



STNP / MASTERPLAN WORKING GROUP

To be held in the Council Chamber, Town Council Offices,
Bradbourne Vale Road, TN13 3QG

Monday 1st July 2024 at 6:00pm

(Open to members of the public)

Agenda

Quorum minimum of 3 elected members:

Cllr Clayton – Chair	Cllr Skinner – Vice Chair	Cllr Shea
Cllr Wightman	Cllr Michaelides	+ interested external stakeholders

1. STNP / Masterplan Working Group Terms of Reference (Pages 3-5)

a) To receive notice that the STNP Monitoring & Implementation Group was renamed the “STNP / Masterplan Working Group” by Council on 13th May 2024, with the same Terms of Reference as previously having been adopted by the Group on 27th September 2023.

b) To receive copy of the Terms of Reference for information – noting that it has been updated since 13th May 2024 to accurately reflect the Group’s new name throughout the document.

2. Monitoring & Implementation Group Town Councillor Membership

a) To receive notice of the following appointments of Sevenoaks Town Councillors to the STNP Monitoring & Implementation Group, agreed by Council on 13th May 2024.

- Cllr Tony Clayton – Chair
- Cllr David Skinner – Vice Chair
- Cllr Claire Shea – Member
- Cllr Nigel Wightman – Member
- Cllr Lise Michaelides – Member

b) To note that membership remains open to any interested external stakeholder within Sevenoaks Town.

3. Apologies for absence

4. Minutes (Pages 7-10)

To receive and agree the Minutes of the previous STNP Monitoring and Implementation Group meeting, held on 7th May 2024.

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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Town Clerk



5. Theme Five – Work Stream (Pages 11-12)

a) To receive and note a list of actions as identified within the STNP under Theme Five: Community and Culture.

b) To identify priority actions.

6. Monitoring (Pages 13-22)

a) To receive and note an update report, of how the STNP policies have been against planning applications within Sevenoaks Town since the last 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 Council Planning & Environment Committee, or Sevenoaks District Council.

7. Royal Town Planning Institute Award Shortlist

To receive notice that the STNP has been shortlisted for the Royal Town Planning Institute's South-East Awards for Planning Excellence, under the category of Best Plan, with the winner due to be announced on 12th July 2024.

8. Dates for future meetings

To note the following next meeting dates:

27 th August 2024 – 6pm	21 st October 2024 – 6pm	16 th December 2024 – 6pm
10 th February 2025 – 6pm	7 th April 2025 – 6pm	2 nd June 2025 – 6pm

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STNP / MASTERPLAN WORKING GROUP

Terms of Reference for Sevenoaks Town Neighbourhood Plan / Masterplan Working Group – originally the STNP Monitoring & Implementation Group

1. Naming and role

1.1. The Group will be referred to as the “Sevenoaks Town Neighbourhood Plan / Masterplan Working Group” – STNP / Masterplan Working Group

1.2. The STNP / Masterplan Working Group is not a formal Committee of Sevenoaks Town Council. It may make recommendations to the Town Council’s Planning & Environment Committee, which will make the final decision.

1.3. The Group will be responsible for:

- i. The oversight of how the Sevenoaks Town Neighbourhood Plan Policies and Aims are being implemented, and annual review of how policy performance and wording can be improved – via Annual Report. This to include recommendations to be presented to the Planning & Environment Committee for consideration.
- ii. Actively promoting the STNP process to residents, local businesses, Residents Associations, and stakeholders to encourage a participation in the continuing project and the sharing of views.
- iii. The production of the Monitoring and Implementation Strategy document and any subsequent modifications. This will itemise each policy, aim and objective, and provide details of the targets, performance indicators and delivery status. Any iterations to be agreed by the Planning & Environment Committee.
- iv. Provide recommendations on actioning of any further studies or projects as identified in the STNP or later during its review process by the Independent Examiner, to be approved by the Planning & Environment Committee.
- v. Recommending further studies or projects that will improve the evidence base of the STNP – including a Masterplan for Sevenoaks Town Centre. These to be approved by the Planning & Environment Committee.
- vi. The production and analysis of any relevant public consultations on the aforementioned projects or studies.
- vii. Assessing new and existing evidence bases which will impact development in Sevenoaks Town during the plan period.
- viii. Undertaking of a 5 year review of the STNP, as required by the Independent Examiner, and implementation of any improvements to policy wording identified in the aforementioned annual reports.
- ix. Consulting on emerging or amended policies identified and recommended in the 5 year review of the STNP.

- x. Reviewing the STNP in relation to SDC's expected Local Plan.
- xi. Oversight of any future edits or reiterations of the Plan.

2. Membership

2.1. The STNP / Masterplan Working Group shall be made up of Local Stakeholders, Residents, and professionals.

2.2. Members of the Group shall be, as far as possible, representative of the demographics within Sevenoaks Town.

2.3. At the Monitoring and Implementation Group meeting held on 27th September 2023, it was agreed that membership would remain fluid and open to new members, to encourage higher engagement and involvement of different stakeholders as relating to the various Themes of the STNP.

2.4. Where members of the Group are representatives of an organisation it is the responsibility of the individual members to ensure that they have obtained the necessary consent of their organisation.

2.5. All meetings of the STNP / Masterplan Working Group will be open to members of the public who wish to attend.

2.6. Members of the Public in attendance at the Group meetings shall be free to contribute to the discussions taking place however will not hold voting rights.

2.7. Members of the Group must disclose any personal or financial interests which may conflict or coincide with the topics being considered as part of the Sevenoaks Town Neighbourhood Plan and must sign a document declaring these if applicable.

3. Governance and recommendation making

3.1. The STNP / Masterplan Working Group will be presided by a Chair or Vice Chair who must be an elected member of Sevenoaks Town Council.

3.2. If the Chair is not able to be present, meetings shall be chaired by the Vice Chair. If neither are present, members shall elect a Chair for the meeting from those present.

3.3. Decisions will be made by the consensus of the formal STNP / Masterplan Working Group members present at the meeting. Where a vote is tied the Chair will have the casting vote.

3.4. All decisions must be approved by Sevenoaks Town Council's Planning & Environment Committee before they may be actioned.

4. Meetings

4.1. Meetings of the STNP / Masterplan Working Group will typically be held from 6:00pm in the Sevenoaks Town Council Chamber where possible.

4.2. Meetings will be structured to focus on one Theme of the STNP at a time, with relevant stakeholders to be invited as deemed appropriate.

4.3. The Group will aim to meet with a frequency not less than once every 12 weeks.

4.4. Additional meetings may be arranged by Sevenoaks Town Council, subject to at least 5 working days' notice being given prior to the date of the meeting to allow for adequate publicity.

5. Record keeping

5.1. The Town Council will endeavour to have an Officer present at all meetings of the Group who will be responsible for the production of minutes.

5.2. Minutes of meetings will be publically available and will be publicised both on Sevenoaks Town Council's website, and on the Sevenoaks Town Neighbourhood Plan website.

5.3. Agendas for the STNP / Masterplan Working Group will be circulated via email to all who have expressed an interest in the Neighbourhood Plan Process. Paper copies will be made available at the meeting.

6. Modifications to Terms of Reference

The STNP / Masterplan Working Group shall review its Terms of Reference throughout the project and amend as it deems fit. Any amendments to the Terms of Reference will require the agreement of Sevenoaks Town Council prior to taking effect.

7. General Data Protection Regulation

All General Data Protection Regulation matters will be the responsibility of Sevenoaks Town Council

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Minutes of the Sevenoaks Town Neighbourhood Plan Monitoring and Implementation Group meeting held at the Council Chambers on 7th May 2024, 6:00pm.

In attendance:

Sevenoaks Town Council – Deputy Mayor	Cllr Libby Ancrum (Vice Chair)
Sevenoaks Town Council	Cllr David Skinner
Sevenoaks Town Council – Mayor	Cllr Claire Shea
Sevenoaks Town Council	Cllr Sally Layne
Sevenoaks Town Council	Cllr Gareth Willis
Sevenoaks Town Council – Town Clerk	Linda Larter MBE
Sevenoaks Town Council – Planning Committee Clerk	Georgie Elliston
Sevenoaks District Council – Public Realm Commissioner	Cllr Roderick Hogarth
Glenn Ball Chartered Architect	Glenn Ball

Prior to the commencement of the meeting and in the absence of the Chair, Cllr Libby Ancrum as Deputy Chair of the Monitoring & Implementation Group was nominated to Chair the meeting.

1. Apologies for absence

Cllr Nick Varley (Sevenoaks Town Council), **Cllr Victoria Granville** (Sevenoaks Town Council), **Cllr Tony Clayton** (Sevenoaks Town Council), **Cllr Dr Marilyn Canet** (Sevenoaks Town Council), **Cllr Nigel Wightman** (Sevenoaks Town Council), **Cllr Lionel O’Hara** (Sevenoaks Town Council), **Cllr Elizabeth Purves** (Sevenoaks District Council), **Charles George** (Sevenoaks Society)

2. Minutes

The Minutes of the previous STNP Monitoring and Implementation Group meeting held on 18th March 2024 were received and agreed.

3. Sevenoaks Town Centre and St Johns Masterplans Update

a) The Town Clerk summarised the progress of the Masterplans, with a separate Stakeholder event having since been held for each of the Masterplans. These were well attended and received lots of positive engagement.

b) Members were appreciative that Sevenoaks District Council (SDC) Officers had attended and engaged at the Town Centre Masterplan Stakeholder workshop, although not the St Johns Masterplan workshop. The Town Council had responded in detail to the District Council’s consultation for Land East of the High Street and it was agreed that such continued positive collaboration efforts would ensure both projects were successful and complementary to each other.

c) Attendees notes that the two below surveys had been launched to gauge current use, strengths and weaknesses of the two Masterplan survey areas:

- Town Centre Survey: <https://www.surveymonkey.com/r/P9WMYSC>
- St John’s area Survey: <https://www.surveymonkey.com/r/DPRP56W>

d) Question was raised as to whether the two surveys had closed in line with the District Council’s own surveys for Land East of High Street, and it was **confirmed that they would remain open** in order to continue to feed into the Masterplans. It was agreed that this

would be made clearer to public who may confuse the two projects and their correlating surveys together.

4. **Theme Four – Work Stream**

a) Actions listed under the Theme Four Work Stream were discussed one by one, with it noted that the current Masterplanning exercises would feed into the majority of the Theme Four actions, being a tourism strategy, expanding market stallholder provision, working with local businesses to identify spatial and land uses that could be improved, and keeping the supporting evidence bases up to date.

b) SDC Cllr Hogarth suggested that SDC would likely welcome the opportunity to work together on a tourism strategy under Action 4.1, and on noting that STC wishes to but is not involved with Visit Kent, offered to facilitate STC dual hatted Cllrs potentially getting involved with SDC's collaboration with them.

c) It was noted that STC was working with stallholders as per Action 4.2 while looking to the future of Sevenoaks as a market town, with worry being expressed by stallholders as to footfall and the nature of new market stall provision.

d) It was also noted that update of the supporting evidence base was starting to be created via the Masterplans which would feed into updating particular aspects of the documents; for instance, the transport aspect of the Masterplans would provide updated evidence to the Transport Strategy, and the spatial considerations for the Town Centre would feed into the Cultural Strategy. Rather than each document being replaced by an updated version therefore, it was considered more likely that the evidence base would grow.

e) Attendees **agreed** that the priority action was to complete the Masterplans, as these would feed into each of Theme Four's proposed projects.

5. **Monitoring**

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

b) The Planning Committee Clerk summarised the trends and observations provided on pages 14-15 of the Agenda papers. The following points of note were discussed:

- Use of the STNP by SDC Planning Officers in both Officer Reports and Decision Notices continued to be much higher, with only one instance noted where it was not considered at all, and one instance where it hadn't been considered against **all** relevant issues.
- Although not a significant number of cases, it was agreed that the planning weight added by the STNP to the currently out-of-date Local Plan in addition to the need to robustly justify planning decisions was important
- Consideration of the STNP by Planning Inspectors was less consistent, with equal record of three cases where an Inspector had considered the STNP, and three where they had not. This was highlighted by two separate appeals for the same site which had been considered by two different Inspectors; one of whom did consider the STNP and another who did not.

c) Question was raised as to whether STC has a practice to write to Inspectors on notice of Appeals to alert them of the STNP's recent adoption, which it currently does not, although

STC's original recommendation would be reviewed by the Inspector. In addition to considering this, it was agreed that encouraging more use of the STNP in the Town Council's Planning Committee recommendations could help to raise this awareness.

d) It was **agreed** that STC could provide further STNP information to STC Councillors to facilitate further referencing of the STNP in the Planning Committee's recommendations.

e) Members noted that SDC's Development Management Committee (DMC) makes regular and consistent reference to the STNP.

6. Annual Report

a) The Group received and discussed the draft Annual Report, which outlined key use and progress of the STNP during its first year of adoption.

b) The two below summarised comments from Charles George of Sevenoaks Society were received with approval from members, with comments or actions shown in italics:

- **Page 12 on Royal Oak Hotel:** That the aim is not housing provision, but to increase viability and greater respect for the Grade I listed building – *Agreed to amend this*
- **Page 12 on SDC's proposals for areas around Buckhurst Lane and Suffolk Way:** That the proposals are not yet detailed enough to be confirmed as delivering STNP policies, and it is too early to report compliance – *Agreed that these entries would be amended stating that the proposals could support the STNP policies.*

c) The four below summarised comments from Cllr Tony Clayton were received, with comments or actions agreed shown in italics:

- **Page 30 on Theme One Action 1.5:** That design guidance in areas not covered by the Residential Character Area Assessment or Conservation Area plans should be high priority – *A map of the areas not covered by guidance will be created as per the notes for this action, however other projects have taken precedence. This will be investigated on completion of the Masterplans.*
- **Page 30 on Theme One Action 1.6 and Page 34 on Theme Three Action 3.1:** That there needs to be coordination between how cycle routes including the East to West route affect the townscape, pedestrian flow and street furniture – *Agreed to add this comment to the notes of both actions.*
- **Page 36 on Theme Three Action 3.6:** To update the entry regarding 20mph proposals following Kent County Council's decision to proceed in consultation with STC – *Agreed to update the entry*
- Request to include reference to STC's unsuccessful CIL bid for Wayfinding and note it should be prioritised by both SDC's and STC's consultants for their Masterplanning projects – *This is noted on page 21 of the draft report. STC included request for wayfinding in its response to SDC's consultation for Land East of the High Street, and hopes it will be added as an addendum. STC's Masterplanning consultants are also looking into Wayfinding opportunities.*

d) The Planning Committee Clerk suggested that SDC's successful funding application for £1.6 million from the National Lottery Heritage Fund towards major improvements at Bradbourne Lakes be acknowledged. This was agreed to be added to page 16.

e) Cllr David Skinner requested that additional reference to the Sevenoaks Quarry site be added under relevant Themes including Housing, in addition to noting SDC's proposed drive-through at Otford Road and its non-compliance with STNP objectives. This was agreed.

f) It was **agreed** that the Annual Report be amended as per the above comments and the revised Report presented to the Planning Committee for approval.

g) The Planning Committee Clerk was thanked for her considerable efforts in producing the STNP Reviews and Annual Report.

7. **Dates of future meetings**

It was noted that a draft meeting schedule, including those for future STNP Monitoring & Implementation Group meetings had been published in the Annual Council meeting Agenda papers for 13th May 2024. This would be circulated once approved by the Council.

Meeting concluded at 6:45pm.

DRAFT

Theme Five: Community and Culture – Pending approval of STNP / Masterplan Working Group

	Proposed Project/Action	Notes	Identified by:	For actioning of:
5.1	Promote new health and education provision, faith facilities and other necessary community infrastructure as an integral part of new development. The Town Council will work with the District and County Councils, and also with health providers, to ensure that this community infrastructure is provided.		STNP Policy COM1 Supporting text of Policy COM1	Town Council in collaboration with: • SDC • KCC • Health providers
5.2	The Town Council will promote the development of a cultural quarter in the town centre together with an arts and cultural strategy.	The Town Centre Masterplan will support the development of a cultural quarter and provide a spatial vision for how this could be delivered.	STNP Policy COM2	Town Council
5.3	The Town Council will support the development of a new amphitheatre at Knole Environmental Park	See above comment.	STNP Aim COM3	Town Council
0.1*	Review and potential updating of existing evidence base to ensure that the information is satisfactorily accurate enough to inform the Plan's policies. Existing evidence base: • Sevenoaks Town Portrait • Sevenoaks Transport Strategy • Sevenoaks Cultural Strategy • Sevenoaks Town Sports Strategy • Northern Sevenoaks Masterplan	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. The evidence base documents relevant to Theme Five are: • Sevenoaks Town Portrait • Sevenoaks Transport Strategy • Sevenoaks Cultural Strategy • Sevenoaks Town Sports Strategy	Examination Process – Independent Examiner	STC

	Proposed Project/Action	Notes	Identified by:	For actioning of:
		Whether update of the Northern Sevenoaks Masterplan is necessary and to be pursued in the future is to be confirmed .		

*Action 0.1 applies to all Work Streams, with different evidence base documents feeding into each Theme. Comments under each Work Stream for Action 0.1 will be collated once available, in order to have a final list of which evidence base documents should be prioritised for updating.

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 7th May 2024

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 1 st May 2024, with full report of compiled decisions to be published on STNP M&I Group webpage:					
Date	Reference Number & Case Officer	Address	Proposal description	Policies & Issues measured against – as per headings/sub-headings (non-bold, if a particular issue is raised)	Document
<u>10/04/24</u> 28/05/24	23/03149/HOUSE Abbey Aslett	190 Seal Road	Single storey side extension.	C4 – Design: Impact on the character of the area C4: Condition on external surfaces	Officer Report Decision Notice (Approval)
<u>15/04/24</u> 01/05/24	24/00359/HOUSE Stephanie Payne	6 Bosville Drive	New awning to front, Demolition of side extension and rear conservatory. Demolition of shed to rear. Two storey side extension and single storey rear extension with rooflights. Alteration to fenestration.	C4 – Character, Heritage and Identity: Impact on the character of the area C4: Condition on materials	Officer Report Decision Notice (Approval)
<u>19/04/24</u> 08/05/24	24/00471/HOUSE Summer Aucoin	Fir Trees, 17 The Rise	Proposed part double / part single storey rear extension with balcony, roof alterations and internal alterations.	C4 – Quality of development: Impact on the character of the area C4: Condition on materials	Officer Report Decision Notice (Approval)
19/04/24	24/00403/LBCALT Stephanie Payne	1 Dorset Street	Alteration to update the name of the business on the grade II listed shop fascia.	C1 – Heritage assets	Officer Report
19/04/24	24/00413/ADV Stephanie Payne	1 Dorset Street	Name of the business "Chic et tralala" hand painted in a cursive font, white as per the lower part of the building and applied on the existing	C1 – Character, Heritage and Identity: Visual amenity	Officer Report

			dark timber with number "No 1" also in white on the right handside of the front panel.		
26/04/24	24/00642/HOUSE Summer Aucoin	33 Lambarde Drive	Ground floor and first floor extension to rear of property, patio enlargement, alterations to fenestration.	C4 – Design: Impact on the character of the area C4: Condition on materials	Officer Report Decision Notice (Approval)
<u>30/04/24</u> 01/05/24	24/00224/FUL Anna Horn	St Nicholas Church, Rectory Lane	Installation of solar photovoltaic panels to the existing South Aisle roof, and the installation of a new roof light and replacement of an existing roof light to the existing office roof. Installation of 55 solar panels to the existing South Aisle roof. Replacement of existing felt on North office roof with Copper and to install a new and replace an existing roof light.	C1 – Heritage assets: Heritage Impact Omitted: C4 – Impact in the Character of the Area C1: Condition requiring further drawings and condition requiring restoration of original appearance following any subsequent removal of the panels.	Officer Report Decision Notice (Approval)
02/05/24	24/00034/MMA Samantha Yates	68 Wickenden Road	Amendment to 22/00262/HOUSE.	C4 – Design: Impacts of the amendments on the character of the area L1 – Biodiversity: Other considerations (not applicable)	Officer Report
<u>02/05/24</u> 10/05/24	24/00003/MMA Samantha Yates	Gardens Rear of 83 to 91 Bradbourne Park Road	Amendment to 23/00260/FUL.	C1 – Heritage Assets C4 – Design: Impacts of the amendments on the character of the area L1 – Biodiversity (not applicable) L4 – Trees and Hedgerows C4: Condition on materials L4: Condition on landscaping scheme C4: Condition on boundary treatments	Officer Report Decision Notice (Approval)

07/05/24 05/06/24	24/00700/HOUSE Summer Aucoin	34 Granville Road	Partial demolition of existing single storey outbuilding and new single storey rear extension	C4 – Design: Impact on Listed Buildings and their Setting and Impact on the character of the area C1 – Impact on Listed Buildings and their Setting C1 and C4: Condition on materials and condition requiring details on windows	<u>Officer Report</u> Decision Notice (Approval)
08/05/24	24/00463/HOUSE Samantha Yates	2 Jubilee Cottage, Otford Road	Proposed ground floor side infill extension, internal alterations and all associated works.	C1 – Heritage Assets C4 – Design L1 – Biodiversity (not applicable) L4 – Trees and Hedges (not applicable) C4: Condition on materials	<u>Officer Report</u> Decision Notice (Approval)
09/05/24 10/05/24	24/00509/ADV Sean Mitchell	127 High Street	1no fascia sign & 1no projecting sign	C1 – Conservation: Impact upon amenity C4 – Character: Impact upon amenity C4: Conditions on illumination intensity and times	<u>Officer Report</u> Decision Notice (Approval)
10/05/24 15/05/24	24/00545/FUL Sean Mitchell	68A High Street	Change of use from restaurant Class E to Hot Food takeaway (Sui Genesis)	C1 – Conservation: Impact upon the character and appearance of the area C4 – Character	<u>Officer Report</u> Decision Notice (Approval)
17/05/24 17/05/24	24/00714/MMA Samantha Yates	Land Rear of De Winter House, Granville Road	Amendment to 22/02747/FUL.	C1 – Heritage C4 – Design L1 – Biodiversity L4 – Trees and Hedgerows C4: Condition on levelling	<u>Officer Report</u> Decision Notice (Approval)

				L1 & L4: Condition securing ecological enhancements L4: Condition requiring details on tree protective fencing L1: Condition securing biodiversity enhancements C4: Condition on finishes	
21/05/24	24/00541/FUL Abbey Aslett	3 Knotts Place	Change of front door.	C4 – Design and impact on the character of the area C1 – Conservation Area	Officer Report
<u>24/05/24</u> 24/05/24	23/02996/HOUSE Christopher Park	71 Hillingdon Rise	Erection of a garden home office.	C4 – Character Areas: Impact on the character of the area C4: Condition on materials and condition ensuring compliancy with tree protection measures in the Tree Report.	<u>Officer Report</u> Decision Notice (Approval)
<u>24/05/24</u> 29/05/24	24/00887/MMA Samantha Yates	Magpie Shaw, 47 Weald Road	Amendment to 21/02790/HOUSE	C4 – Design: Impact of the amendments on the character of the area C4: Condition on materials	<u>Officer Report</u> Decision Notice (Approval)
<u>28/05/24</u> 29/05/24	24/00594/HOUSE Christopher Park	51 Cobden Road	Alterations to fenestration to rear of property.	C1 – Heritage Assets: Conservation Area Impact C1: Condition on materials	<u>Officer Report</u> Decision Notice (Approval)
<u>29/05/24</u> 07/06/24	24/00981/HOUSE Summer Aucoin	22 Pontoise Close	Conversion of integral garage to living room/study. Replacement of all windows and front door. Alterations to rear ground floor elevation to replace sliding doors with bi-fold door and back door/window with new window. Removal of uPVC dormer cladding and replacement with insulated composite panels.	C4 C4: Condition on materials	<u>Officer Report</u> Decision Notice (Approval)

<u>31/05/24</u> <u>07/06/24</u>	24/00983/HOUSE Summer Aucoin	19 Vine Avenue	Single storey and first floor extensions. Chimney removal. Rooflights, dormers, fenestration and internal alterations.	C4 L2 – New permeable driveway C4: Condition on materials	<u>Officer Report</u> Decision Notice (Approval)
<u>03/06/24</u> <u>03/06/24</u>	24/00935/HOUSE Samantha Yates	Crossmead, Ashgrove Road	Erection of detached garage and single-storey garden studio.	C1 – Heritage: Impact on the character of the area C4 – Design L1 – Biodiversity – not applicable L4 – Trees and Hedgerows: Impact on the character of the area C4: Condition on materials L4: Condition requiring Arboricultural Method Statement and Tree Protection Plan C4 & L4: Condition requiring soft landscape proposals and maintenance	<u>Officer Report</u> Decision Notice (Approval)
<u>03/06/24</u> <u>04/06/24</u>	24/00543/HOUSE Stephanie Payne	101 Hillingdon Avenue	Single storey rear and front extension and two storey side extension. Roof alterations.	C4 – Character, Heritage and Identity: Impact on the character of the area C4: Condition on materials L4: Condition requiring tree protection plan and measures	<u>Officer Report</u> Decision Notice (Approval)
<u>03/06/24</u> <u>05/06/24</u>	23/03061/LBCALT Christopher Park	Paydens Pharmacy, 21-23 London Road	Proposed installation of new internal security shutters to front of property at ground floor level.	C1 – Heritage Assets C1: Condition on appearance and colour of shutters, and condition requiring their removal once no longer required	<u>Officer Report</u> Decision Notice (Approval)

<u>04/06/24</u> 12/06/24	24/00760/HOUSE Summer Aucoin	73 Clarendon Road	Two Storey Rear extension.	C4 – Design: Impact on the character of the area C4: Condition on materials	<u>Officer Report</u> Decision Notice (Approval)
05/06/24	24/00686/FUL Samantha Yates	37 High Street	Change of use to a taxi office.	C1 – Heritage: Impact on heritage assets C4 – Character Area: Impact on the character of the area L1 – Biodiversity – not applicable	Officer Report
<u>05/06/24</u> 07/06/24	24/00984/HOUSE Abbey Aslett	Ashdown Cottage, Cedar Terrace Road	Erection of single storey rear extension, loft conversion with dormer windows and associated works	C1 – Heritage: Conservation Area Impact C4 – Quality of development C1: Condition on materials	<u>Officer Report</u> Decision Notice (Approval)
07/06/24	24/00948/FUL Anna Horn	Barclays, 80 High Street	Installation of bird points and spring wire	C1 – Heritage Assets: Impact on Heritage	Officer Report
<u>07/06/24</u> 19/06/24	24/01112/HOUSE Summer Aucoin	7 Farnaby Drive	Ground floor and part first floor rear extension with associated internal alterations	C4 – Design: Impact on the character of the area C4: Condition on materials	<u>Officer Report</u> Decision Notice (Approval)
<u>07/06/24</u> 13/06/24	24/00466/MMA Christopher Park	Whiteacre, 87 Oakhill Road	Amendment to 23/01020/HOUSE	C1 – Conservation Area Appraisals: Impact on the Conservation Area C1: Condition on materials	<u>Officer Report</u> Decision Notice (Approval)
<u>10/06/24</u> 13/06/24	24/01042/MMA Christopher Park	5 Redlands Road	Amendment to 23/03519/HOUSE.	C4 – Character Areas C4: Condition on materials and condition requiring removal of solar panels when no longer in use	<u>Officer Report</u> Decision Notice (Approval)
<u>11/06/24</u> 21/06/24	24/00916/HOUSE Summer Aucoin	4 Hospital Road	Single storey rear extension with rooflights.	C4 – Design: Impact on the character of the area C4: Condition on materials	<u>Officer Report</u> Decision Notice (Approval)

17/06/24	24/00827/FUL Anna Horn	Boundary Wall between St Nicholas' Graveyard and The Chantry, Rectory Lane	Install temporary support to ensure stability of the wall. Carefully remove the masonry units. Install timber box frame to the window to support the lintel.	C1 – Heritage Assets: Heritage Impact	Officer Report
17/06/24	24/00828/LBCALT Anna Horn	Boundary Wall between St Nicholas' Graveyard and The Chantry, Rectory Lane	Install temporary support to ensure stability of the wall. Carefully remove the masonry units. Install timber box frame to the window to support the lintel.	C1 – Conservation: Impact on Listed Buildings and their Setting	Officer Report
19/06/24	24/00500/ADV Stephanie Payne	Nationwide, 86 High Street	Replace 1no. Projecting signage with new 500mm. Retain existing bracket. Existing Projecting sign bracket to be painted in blue to match new fascia. Replace 1no. Fascia and 1no. Logo with 1no. New blue fascia & 1no. New 290mm logo height. Install 1no. new ATM surround. Replace safety manifestation with new. Decorate shopfront & spray door frame to match existing with like for like. Post box no. to be sprayed in grey.	C1 – Character, Heritage and Identity: Visual amenity	Officer Report
19/06/24	24/01007/CONVAR Summer Aucoin	Donyland Cottage, Wildernes Avenue	Variation of condition 2 (drawings) 23/02156/HOUSE for Demolition of existing games room and kitchen/breakfast room. Two storey west extension. Part single storey, part two storey east extension. Part garage conversion into habitable space. New dormers. Landscaping. Rooflights. Alterations to fenestration. Alterations to roof, and removal of conditions 3 (windows, 4 (walls) and 5 (roof)	C4 – Design	Officer Report

20/06/24 21/06/24	24/00818/FUL Christopher Park	5 South Park	Subdivision of plot with proposed new bungalow. Alterations to garden layout and repositioning of steps.	C1 – Heritage Assets: Impact on the conservation area and locally listed buildings L4 – Trees and Hedgerows: Impact on trees C4: Refusal ground regarding appearance and character area C1: Refusal ground regarding conservation area and locally listed building impact L4: Refusal ground regarding tree removal	<u>Officer Report</u> Decision Notice (Refusal)
20/06/24 21/06/24	24/00820/HOUSE Christopher Park	Fig Street House, Oak Lane	Construction of open air swimming pool with pool house, heat pump, water butt and demolition of greenhouse; installation of solar panels on existing garage roof and roof of new pool house outbuilding; associated works including landscaping.	C4 – Character Areas: Impact on the character of the area C4: Condition requiring details and samples for external material, and condition requiring removal of solar panels following disuse.	<u>Officer Report</u> Decision Notice (Approval)
21/06/24	24/00674/HOUSE Christopher Park	23 Sandy Lane	Outbuilding.	C1 – Heritage Assets: Impact on Locally listed buildings and Conservation Area Impact	Officer Report

Trends and observations:

- Householder applications continue to be exempt and Policy L1 not applicable to them. See Officer Report for 24/00935/HOUSE, where they state “Whilst policy L1 seeks a 10% biodiversity increase on site, national guidance on biodiversity net gain is clear that household applications are not required to demonstrate this net gain. Consequently, national policy overrides the local policy in this instance. The scheme would conserve existing biodiversity subject to replacement planting via a landscaping scheme for the site.”

- A couple of instances where the same Officer noted the STNP as relevant under the policies section, but did not include it in the appraisals for that particular issue (impact on the character of the area). In both cases however, it was used in the Decision Notice to support the decision, so may be a stylistic preference as opposed to not having been considered. (24/00981/HOUSE and 24/00983/HOUSE)
- Although a decision hasn't been made on 24/00871/FUL*, an argument made by the applicant in an application statement is of interest regarding Policy L1. The application seeks permission to demolish the existing dwelling and erect 2 detached, 5 bed dwellings in its place. Agreement appears to have been made between the applicant and SDC Officers that they are exempt from needing to deliver 10% BNG under the new government legislation, however KCC Ecology have pointed out that they should still do so as per Policy L1. **The applicant argues that the policy is no longer of a material weight, due to their consideration that it conflicts with government policy** (see excerpt →)
- Despite the Planning & Environment Committee citing Policy L1 (Biodiversity Net Gain) as a ground for its recommendation for refusal on 24/00818/FUL, this policy was not considered in the Officer's report. This application includes removal of 2 trees and considerable reduction to grassed area with some new low level planting. No Biodiversity study was undertaken to measure impact on and mitigation for ecology or environment. Policy L4 (removal of trees) was considered and cited as a ground for refusal.

As part of our discussions via email, you have accepted that this development is exempt from BNG, both because it was submitted before the 2nd of April deadline, and it is proposed to provide custom build plots. KCC's comments refer to Neighbourhood Plan Policy L1 which states, all new developments should **whenever possible** deliver a 10% net gain in biodiversity.

As I have set out in email, national guidance is clear (NPPG- Paragraph: 006 Reference ID: 74-006-20240214) plan-makers should be aware of the statutory framework for biodiversity net gain, but they do not need to include policies which duplicate the detailed provisions of this statutory framework. It will also be inappropriate for plans or supplementary planning documents to include policies or guidance which are incompatible with this framework, for instance by applying biodiversity net gain to exempt categories of development or encouraging the use of a different biodiversity metric or biodiversity gain hierarchy.

As such Policy L1 should not be afforded material weight and conflicts with Government Guidance. Neighbourhood Plan L1 cannot require exempt development to provide 10% biodiversity gains. I also note that Policy L1 includes the caveat "whenever possible" presumably in recognition that it's often not possible to deliver net gain on small sites. That doesn't mean it's not possible to provide any enhancements at all.

Your emails refer to the submitted BNG Baseline Assessment figure that the proposals would result in the loss of 0.057 habitat units which equates to a 29.7% biodiversity net loss. This figure assumes no enhancements going back on site at all. Also, the habitat being removed is predominantly mixed scrub and neutral grassland. I would refer you to the attached additional habitat enhancement drawing which indicates a range of infill tree, hedgerow, shrub planting and the installation of living walls to the lower ground floor courtyards of each plot.

Paragraph 180 of the NPPF states planning policies and decisions should contribute to and enhance the natural and local environment by minimising impacts on and providing net gains for biodiversity. It has been accepted that net gain is not applicable and national guidance is that it would be inappropriate to apply BNG to exempt categories of development. As such the NPPF position is that there should be contributions to the wider ecological environment, by minimising

Planning applications decided by Sevenoaks District Council – with NO reference to the STNP:				
Reference Number & Case Officer	Address	Proposal description	Policies & Issues which could have been relevant	SDC Decision
24/00501/LBCALT Stephanie Payne	Nationwide, 86 High Street	External signage to be replaced with new and associated works to shopfront.	C1 – Impact on Listed Buildings and their Setting	19th June 2024: SDC Granted, 2 conditions.

*Note: 24/00501/LBCALT was decided without consideration of the STNP in the Officer Report, however, 24/00500/ADV which is the advertisement version of the same application was.