during the whole process, audible warning reversing sirens will be heard; this is a health and safety requirement and cannot be turned off but will be kept to a minimum.

How you can help

During these essential works, it will be necessary to close the road completely, so that we can carry out the works safely for both the workforce and road users. An alternative diversion route will be signed while the road is closed. The diversion route will be via A25 Bradbourne Vale Road, A224 London Road, Tubbs Hill, St Bultophs and Dartford Road. The footways will remain open at all times.

It is inevitable that residents and businesses near the works will experience some disruption and we apologise in advance for any inconvenience caused, but we will try to keep this to a minimum. Access to properties will need to be restricted for a short period while work is carried out in front of each property. If you have any particular access needs, please let the workforce on the site know.

We need your help to make sure the work is done as quickly as possible and to the best possible quality. **If your vehicle is usually parked on the carriageway, please make sure you park it somewhere else away from the site whilst the works are carried out, so the road is clear for us to resurface.**

If you need more information, please call us on **03000 418181**.

You can also visit our website www.kent.gov.uk/highways to find out how we look after the roads throughout Kent or report any faults you find on our roads.

For your safety and the safety of our workforce, please drive carefully and slowly through the roadworks.

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KENT COUNTY COUNCIL

Bosville Road, Sevenoaks

TEMPORARY PROHIBITION OF DRIVING

Road Traffic Regulation Act 1984 – Section 14 (2) as amended by
The Road Traffic (Temporary Restrictions) Act 1991

Kent County Council gives notice that Bosville Road, Sevenoaks will be closed to through traffic, on or after 12th September 2016 for up to 2 days.

The road will be closed between the junctions of Lambarde Road and Bradbourne Park Road.

The alternative route is via Lambarde Road, A25 Bradbourne Vale Road, Bradbourne Road, Bradbourne Park Road and vice versa.

The closure is necessary to enable carriageway repair works to be carried out by Kent Highways And Transportation.

This Notice applies when the relevant signs and barriers are on site, and is valid for a period of no more than 21 days.

<p>Signed for and on behalf of the Kent County Council by Roger Wilkin, Director of Highways, Transportation & Waste or by his authorised signatory</p>	<p>Authorised signatory</p> 
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Dated 31st of August 2016

Kent County Council, County Hall, Maidstone, ME14 1XQ

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Planning Applications to be Considered

Planning Applications received to be considered on 12 September 2016

1	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/01693/FUL	Mr M Holmes 15-09-2016	Cllr Mrs Walshe	Mr Coleman 0772598811
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr B Ali (West Kent Housing Association)			60 Bethel Road	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				30/08/16

Demolition of existing bungalow and the erection of 2. no 2 bedroom houses.

SE/16/01693/FUL - Amended plan

Red line of the application site was incorrect and has now been corrected.

2	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/02001/HOUSE	J Overall 16-09-2016	Cllr Raikes	Mr Antoniou 01403 25223
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Edwards		Fleetwith	51A Mount Harry Road	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				30/08/16

Enlargement of rear dormer windows and reduction in ridge height.

SE/16/02001/HOUSE - Amended plan

The overhanging soffits on the dormers have been show correctly in amended plan.

3	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/02274/HOUSE	R Fellows 22-09-2016	Cllr Busvine	Mr Ford 02089748694
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr R White			41 Granville Road	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				05/09/16

Single storey rear extension.

4	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/02294/HOUSE	H Weston 16-09-2016	Cllr Busvine	Mr D Dennis 617033
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Ms J Towers		Oak End	1A High Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				30/08/16

Changes to existing fenestration and Annexe upgraded with Solar panels. Internals upgraded to current building regulations.

Planning Applications to be Considered

Planning Applications received to be considered on 12 September 2016

5	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/02416/HOUSE	Mr M Holmes 16-09-2016	Cllr Parry	Mr Goodhew 779580
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Bourne			82 Brattle Wood	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				30/08/16
Erection of single storey garage.				

6	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/02443/HOUSE	J Overall 16-09-2016	Cllr Piper	Mr D Dennis 617033
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Obrien			19 Braeside Avenue	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				30/08/16
Erection of ground floor: front and rear extension with rooflights on side and rear; Erection of first floor front and side extension; Loft conversion with rear new dormer and rooflights on sides and front.				

7	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/02447/FUL	H Weston 23-09-2016	Cllr Schneider	Ms Brown 01612 346683
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr E Jeffery			4 Blighs Court	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				05/09/16
Proposals include to paint the existing shop front, fit a new swing sign and bracket and install a mosaic to the porch.				

8	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/02448/ADV	H Weston 23-09-2016	Cllr Schneider	Ms Brown 01612 346683
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr E Jeffery			4 Blighs Court	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				05/09/16
New hand painted fascia sign applied to newly decorated existing timber shop front. New timber swing sign with hand painted logos and letter writing, affixed to a new black painted metal bracket. New porch tiled mosaics to the existing recessed shop front entrance.				

Planning Applications to be Considered

Planning Applications received to be considered on 12 September 2016

9	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/02449/HOUSE	R Fellows 20-09-2016	Cllr Canet	Mr Stuart 01223 576916
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Hewett		1 Jubilee Cottage	Otford Road	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				31/08/16
Demolition of shed. Erection of part single part double storey side extension.				

10	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/02455/HOUSE	Mr M Holmes 20-09-2016	Cllr Piper	Mr Reedman 0776226014
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Willems		Parkstone	Clenches Farm Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				31/08/16
Erection of a part single storey and part two storey extension to dwelling.				

11	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/02505/HOUSE	R Fellows 20-09-2016	Cllr Arnold	Mr Shaw 01903 734381
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs P Wiltshire		Ashton House	Seal Hollow Road	Wilderness
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				31/08/16
Erection of single storey orangery to rear.				

12	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/02533/HOUSE	R Fellows 22-09-2016	Cllr Eyre	Mr Langer 01892 524555
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr D Smith		Beaconhurst	18 Beaconfields	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				05/09/16
New vehicular access onto Brittain's Lane. Proposed gates and supporting piers. Proposed dropped curb (subject to approval from Kent County Council).				

Planning Applications to be Considered

Planning Applications received to be considered on 12 September 2016

13	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/02534/FUL	P Dadswell 23-09-2016	Cllr Eyre	Mrs Tasker 01689 83633
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Roberts			79 Weald Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				05/09/16
Demolition of existing dwelling and replacement with two detached dwellings including a detached garage and a new access.				

14	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/02575/HOUSE	P Dadswell 16-09-2016	Cllr Parson	Mr Knott 02088563881
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Miss E Rudd			21 Gordon Road	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				30/08/16
Single storey wrap around ground floor extension. Loft conversion incorporating rear dormer and front elevational rooflights.				

15	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/02577/FUL	R Fellows 26-09-2016	Cllr Schneider	N/A
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr P Dennington			84A High Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				06/09/16
The removal of the existing reinforced concrete staircase and installation of new metal staircase and balustrading on to existing flat roof to provide improved access to the existing first floor flat.				