

LOCAL PLANNING AND ENVIRONMENT ADVISORY COMMITTEE

23 October 2014 at 7.00 pm
Conference Room, Argyle Road, Sevenoaks

AGENDA

Membership:

Chairman: Cllr. Mrs. Hunter Vice-Chairman: Cllr. Searles
Cllrs. Ball, Butler, Dickins, Gaywood, Horwood, Piper, Mrs. Purves, Mrs. Sargeant, Scholey
and Williamson

	<u>Pages</u>	<u>Contact</u>
Apologies for Absence		
1. Minutes To agree the Minutes of the meeting of the Committee held on 3 September 2014, as a correct record.	(Pages 1 - 4)	
2. Declarations of interest Any interests not already registered		
3. Actions from the meeting held on 1 July 2014	(Pages 5 - 6)	
4. Update from Portfolio Holder		Cllr Piper
5. Referrals from Cabinet or the Audit Committee	(Pages 7 - 14)	
a) Performance Indicators and Targets for 2014-15 (Minute 26, Cabinet – 17 July 2014)		
6. Budget 2015/16: Service Reviews and Service Plan Impact Assessments (SCIAs)	(Pages 15 - 38)	Adrian Rowbotham Tel: 01732 227153
7. E.U. Waste Framework Directive	(Pages 39 - 46)	Richard Wilson Tel: 01732 227262
8. Crematoria in the District	(Pages 47 - 48)	Alan Dyer Tel: 01732 227961
9. Community Infrastructure Levy (CIL) Governance Arrangements	(Pages 49 - 56)	Richard Morris Tel: 01732 227430
10. Statement of Community Involvement - Final for Adoption	(Pages 57 - 96)	Richard Morris Tel: 01732 227430
11. ADMP and Green Belt Supplementary Planning Document	(Pages 97 - 150)	Richard Morris Tel: 01732 227430

12. **Gypsy and Traveller Plan**

(Pages 149 - 220)

Richard Morris
Tel: 01732 227430

(If Members wish to discuss any information contained within Appendix C (pages 225-228) a resolution must be passed to exclude the public and press from the meeting)

13. **Work Plan**

(Pages 221 - 222)

EXEMPT ITEMS

Consideration of Exempt Information

Recommendation: That, under section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting when considering Appendix C of agenda item 12 above, on the grounds that likely disclosure of exempt information is involved as defined by Schedule 12A, paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)).

Appendix C – Agenda Item 12 Gypsy and Traveller Plan (Pages 223 -224)

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the appropriate Contact Officer named on a report prior to the day of the meeting.

Should you require a copy of this agenda or any of the reports listed on it in another format please do not hesitate to contact the Democratic Services Team as set out below.

For any other queries concerning this agenda or the meeting please contact:

The Democratic Services Team (01732 227241)

LOCAL PLANNING AND ENVIRONMENT ADVISORY COMMITTEE

Minutes of the extraordinary meeting held on 3 September 2014 commencing at 7.00pm

Present: Cllr. Mrs. Hunter (Chairman)

Cllr. Searles (Vice Chairman)

Cllrs. Ball, Butler, Dickins, Gaywood, Horwood, Piper, Mrs. Purves, Mrs. Sargeant, Scholey and Williamson

Cllrs. Brookbank, Edwards-Winsor, Ms. Lowe, Mrs. Morris, Ramsay and Walshe were also present.

13. Minutes

Resolved: That the Minutes of the meetings of the Committee held on 25 March 2014 and 1 July 2014 be approved and signed by the Chairman as a correct record.

14. Declarations of interest

In order to be clear and transparent, Cllr. Mrs. Sargeant advised that in relation to Minute 15 “Gypsy and Traveller Plan: Site Options” that her family had an interest in land that had been included in the long list from the call for sites.

15. Gypsy and Traveller Plan: Site Options - consultation responses and additional sites and pitches promoted

The Principal Planning Officer presented a report which considered the responses to the recent Gypsy and Traveller Plan site options consultation where 935 registered comments had been received on the 13 proposed sites. A “call for sites” requested interested parties to suggest land that may be suitable for Gypsy and Traveller pitches. Consideration of the responses by the Committee was brought forward from October 2014 as Officers felt able to make recommendations regarding two sites and to give guidance on how the process was to be taken forward.

A list of further sites suggested by third parties where landowners had been approached, since the report was published, was tabled for Members consideration. Officers advised that the recommendation in paragraph (a) was now to read “...consideration in this Gypsy and Traveller Plan covering the period up to 2026”. Additionally Officers updated the Committee that the potential number of pitches at Two Barns, Knatts Valley had risen from three to four. Kent County Council had since responded to the Council and was unsupportive of 2 additional pitches at Polhill Park, Polhill.

The Principal Planning Officer explained that the recommendation included that two sites be removed from the consultation as alternative, more suitable sites had been identified.

Agenda Item 1 Local Planning and Environment Advisory Committee - 3 September 2014

It was considered by Officers that the land south of Mesne Way, Timberden Farm, Shoreham was more sensitive and visible in an Area of Outstanding Natural Beauty (AONB) than the majority of the alternative site suggestions and so was to be removed. Regarding the land at Fort Halstead the emerging policy EMP3 of the Council's Allocation and Development Management Plan, relating to it, had developed since the initial consultation and did not refer to Gypsy and Traveller use. A Planning Performance Agreement now also outlined the submission of a planning application for the site on 10 November 2014. As there was not landowner support for Gypsy and Traveller pitches and as the Council was unlikely to adopt a policy to require pitches as part of the wider regeneration before the landowner's target date for determination of an application, pitches on the site were unlikely to be deliverable.

A Member of the Committee expressed disappointment that, despite the recommendation of the Committee on 25 March 2014, the Timberden Farm site had not been removed at an earlier stage from the consultation. She felt that it had caused residents and the Council unnecessary stress and expense. The Chairman explained that it was since more sites had been put forward in the call for sites, which were preferable to the Shoreham site, that Timberden Farm could now be removed from the consultation.

Some Members requested that the Timberden Farm site be ruled out beyond 2026. The Chief Planning Officer advised that the recommendation was for the site to be ruled out for the period of the plan but it would not be down to the current Council to decide for any further period and this could not be enforced.

Officers were asked how far they had gone geographically in consulting neighbouring authorities to see if they could assist the Council in meeting its needs under the duty to cooperate. Immediate neighbours had been consulted and Officers had used their wider professional networks, but without success. Officers agreed that they would continue to investigate at a wider level and recognised there could be competition for available land.

Members raised concerns that new sites should not be concentrated around the existing sites near to Swanley and Edenbridge. The Principal Planning Officer advised that a concentration of sites in one area would be a factor weighing against further sites in areas such as Hextable. There were strong arguments for the Timberden Farm and Fort Halstead sites to be removed at this stage, especially given national policy considerations for AONB. If the further investigation of sites and supplementary site consultation brought forward alternative sites which were more suitable then more sites could be removed when the report was next considered by Cabinet on 13 November 2014.

A member of the public asked whether it was possible to record that the site at Timberden Farm, Shoreham was an unacceptable site and would remain so. Officers clarified that the Timberden Farm site was suitable when considered against the Council's sequential test and paragraph 116 of the National Planning Policy Framework, given the alternative sites that existed at the time that the consultation document was agreed, however the site was no longer needed as more suitable sites had come forward.

The Portfolio Holder for Local Planning & Environment explained that historically Gypsy and Traveller applicants had succeeded in planning appeals against the Council as the Council currently lacked a policy on Gypsy and Traveller sites. Once adopted the policy could give certainty up until 2026.

The Committee thanked Officers for the large amount of work they had carried out and their speed in turning it around.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Cabinet that

- a) the site options previously consulted on in the Gypsy and Traveller Plan: Site Options consultation at Land South of Mesne Way, Shoreham, and Land at Fort Halstead are ruled out of further consideration in this Gypsy and Traveller Plan covering the period up to 2026;
- b) the Council continues to investigate sites promoted to it through the recent call for sites and prepares a supplementary site options consultation, to be considered by LPEAC and agreed by Cabinet prior to publication, to provide an opportunity for interested parties to comment on potentially suitable alternative site options.

THE MEETING WAS CONCLUDED AT 8.15 PM

CHAIRMAN

Agenda Item 1
Local Planning and Environment Advisory Committee - 3 September 2014

ACTIONS FROM THE MEETING HELD ON 1 JULY 2014

Action	Description	Status and last updated 10.10.14	Contact Officer
ACTION 1	The Chief Planning Officer to circulate to Members a list of proposed Conservation Area Management Plans and the date they may be presented to the Committee. (Minute Item 12)	A report on the Westerham Conservation Area Management Plan will be taken to Committee in January. The report will also include details of the work programme thereafter, including the creation of new Conservation Areas in Hartley, Crockenhill and New Ash Green, as well as necessary updates to existing appraisals.	Richard Morris 01732 227268

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REFERRALS FROM CABINET

- a) Performance Indicators and Targets for 2014-15 (Minute 26, Cabinet – 17 July 2014)

The Portfolio Holder for Strategy & Performance presented a report setting out performance indicators and targets for 2014/15. Each year the Council undertook a thorough review of the performance indicators it adopted and the performance targets set continue to support the improvement of services and enable the Council to deliver on its vision and promises to the community. The report recommended that data was collected against 63 local performance indicators. For each indicator Officers had recommended a performance target for 2014/15. The proposed targets reflected Officers' assessment of the available resources to deliver the highest achievable quality of service.

Members noted and considered the relevant minute and recommendations received from the Strategy & Performance Advisory Committee who had considered the same report.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That

- a) Local Planning and Environment Advisory Committee review the Performance indicators for waste and recycling ; and
- b) the performance targets as detailed within the report be set for 2014/15.

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2013/14 Performance Summary and Proposed Targets for 2014/15



Performance Summary 2013/14			Summary of proposals for 2014/15		
	Number	Percentage		Number	
Red Indicators	3	6%	2013/14 Indicators	50	
Amber Indicators	10	20%	Deleted Indicators	1	
Green Indicators	36	72%	New Indicators	12	
Late Data	1	2%	Total	61	
Exceptions Report			Draft Target Summary		
Number of days to remove fly tips			Improved Target	8	16%
Processing of planning applications: Major applications in 13 weeks			Same Target	39	80%
Percentage of planning appeals dismissed			Reduced Target	2	4%

(Extract from report to Cabinet on 17 July 2014)


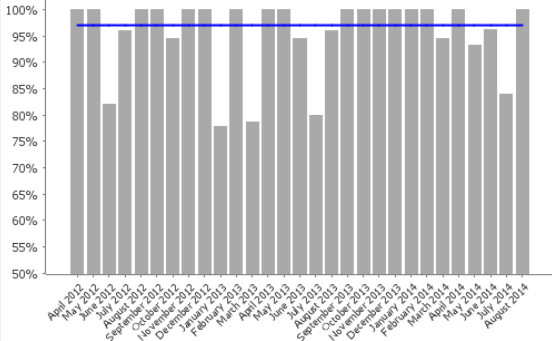


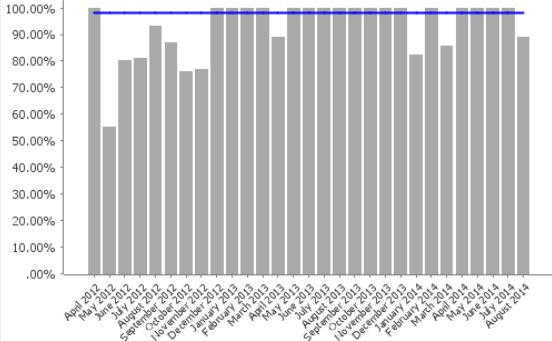

Chief Officer Environmental & Operational Services proposed Performance Indicators & Targets


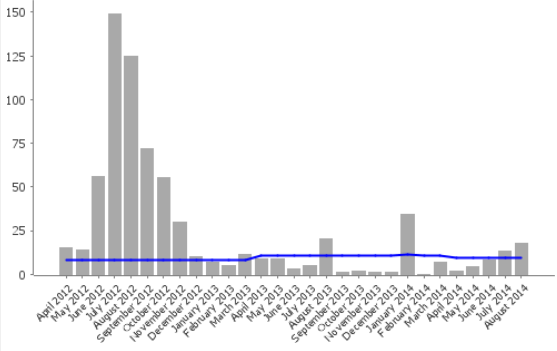

Code	Short Name	2013/14 Value	2013/14 Target	Traffic Light	Proposed Target 2014/15	Commentary
Waste & Recycling						
LPI Waste 001	Percentage of household waste sent for reuse, recycling and composting	32.3%	32.00%		32%	
LPI Waste 002	Number of missed collections per 100,000	7	10		10	
LPI Waste 003	Percentage of missed collections put right by the next working day	97.07%	97%		97%	
LPI Waste 004	Number of missed green waste collections	92	130		130	
LPI Waste 005	Percentage of missed green waste collections corrected by next working day	96.42%	98.00%		98%	

Referral from Cabinet - Waste & Recycling Indicators

Generated on: 10 October 2014

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2014/15			
						Value	Target	Status	
LPI Waste 001	Percentage of household waste sent for reuse, recycling and composting	34.37%	32.00%	✔		36.00%	32.00%	✔	
LPI Waste 002	Number of missed collections per 100,000	7.7	10	✔		9.3	10	✔	

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2014/15			
						Value	Target	Status	
LPI Waste 003	Percentage of missed collections put right by the next working day	100%	97%			94.7%	97%		
Waste 005	Percentage of missed green waste collections corrected by next working day	89.00%	98.00%			97.80%	98.00%		

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2014/15			
						Value	Target	Status	
LPI Waste 004	Number of missed green waste collections	18	9			45	46		<p>The number of bin customers using the service has expanded again this year. An above average number of new customers were added to the schedules. Regrettably the crews overlooked a small number of these new customer addresses when undertaking the rounds in August.</p> <p>Overall we remain on track to meet the cumulative target.</p>

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BUDGET 2015/16: SERVICE REVIEWS AND SERVICE PLAN IMPACT ASSESSMENTS (SCIAs)

Local Planning and Environment Advisory Committee – 23 October 2014

Report of Chief Finance Officer

Status: For Decision

Also considered by: Strategy and Performance Advisory Committee – 7 October 2014
Housing and Community Safety Advisory – 8 October 2014
Economic and Community Development Advisory Committee – 21 October 2014
Finance and Resources Advisory Committee – 11 November 2014

Key Decision: No

Executive Summary: This report sets out updates to the 2015/16 budget within the existing framework of the 10-year budget and savings plan. The report presents proposals that have been identified which need to be considered, together with further suggestions made by the Advisory Committees, before finalising the budget for 2015/16.

Portfolio Holder Cllr. Piper

Contact Officer(s) Adrian Rowbotham Ext. 7153
Helen Martin Ext. 7483

Recommendation to each Advisory Committee:

- (a) Advise Cabinet with views on the growth and savings proposals identified in Appendix C (if applicable to this Advisory Committee).
 - (b) Advise Cabinet with further suggestions for growth and savings for the services within the terms of reference of the Advisory Committee.
-

Reason for recommendation: It is important that the views of the Advisory Committees are taken into account in the budget process to ensure that the Council's resources are used in the most suitable manner.

Agenda Item 6

Introduction and Background

- 1 The Council's financial strategy over the past ten years has worked towards increasing financial sustainability and it has been successful through the use of a number of strategies including:
 - implementing efficiency initiatives;
 - significantly reducing the back office function;
 - improved value for money;
 - maximising external income;
 - the movement of resources away from low priority services; and
 - an emphasis on statutory rather than non-statutory services.
- 2 Over this period the Council has focused on delivering high quality services based on Members' priorities and consultation with residents and stakeholders. In financial terms, the adoption of this strategy has to date allowed the Council to move away from its reliance on general fund reserves which has ensured that the general fund reserves have remained largely unchanged.
- 3 Due to the level of funding and other potential changes and uncertainties, it is increasingly difficult to anticipate with sufficient accuracy what the level of Government settlement is likely to be after 2015/16. However, using the data sources available to the Council, this report sets out a budget position over the 10-year period but recognises that this is a constantly changing situation and more accurate data will become available in future months.
- 4 In setting its budget for 2011/12 onwards, the Council recognised the need to address both the short-term reduction in Government funding as well as the longer-term need to reduce its reliance on reserves. The outcome was a 10-year budget, together with a four-year savings plan, that ensured the Council's finances were placed on a stable footing but that also allowed for flexibility between budget years.
- 5 With the amount of Revenue Support Grant provided by Government continuing to reduce at a significant rate it is important that the council aims to become more self-sufficient by having a balanced economy with local solutions. These solutions include:
 - continuing savings;
 - below inflation increases;
 - council tax; and
 - increased income.
- 6 The intention of this report is to provide Members of each Advisory Committee an opportunity to give their views on potential growth and savings items that could be

included in the updated 10-year budget that will be presented to Council on 17 February 2015.

- 7 The 'Financial Prospects and Budget Strategy 2015/16 and Beyond' report has been presented to Cabinet to start the budget setting process for 2015/16.
- 8 This report presents members with the following documents relating to the budget for 2015/16:
 - Service Overviews relating to the Advisory Committee (Appendix A);
 - Summary of the Council's agreed savings plan and growth items (Appendix B);
 - New growth and savings items proposed (Appendix C);
 - Service Change Impact Assessment forms (SCIAs) for the new growth and savings items relating to the Advisory Committee – if applicable (Appendix D);
 - 10-year budget (Appendix E);
 - Budget timetable (Appendix F).

Service Overviews

- 9 This is a new document as it is the intention to provide Members with improved information during the budget setting process to provide context and inform any growth and savings ideas that Members may put forward.
- 10 The Service Overviews cover a summary of what each service provides, importantly a summary of current and future issues or pressures and details of current budget levels and previous savings for each service.
- 11 Additional information will also be sent to Members of each Advisory Committee to provide greater detail.
- 12 Appendix A contains the Service Overviews for those services directly relevant to this Advisory Committee.

Savings Plan

- 13 Appendix B to this report sets out a summary of the savings and growth items approved by Council since the 10-year budget strategy was first used in 2011/12, which have allowed the Council to deliver a 10 year balanced budget.
- 14 The savings plan requires a total of £4.8 million to be saved between 2011/12 and 2015/16 which is an average saving of nearly £1m per annum. In the eleven years from 2005/06, over £10m of savings will then have been made.
- 15 Further savings are scheduled to be made in later years as agreed by Council.

Agenda Item 6

Proposed Growth Items

- 16 Growth items are items that are in addition to non-service issues and risks, such as grant settlements, impacts of economic change and other pressures highlighted in the 'Financial Prospects and Budget Strategy 2015/16 and Beyond' report considered by Cabinet on 12 September 2014.
- 17 A list of the growth items proposed can be found in Appendix C and a summary by Advisory Committee is shown in the following table:

Advisory Committee	Annual Impact £000	10-year Budget Impact £000
Economic and Community Development	-	-
Finance and Resources	381	3,610
Housing and Community Safety	-	-
Local Planning and Environment	28	280
Strategy and Performance	-	-
Total	409	3,890

Proposed Savings Items

- 18 A number of savings items are also being proposed which can also be found in Appendix C and a summary by Advisory Committee is shown in the following table:

Advisory Committee	Annual Impact £000	10-year Budget Impact £000
Economic and Community Development	-	-
Finance and Resources	(301)	(1,990)
Housing and Community Safety	(85)	(670)
Local Planning and Environment	-	-
Strategy and Performance	-	-
Total	(386)	(2,660)

Financial Summary

- 19 It is increasingly difficult to produce an accurate forecast at this early stage due to the level of uncertainty, in particular for Government Support. The assumptions currently included take into account the latest information available but a number of assumptions may change before the final budget meeting in February 2015.
- 20 Since the 'Financial Prospects and Budget Strategy 2015/16 and Beyond' report was presented to Cabinet on 2 September 2014, no further information has been obtained concerning Government Support.

- 21 Interest receipts are currently being reviewed as we work with our treasury advisors, Capita Asset Services. Different scenarios are being modelled to see which option is the most viable and realistic. The outcome will be included in the report to Cabinet on 11 December 2014. The current assumption uses the current 3 month LIBID (London Inter-Bank Bid) rate increased in line with the Capita Bank Base Rate forecast. This results in increased interest receipts over the 10-year budget due to increased bank base rate forecasts compared to one year ago, and higher balances pending use in the property investment strategy.
- 22 The 10-year budget attached at Appendix E includes the changes in interest receipts and the growth and savings proposals put forward in this report.
- 23 It is proposed to put any remaining balance into the Financial Plan Reserve which would be able to fund year 11 (2025/26) of the budget, should it still be available when the budget is set in February, it will also provide further flexibility with the 10-year budget should it be needed.
- 24 Views of the Advisory Committees on the growth and savings items proposed together with any additional suggestions will be considered by Cabinet at its meeting on 11 December 2014.

Process and Timetable

- 25 This report is the second stage of the budget process as shown in the Budget Timetable (Appendix F).
- 26 It is possible that Advisory Committees may have to re-address service budgets in January if significant changes have taken place (including government support changes) leading to a large and unmanageable deficit.

Key Implications

Financial

All financial implications are covered elsewhere in this report.

Legal Implications and Risk Assessment Statement.

There are no legal implications.

For the effective management of our resources and in order to achieve a sustainable budget it is essential that all service cost changes and risks are identified and considered.

Current and future pressures are included in the Service Overviews and each Service Change Impact Assessment (SCIA) includes the likely impacts including a risk analysis.

Financial risks will be reviewed again when the Cabinet publishes its proposals for the annual budget.

Agenda Item 6

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	Yes	Individual equality impact assessments have been completed for all service Change Impact Assessments (SCIAs) to ensure the decision making process is fair and transparent.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	No	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		

Conclusions

Members' consideration and scrutiny of the relevant services is an essential and key element in the business and financial planning process. Any growth items agreed which are outside the existing 10-year budget will require additional savings, and subsequent service changes, to ensure a balanced budget position.

By incorporating the proposed growth and savings items into the 10-year budget, it will allow an annual contribution to be made to the Financial Plan Reserve which will help to fund the council into year 11 (2025/26) and beyond.

Appendices

Appendix A – Service Overviews relating to this Advisory Committee.

Appendix B – Summary of the Council's agreed savings plan and growth items.

Appendix C – New growth and savings items proposed.

Appendix D - Service Change Impact Assessment forms (SCIAs) for the new growth and savings items relating to this Advisory Committee (if applicable).

Appendix E – 10-year budget.

Appendix F – Budget timetable.

Background Papers:

Report to Council 18 February 2014 – Budget and Council Tax Setting 2014/15

Report to Cabinet 11 September 2014 – Financial Prospects and Budget Strategy 2015/16 and Beyond

Budget details and performance reports

<http://cds.sevenoaks.gov.uk/ieDocHome.aspx?bcr=1>

**Adrian Rowbotham
Chief Finance Officer**

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Service	Service Area	Chief Officer
Planning Policy	Planning	Richard Morris

Service Overview:

The planning policy team employs 7.7 full time equivalent employees and is responsible for the formulation and review of local planning policy, including the local plan, supplementary planning documents, development plan documents, residential character area assessments and the Community Infrastructure Levy (CIL) charging schedule. The team also monitor development in the District and report annually on development consents and completions, and the amount of money secured and spent through Planning Obligations (S106) on mitigation, infrastructure and affordable housing.

Planning Policy also lead on fulfilling our Duty to Cooperate through close working with nearby and neighbouring authorities, and coordinate and compile Council responses to Government consultation on changes to National Planning policy, and other consultations of local significance such as the current Airport Commission consultation.

Current and Future Pressures:

It is hoped that the Allocations and Development Management Plan (ADMP) will be found sound in the Autumn/Winter, which will identify sufficient land to deliver the requirements of the adopted Core Strategy and update the day-to-day policies used to determine the acceptability of planning applications.

Consultation on the supplementary sites for Gypsy and Traveller pitches will commence in the coming months.

CIL governance arrangements are soon to be formulated, including making provision for the transfer of monies to Town and Parish Councils.

Adoption of the ADMP will trigger a requirement to commence a review of our Core Strategy, and in particular consideration of an updated housing needs figure for the District.

2014/15 Budget	Gross	Income	Net	Savings	Year	Amount (£'000)
Planning Policy	416	-	416	Deletion of Consultants Budget	2011/12	(11)
				Reduced use of Consultants	2011/12	(6)
				S106 Monitoring – Charge developers to monitor	2011/12	(50)

Service	Service Area	Chief Officer
Development Management	Planning	Richard Morris

Service Overview:

The Development Management function employs 38.2 full time equivalent employees and is responsible for the registration, validation, consideration and determination of planning and other applications and the defence of decisions at Appeal. It also contains the planning enforcement team who investigate alleged breaches of planning control, beaches of Planning Obligations, the monitoring of development commencements and the collection of CIL monies.

The Development Management service also includes specialist officers in respect of arboriculture and conservation matters and operates a formal pre-application and less formal duty planner advice functions.

Current and Future Pressures:

Development viability and the continuing pursuit by developers to contest the ability to make affordable housing provision.

Government amendments, and further consultations on changes to the planning system, which enable increasing changes of use to be made without the need for local scrutiny through the submission of a planning application.

An increasing element of legal challenge through the threat, and submission of Judicial Review proceedings.

2014/15 Budget	Gross	Income	Net	Savings	Year	Amount (£'000)
Development Management	1,041	(713)	328	Staff Reduction	2011/12	(41)
Conservation	46	-	46	Various Savings	2011/12	(20)
Appeals	194	-	194	Reduced use of external legal resources	2011/12	(10)
Enforcement	278	-	278	Review processes and structure to reduce costs	2011/12	(131)
				Development Services share of corporate targets	2011/12 2012/13	(8) (14)
				Planning and Pre-Application fees - extra income	2012/13	(100)

Service		Service Area			Chief Officer		
Direct Services		Environmental and Operational Services			Richard Wilson		
<p>Service Overview:</p> <p>Direct Services employs 97.8 full time equivalent employees and is the in-house operational services team providing the following service areas:</p> <p>Waste collection and recycling collections: Weekly refuse and recycling service and green waste collection service.</p> <p>Cleansing: Street cleaning; litter bins; fly tipping; bulky waste collection; public convenience cleaning; abandoned vehicles; cesspool emptying and trade waste collection.</p> <p>Transport: Commercial fleet management and procurement; vehicle servicing and maintenance; taxi testing and an MOT station</p> <p>Amenity: Grounds maintenance; playgrounds and the Countryside service</p> <p>Other Services: Pest Control; Dunbrik Depot; Emergency call out service</p> <p>The service operates on a trading account basis with an annual turnover of £6million.</p>							
<p>Current and Future Pressures:</p> <p>Following the EU waste framework directive, an assessment of the collection of certain dry recyclables is being undertaken to ensure compliance with this new regulatory requirement. A report will be presented to the Advisory committee on 23 October with the results of the assessment.</p> <p>The price of diesel is always a risk to the profitability of the trading accounts, as the service uses approx. 440,000 litres of diesel a year.</p> <p>The need to generate increased income from services to support the trading account position continues to be a pressure. Furthermore there are expectations that the Pest Control service breaks even over the next three years and increased marketing activity is taking place to help achieve this aim.</p>							
2014/15 Budget	Gross	Income	Net	Savings	Year	Amount (£'000)	
Refuse Collection	2,256	(2,328)	(72)	Hollybush Outdoor Bowls Centre-transfer ownership to private club	2011/12	(20)	
Street Cleaning	1,259	(1,193)	66	Transfer of land and playgrounds to Town/Parish Councils	2011/12	(15)	

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**Local Planning and Environment: 2015/16 Budget Setting
Service Overviews (SOs)**

APPENDIX A

2014/15 Budget	Gross	Income	Net	Savings	Year	Amount (£'000)
Transport Workshop	549	(549)	-	Public Conveniences	2011/12	(62)
Pest Control	83	(68)	15	Street Cleansing Reduction	2011/12	(124)
Premises Cleaning	63	(88)	(25)	Pest Control- review of service and removal of subsidy	2011/12	(16)
Cesspool Emptying	238	(250)	(12)	Environmental and Operational Share of Corporate Targets	2011/12 2012/13	(24) (91)
Green Waste	336	(360)	(24)			
Trade Waste	374	(385)	(11)			
Grounds Maintenance	128	(129)	(1)			
Fleet Management	859	(859)	-			
Depot	279	(280)	(1)			
Emergency	50	(49)	1			

Service	Service Area	Chief Officer
Climate Change, Energy Efficiency and Fuel Poverty	Housing	Pat Smith

Service Overview:

These services are provided within the broader remit of the Council's Housing Policy team and seek to deliver the Council's energy efficiency agenda, green deal initiatives and Sevenoaks Switch and Save scheme.

Current and Future Pressures:

The success of the Council's initiatives rests heavily on the teams' ongoing success to bring in external funding, either on its own or in partnership with other Council's or public sector bodies.

Alternatively innovative solutions at little or no cost such as Sevenoaks Switch and Save are required to support our community to take action to reduce their energy consumption and costs.

2014/15 Budget (£ 000)	Gross	Income	Net	Savings	Year	Amount (£'000)
				Energy Efficiency	31	-8
				Efficiency Review - Housing Initiatives	2014/15	(15)

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SCIA		Description	2011/12 £000	2012/13 £000	2013/14 £000	2014/15 £000	2015/16 £000	Later Years £000	Total £000
Year	No.								
		Economic and Community Development							
2014/15	2	Broadband and business growth (reversal of temporary growth item)						(80)	
2014/15	20	Building Control: Shared working with Tonbridge & Malling BC					(9)		
		Finance and Resources							
2011/12	62,63	Staff terms and conditions - savings agreed by Council 18/10/11					(117)	(979)	
2014/15	18	Corporate Projects (reversal of temporary growth item)						(60)	
2014/15	21	Customer Services: Channel shift programme						(20)	
		Housing and Community Safety							
2014/15	13	Housing efficiency review - Housing Initiatives (reversal of temporary savings item)					7		
		Local Planning and Environment							
2014/15	15	Planning: Use CIL funds for monitoring						(50)	
2014/15	16	Planning: Efficiency review					(35)		
		Total Savings	(2,984)	(841)	(314)	(479)	(154)	(1,049)	(4,618)
		Total Growth	371	45	50	327		(140)	793
		Net Savings	(2,613)	(796)	(264)	(152)	(154)	(1,189)	(3,825)

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New Growth and Savings Proposals

Appendix C

Growth		Description	Year	Ongoing	Annual Impact £000	10-year Budget Impact £000
SCIA Year	No.					
Economic and Community Development						
none						
Finance and Resources						
2015/16	1	Staffing: Employers National Insurance increase from April 2016 - implications due to change in legislation	2016/17	yes	200	1,800
2015/16	2	Estates Management: loss of income following previous sale of assets	2015/16	yes	48	480
2015/17	3	Estates Management: STAG - loss of maintenance income	2015/16	yes	14	140
2015/16	4	IT: Microsoft licence price increase	2015/16	yes	45	450
2015/16	5	IT: 'COCO' compliance additional costs	2015/16	yes	32	320
2015/16	6	Legal: income reduction	2015/16	yes	32	320
2015/16	7	Treasury Management: debit and credit card fees	2015/16	yes	10	100
Housing and Community Safety						
none						
Local Planning and Environment						
2015/16	8	Parks Rural: Timberden Farm - loss of rent when sold	2015/16	yes	28	280
Strategy and Performance						
none						
Total					409	3,890

Savings		Description	Year	Ongoing	£000	£000
SCIA Year	No.					
Economic and Community Development						
none						
Finance and Resources						
2015/16	9	Finance: Business Rates Discretionary Relief	2015/16	yes	(106)	(1,060)
2015/16	10	Finance: External audit fee reduction	2015/16	3 years	(30)	(90)
2015/16	11	Dartford BC partnerships: revised split of costs	2015/16	no	(90)	(90)
2015/16	12	Legal: efficiency savings to offset the income reduction	2015/16	yes	(32)	(320)
2015/16	13	Property: additional income from Argyle Road office rent	2015/16	yes	(18)	(180)
2015/16	14	Revenues: Council Tax court costs	2015/16	yes	(25)	(250)
Housing and Community Safety						
2015/16	15	Youth: Youth Development efficiency savings	2015/16	yes	(10)	(100)
2015/16	16	Community Safety: Project costs to be matched by ext. funding	2015/16	yes	(5)	(50)
2015/16	17	Housing Advice: Bed and breakfast reduction	2015/16	no	(10)	(10)
2015/16	18	Housing Advice: Private Sector Letting scheme	2015/16	no	(10)	(10)
2015/16	19	Housing Standards: Disabled Facility Grants	2015/16	yes	(50)	(500)
Local Planning and Environment						
none						
Strategy and Performance						
none						
Total					(386)	(2,660)

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SERVICE CHANGE IMPACT ASSESSMENT

SCIA 8 (15/16)

Chief Officer:	Environmental & Operational Services	Service:	Parks Rural
Activity	Countryside	No. of Staff:	1

Activity Budget Change	2015/16 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Loss of income	28	Ongoing

Reasons for and explanation of proposed change in service

Due to agreed sale of Timberden Farm, Shoreham, loss of Farm Business Tenancy rent [£10,330 p.a.] and loss of Countryside Stewardship grant [£15,000 p.a.].

Loss of income from single payments scheme for Folly Field and Riverside, Edenbridge [£3,000 p.a.].

Key Stakeholders Affected

Farm Business tenant

Likely impacts and implications of the change in service (include Risk Analysis)

Loss of income only. Sale of Timberden farm will attract a capital receipt.

Risk to Service Objectives (High / Medium / Low)

Low

SERVICE CHANGE IMPACT ASSESSMENT

2014/15 Budget	£'000	Performance Indicators		
Operational Cost	107	Code & Description	Actual	Target
Income	(33)	N/A		
Net Cost	74			

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	No	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		.

Ten Year Budget - Revenue

	Budget 2014/15	Plan 2015/16	Plan 2016/17	Plan 2017/18	Plan 2018/19	Plan 2019/20	Plan 2020/21	Plan 2021/22	Plan 2022/23	Plan 2023/24	Plan 2024/25
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Expenditure											
Net Service Expenditure c/f	13,800	14,136	14,338	14,876	15,752	16,195	16,546	17,345	17,754	18,163	18,574
Inflation	488	533	551	518	714	567	596	409	409	411	409
Superannuation Fund deficit: actuarial increase	0	0	0	520	0	0	390	0	0	0	0
Net savings (approved in previous years)	(152)	(154)	(323)	(162)	(301)	(216)	(187)	0	0	0	0
New growth	0	209	200	0	0	0	0	0	0	0	0
New savings	0	(386)	110	0	30	0	0	0	0	0	0
Net Service Expenditure b/f	14,136	14,338	14,876	15,752	16,195	16,546	17,345	17,754	18,163	18,574	18,983
Financing Sources											
Government Support											
: Revenue Support Grant	(2,225)	(1,503)	(1,344)	(1,201)	(1,072)	(956)	(851)	(757)	(672)	(596)	(527)
: Retained Business Rates	(1,898)	(1,951)	(1,990)	(2,030)	(2,071)	(2,112)	(2,154)	(2,197)	(2,241)	(2,286)	(2,332)
New Homes Bonus	(1,389)	(1,802)	(2,215)	(1,329)	(1,329)	(1,329)	(1,329)	(1,329)	(1,329)	(1,329)	(1,329)
Council Tax	(9,011)	(9,244)	(9,577)	(9,921)	(10,277)	(10,646)	(11,028)	(11,423)	(11,831)	(12,254)	(12,692)
Interest Receipts	(244)	(262)	(449)	(675)	(643)	(612)	(574)	(530)	(485)	(439)	(393)
Contributions to/(from) Reserves	(192)	(183)	(183)	(303)	(303)	(303)	(303)	(303)	(129)	(129)	(585)
Total Financing	(14,959)	(14,945)	(15,758)	(15,459)	(15,695)	(15,958)	(16,239)	(16,539)	(16,687)	(17,033)	(17,858)
Budget Gap (surplus)/deficit	(823)	(607)	(882)	293	500	588	1,106	1,215	1,476	1,541	1,125
Contribution to/(from) Stabilisation Reserve	823	607	882	(293)	(500)	(588)	(1,106)	(1,215)	(1,476)	(1,541)	(1,125)
Unfunded Budget Gap (surplus)/deficit	0	0	0	0	0	0	0	0	0	0	0

Remaining balance / (shortfall) in Budget

Stabilisation reserve: 6,291 7,018 8,020 7,727 7,227 6,639 5,533 4,318 2,842 1,301 176

Assumptions	
Revenue Support Grant:	-32% in 15/16, -10% later years
Retained Business Rates:	2% all years
Council Tax:	1.99% in 15/16, 3% later years
Interest Receipts:	0.75% in 15/16, 1.2% in 16/17, 1.8% later years
Pay award:	1% in 15/16, 1.5% in 16/17 - 17/18, 2% later years
Other costs:	2.25% in all years
Income:	3.5% in all years

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2015/16 Budget Setting Timetable

	Date	Committee
Stage 1		
Financial Prospects and Budget Strategy 2015/16 and Beyond	2 September	Finance & Resources AC
	11 September	Cabinet
↓		
Stage 2		
Review of Service Plans and Service Change Impact Assessments (SCIAs)	7 October	Strategy & Performance AC
	8 October	Housing & Comm. Safety AC
	21 October	Economic & Comm. Dev. AC
	23 October	Local Planning & Env. AC
	11 November	Finance & Resources AC
↓		
Stage 3		
Budget Update (incl. Service Change Impact Assessments (SCIAs), feedback from Advisory Committees & Other Consultation)	11 December	Cabinet
↓		
Stage 4		
Budget Update (incl. Government Support information)	15 January	Cabinet
↓		
Stage 5		
Budget Update and further review of Service Change Impact Assessments (if required)	January	Advisory Committees
↓		
Stage 6		
Budget Setting Meeting (Recommendations to Council)	5 February	Cabinet
↓		
Stage 7		
Budget Setting Meeting (incl. Council Tax setting)	17 February	Council

Note: The Scrutiny Committee may 'call in' items concerning the budget setting process.

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E.U. WASTE FRAMEWORK DIRECTIVE

Local Planning and Environment Advisory Committee – 23 October 2014

Report of Richard Wilson, Chief Officer Environmental and Operational Services

Status: For Decision

Also considered by: Cabinet – 13 November 2014

Key Decision: Yes

Executive Summary: This report provides an outline of the requirements of the England and Wales Waste Regulations 2011 (as Amended 2012), promoting high quality recycling.

It summarises the methodology of the Waste Regulatory route map which has been accepted by the Environment Agency as an acceptable assessment to demonstrate compliance.

An Independent Consultant has been engaged to undertake the assessment, and their findings are summarised together with conclusions reached.

The conclusion reached is that, on the basis that the recommended actions, as outlined in this report, are implemented, the Council does not need to collect paper, card and plastic separately in order to promote high quality recycling.

This report supports the Key Aim of a clean and healthy environment.

Portfolio Holder Cllr. Piper

Contact Officer(s) Ian Finch 01959 567351
Charles Nouhan 01959 567360

Recommendation to Local Planning and Environment Advisory Committee:

It be resolved, that it be recommended to Cabinet, on the basis that the recommended actions identified in this report are implemented, there is good evidence that the Council does not need to collect paper, card and plastic separately in order to promote high quality recycling.

Recommendation to Cabinet:

It be resolved, that, on the basis that the recommended actions, identified in the report, are implemented, there is good evidence that the Council does not need to collect paper,

card and plastic separately in order to promote high quality recycling.

Reason for recommendation: Following an assessment undertaken to ensure compliance with the Regulations and in accordance with the Waste Regulations route map methodology, it is concluded that it is not necessary to separately collect paper, card and plastic to ensure high quality recycling.

Introduction and Background

Statutory Framework

- 1 The revised EU Waste Framework Directive issued in 2008 and transposed in the Waste (England and Wales) (Amendment) Regulations 2012, requires the UK to take measures to promote high quality recycling.
- 2 This includes a specific requirement, by 1 January 2015, to set up separate collections for paper, plastic, metal and glass as a minimum.
- 3 Collectors of this waste must collect these materials separately, unless it is not necessary to provide high quality recyclate; or unless it is not technically, environmentally or economically practicable (TEEP).
- 4 Co-mingled collections of these materials will only be permissible after 2015 where it provides high quality recyclates or where separate collection is not practicable.
- 5 The delay in the UK Government transposing this into National legislation was due to an unsuccessful judicial review of the amended regulations in 2013.
- 6 The Environment Agency is the enforcement Authority and their enforcement will be a risk based regime. They anticipate that enforcement action will be kept to an absolute minimum.
- 7 Where collection of waste paper, metal, plastic and glass is not already undertaken by means of separate collection, the Waste Collection Authority (WCA) can ensure compliance by:-
 - 7.1 Assessing the extent to which separate collection is necessary and practicable within the terms of the Regulations.
 - 7.2 Updating the assessment when making decisions affecting waste collection;
 - 7.3 Documenting their decisions and retaining a record of the evidence underpinning them.
- 8 Two or more of the waste streams may be collected using a co-mingled system, if the system achieves high quality recycling. The benchmark of 'High quality' should be taken as meaning that the recyclate is similar in both quality and quantity to that achieved with good separate collection and is therefore able to be used by reprocessors for turning back into a product of similar quality to what it was originally.

- 9 When considering what is practicable (TEEP) the WCA should aim for the best environmental outcome and consider what is technically, environmentally and economically practicable. Practicability is set out in EU guidance as:-
- 9.1 Technically practicable – means that the separate collection may be implemented through a system which has been technically developed and proven to function in practise.
 - 9.2 Environmentally practicable – means that the added value of ecological benefit justifies possible negative environmental effects.
 - 9.3 Economically practicable – means it does not cause excessive costs in comparison with the treatment of non-separated waste stream.
- 10 The Environment Agency will have the ability to issue a compliance notice requiring a collector collecting any of the four materials to take specified steps within a period to ensure that a contravention does not continue to recur, or a stop notice prohibiting any further activity until the steps specified in the notice are complied with.

Waste Regulations Route Map

- 11 In the absence of Government guidance on applying the ‘necessity test’ and TEEP, a working group comprising members of Local Authority Waste Networks and the Waste and Resources Action Programme (WRAP) has provided the Waste Regulation route map as a step by step guide to demonstrate compliance with the regulations. The route map has been accepted by the Environment Agency as an acceptable assessment to demonstrate compliance.
- 12 It presents a step by step process for Councils to follow as they assess whether their waste collection services are compliant with the requirement to separately collect certain materials.
- 12.1 Step 1 - Determine what waste is collected and how.
The purpose of this step is to assemble the information regarding current waste collection as a point of comparison for separate collection.
 - 12.2 Step 2 - Check how collected materials are treated and recycled.
An understanding of how each waste stream is currently managed and to gather information regarding recycling, treatment and disposal arrangements.
 - 12.3 Step 3 – Apply the Waste hierarchy. (Reduce, re-use, recycle, recovery, disposal)
To apply the waste hierarchy to the material collected to determine what should be collected for recycling, recovery and disposal.
 - 12.4 Step 4 – Decide whether separate collection of the four materials is required.
To determine whether separate collection of glass, metal, paper and plastic is necessary. The necessity test and practicability tests (TEEP).

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- 12.5 Step 5 – Obtain sign off (from Cabinet).
Obtain appropriate sign off of your decision (Cabinet Minute).
- 12.6 Step 6 – Retain evidence to demonstrate the rationale for the decision reached.
- 12.7 Step 7 – Re-evaluation process. To ensure continuing compliance.

Assessment of whether current collection arrangements meet the England and Wales Waste Regulations 2011 (amended 2012).

- 13 For the four materials identified, glass is already collected separately through bottle banks. Paper, card, plastic bottles and cans (aluminium and metal) are collected co-mingled by the weekly clear sack collection. Some card and mixed paper are collected separately through recycling banks.
- 14 With funding from the Kent Resource Partnership, Waste Consulting LLP, Waste and Resources Management Consultants, were approached to carry out an Independent assessment of the compliance of the Council's Collection Service against the requirements of the Regulations.
- 15 The Consultant's summary of the assessment is:-
 - 15.1 *"The regulations require actions to be taken to ensure waste undergoes recovery operations that comply with the 'Waste Hierarchy' and that all collectors should separately collect paper and card, glass, metals and plastics, unless it is not "necessary" or if it is technically, environmentally and economically impractical (TEEP Assessment) in order to promote 'high quality' recycling.*
 - 15.2 *This report's focus is on the Council's current ability to promote high quality recycling and therefore determine whether it is necessary to actually undertake a TEEP Assessment.*
 - 15.3 *The promotion of high quality recycling requires Councils to:*
 - a) *Ensure their collection methodology provides an effective means of capturing the target recyclate materials; and*
 - b) *Ensure the paper, card, glass, metals and plastics collected is utilised for high quality recycling (where high quality recycling is interpreted as recycling material into a product of similar quality to that of its original use – what is known as 'closed loop' recycling to improve the quantity of material recycled as well as its end use quality).*
 - 15.4 *The report utilises the methodology outlined in the Waste Regulations Routemap and provides:*
 - *An assessment of the quantity of materials sent for recycling; and*
 - *An assessment of the end of use quality of the Council's recycling.*

- 15.5 *In assessing the 'quantity' of recycling, the report has had to rely on compositional analysis undertaken in 2008/09. A more current analysis is recommended. The assessment however identifies that capture rates for all materials appears to have fallen by over 5% since 2008/09 and in this respect the Council must do more to improve participation in recycling services, increase the amount of material presented and reduce levels of contamination.*
- 15.6 *Assessment of the current end use quality of the recyclate identified that a high percentage was high quality. The most significant element of failure relates to the end market use of kerbside collected paper. This material is part of the Councils comingled collection which is sent to a Material Recycling Facility (MRF) under contract with Kent County Council. Elements of the paper output from the MRF is being used to produce cardboard. This is lower standard of material and is therefore seen as not achieving the high quality requirement.*
- 15.7 *In order to demonstrate that the Council's collection methodology is consistent with the objectives of the rWFD this report identifies a range of actions to fulfil the requirements of various stages of the Routemap. These actions are detailed by the relevant Routemap stages, identified below:*
- *Stage 1: Undertake a compositional analysis, this will allow a more accurate assessment of capture rates and enable a greater targeting of high quality materials;*
 - *Stage 2: Implement measures to improve capture rates for paper & card, metals and plastics;*
 - *Stage 3: work with the KRP and KCC to identify means of improving existing MRF arrangements and ensure that both the end market quality controls are included within future MRF specifications and that high quality recycling opportunities are maximised;*
 - *Stage 4: The proportions of material sent to high quality recycling should be assessed regularly to ensure over 75% of materials are sent to high quality recycling;*
 - *Stage 5: An options appraisal for communicating to residents that glass should not be included in the clear sacks should be undertaken; and*
 - *Stage 6: As assessment of options to offer commercial premises the four materials for recycling should be undertaken.*
- 15.8 *Discussion is currently being undertaken with partner Districts and Kent County Council to identify whether the current end market use for all soft mix paper can be 'upgraded' to paper instead of cardboard. If this can be achieved the Council's 'High Quality Recycling' assessment would increase further.*

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- 15.9 *By addressing the above recommendations, in particular the management of the paper fraction and the implementation of a communications plan to drive up recycling quantities, the Council will have good evidence that it is not necessary to undertake separate collections of paper, card, glass, metals and plastics in order to promote high quality recycling”.*

Planned Actions

a) Communications

- 16 Improving participation, set out rates and minimising contamination are fundamental to improving the Councils performance. To this end SDC has been given funding from the Kent Resource Partnership (£31,200) to conduct a resident’s communication campaign on recycling.
- 17 The funding is to be used to provide more information to the public about the Councils recycling services and ensure it is better engaged in the District’s efforts to reduce its waste stream and fully recover valuable resources from it.
- 18 The campaign ‘Recycle Right’ will include direct delivery to households, public relations – through events and press, and use of electronic media. The aim of the campaign is to boost both the quantity of dry recycling captured and improve the quality material. There will be topic-specific messages during the course of the campaign, including an improved version of the recycling message which all residents will receive with the delivery of recycling sacks.
- 19 The scope and reach of the campaign will be magnified by linking it to other related activities for example, an expanded kerbside collection service resulting from the new Provision of Dry Recyclate Processing for Kent County Council, Fresher for Longer, Pledge for Plastics. The second year of the campaign might include a smartphone and tablet-based App to link all District recycling activities and – where possible – national campaigns with the same goals.
- 20 In addition to the above, the Council plans to:
- Reinforce the campaign through articles every quarter in its In Shape magazine delivered to every District household;
 - The Councils website will be refreshed to provide updated information on services and performance; and
 - Incorporate kerbside recycling reminders in the rolls of 25 single use recycling sacks that it delivers to District households every 20 weeks.

b) Improvement in Managing Material Recycling Facility (MRF) process and outlet markets

- 21 In the short term the Council will work with its District partners, Kent County Council and the existing MRF contractor to:

- Further improve the current quality of SDC’s MRF material; and
- Investigate what options exist to further improve SDC’s current collection methodology to improve the end market use quality;

22 In the longer term the Council will work with its partners and KCC to ensure quality control and end market requirements are included within the MRF specification for future years.

Key Implications

Financial

The cost of the Consultants assessment was funded by the Kent Resource Partnership. With the interim conclusions reached, from the assessment, there is no need to change the current waste and recycling collection method.

Legal Implications and Risk Assessment Statement.

The assessment has been undertaken to ensure compliance with the requirements of the English and Wales Waste Regulations 2011 (amended 2012), in accordance with the revised EU Waste Framework Directive (rWFD).

The assessment has been undertaken in accordance with the Waste Regulations Route Map methodology. This methodology has been accepted by the Environment Agency as an acceptable assessment to demonstrate Compliance.

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	No	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		

Conclusions

On the basis that the recommended actions are implemented and a resolution of the management of the paper stream is achieved, there is good evidence that the Council

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does not need to collect paper, card and plastic separately in order to promote high quality recycling (the Necessity Test).

This assessment will need periodic review to ensure continued compliance.

Background Papers:

Interim assessment of whether current collection arrangements meet the England and Wales Waste Regulations 2011 (amended 2014) undertaken by Waste Consulting – October 2014.

Richard Wilson

Chief Officer Environmental and Operational Services

CREMATORIA IN THE DISTRICT

Local Planning and Environment Advisory Committee - 23 October 2014

Report of Chief Planning Officer

Status: For Consideration

Key Decision: No

Portfolio Holder Cllr. Piper

Contact Officer(s) Alan Dyer Ex 7196.

Recommendation to Local Planning and Environment Advisory Committee: That the report be noted.

Introduction

- 1 This report, prepared for Members information, describes proposals that have come forward for crematorium development in the District, outlines relevant local and national policy and sets out the key conclusions of the one appeal decision made early this year.

Proposals for Crematoria in the District

- 2 There have been recent proposals for development of crematoria on three sites in the District, all in the Badgers Mount/Halstead area. These are:

Land South of Orchard Barn, London Road, Halstead (13/02415). Permission refused and appeal dismissed.

Land North of Oak Tree Farm, London Road, Halstead (13/03178). Permission refused and appeal pending.

Watercrofts Wood, Old London Road, Badgers Mount (13/03353 and 14/02003). First application withdrawn and second application under consideration.

- 3 There have been no other proposals in recent years.

Policy Considerations

- 4 There is no specific reference to crematoria in the Government's National Planning Policy Framework. Development proposals would need to be considered against the general policies in the NPPF. Within developed areas a crematorium need not be unacceptable in principle but there are practical problems in accommodating such development because of its extensive space requirements and because of the specific requirement in the Cemeteries Act preventing crematorium

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development within 200 yards of a dwelling without the consent of the owner. In the Orchard Barn appeal the Inspector accepted that there were very unlikely to be any suitable or available non Green Belt sites in the catchment area for the facility.

- 5 A crematorium is not specifically listed as an exception to the presumption against inappropriate development in the Green Belt. Under the NPPF inappropriate development should not be approved except in very special circumstances. A crematorium could be appropriate if it forms a redevelopment of a previously developed site provided there is no greater impact on openness and on the purposes of including land within the Green Belt.
- 6 The NPPF gives additional protection to AONBs and states that great weight should be given to their protection. In considering major developments one of the factors to consider is the scope for accommodating development outside the AONB. This suggests a preference for non-AONB over AONB sites.
- 7 At a local level there are no specific policies or proposals for crematorium development in either the Core Strategy or the Allocations and Development Management Plan. When these plans were prepared no representations were made seeking the allocation of land for crematorium development or suggesting there was an unmet need in the District.

Appeal Decision and Local Need

- 8 There has been one crematorium appeal decision, earlier this year on the Orchard Barn site. In dismissing the appeal the Inspector accepted that the proposal was for inappropriate development. He considered that the development would lead to a loss of openness and be detrimental to the existing countryside character.
- 9 However, he also accepted that there was a qualitative and quantitative need for a crematorium based on evidence of waiting times for cremations and journey times to crematoria outside the District.
- 10 He then considered alternatives and, while he accepted that an alternative non Green Belt site was very unlikely to be found, he referred to the other two sites being promoted in the area and concluded that he could not be certain that there are no alternative sites that would have a lesser impact on Green Belt openness.
- 11 The current application for Watercrofts Wood is under consideration. The recommendation has not yet been formulated but it will go to Development Control Committee if the recommendation is to approve.

Background Document

Orchard Farm Appeal Decision

Richard Morris
Chief Planning Officer

CIL GOVERNANCE

Local Planning and Environment Advisory Committee – 23 October 2014

Report of Chief Planning Officer

Status: For Consideration

Also considered by: Cabinet - 13 November 2014

Key Decision: No

Executive Summary:

Local Planning and Environment Advisory Committee previously agreed to the arrangement of a CIL workshop to ensure that the development of governance arrangements by the committee is a Member-led process and to enable Members to debate the issues that the Council will need to consider in greater detail. This workshop is still to be held. It is recommended that, in the meantime, the Council sets out a non-exclusive list of the types of infrastructure that will be funded through CIL and those that will be secured/funded through planning obligations. The Council will not be able to use planning obligations to secure/fund something that it is funded through CIL.

Portfolio Holder Cllr. Robert Piper

Contact Officer(s) Steve Craddock Ext. 7315

Recommendation To Cabinet:

That the 'Regulation 123 List: Types of Infrastructure to be funded by CIL' is adopted.

Reason for recommendation:

To ensure that the Council is able to continue to seek provision or secure funding for site specific infrastructure through planning obligations.

Introduction and background

- 1 The Council adopted the CIL Charging Schedule on 18 February 2014 and qualifying developments permitted since 4 August 2014 are now liable to pay CIL.
- 2 As part of the process of adopting the CIL Charging Schedule, Cabinet tasked Local Planning and Environment Advisory Committee with developing the CIL governance arrangements. In March 2014, the Local Planning and Environment Advisory Committee resolved that a member/officer workshop should be set up in Summer 2014 to begin to consider CIL governance issues. It was proposed that, following this workshop, LPEAC would formally debate different CIL governance

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models and make a recommendation to Cabinet. Due to other Planning Policy work priorities, the CIL workshop is still to be organised.

- 3 In order to prepare the CIL Charging Schedule, the Council was required to prepare a Draft CIL Infrastructure Plan (Background Document) to identify the scale of the funding gap for delivering infrastructure necessary to support development. This Draft Plan may provide a useful indication of the infrastructure required and the priorities of partner organisations (including town and parish councils). However, the document is largely based on information provided approximately 2 years ago and will need to be refreshed. The Draft Infrastructure Plan does indicate how important and challenging it will be for the Council to prioritise the allocation of funding to infrastructure projects. Whilst it is estimated that between 2014 and 2026 the delivery of the Core Strategy housing targets would lead to the Council receiving approximately £5-6 million, the costed projects previously identified sum to approximately £33,000,000. Approximately, £4-5 million would remain in the Council's control after town and parish councils have been transferred their share of the CIL receipts (under currently agreed proposals).

Infrastructure that can be funded through CIL

- 4 The share of CIL that SDC will control must be spent on infrastructure to support the development of the District. It is important to note that, unlike Section 106 agreements, there is no need for the use of CIL to be directly linked to the development that pays it.
- 5 There is no definitive list of infrastructure that can be funded through CIL. However, the Planning Act 2008 provides the following indicative definition:

“Infrastructure” includes-

- (a) road and other transport facilities,
- (b) flood defences,
- (c) schools and other educational facilities,
- (d) medical facilities,
- (e) sporting and recreational facilities,
- (f) open spaces.

Government guidance on the use of s106 agreements suggested that other mechanisms exist to ensure that developers and utility companies provide sufficient connections to new properties and so this would not need to be provided through s106 agreements. The same could be said to apply to CIL.

- 6 It should be remembered that CIL is intended to largely replace s106 agreements as the mechanism that local planning authorities use to secure funding for infrastructure. Therefore, whilst the provision of new school places, greater library capacity, improved GP surgeries or improved bus services have previously been secured through s106 agreements, these types of projects will in the future need to be funded through CIL, instead, if no other funding exists and if the Council considers the schemes to be sufficient important.

- 7 The Council submitted a list of the types of projects to be funded through CIL and those to be funded/provided through s106 agreements to the CIL examination (referred to as a regulation 123 list). This list follows Government regulations on the use of s106 agreements, which suggests that they should be used to secure site-specific infrastructure, whilst CIL should be used for strategic projects. Given that this list formed part of the basis for the Charging Schedule being found sound, following a recent change in Government guidance, there is little scope for the Council to fundamentally change this without reviewing the Charging Schedule (appendix A). What flexibility does exist allows for more projects to be funded through CIL, rather than increasing the burdens placed on developers through s106 agreements.
- 8 It is suggested that three amendments are made to the regulation 123 list from the draft version submitted with the draft Charging Schedule for examination. These are included in the proposed list (appendix A) but are summarised below:
1. To confirm that the Council will not treat the list of infrastructure to be funded through CIL as exclusive and may use CIL to fund other types of infrastructure. However the Council will not use CIL to fund site specific infrastructure to be secured through an s106 agreement. This would be contrary to legislation and national policy.
 2. Where required to accord with national or local policy, the Council will also use planning obligations to secure the re-provision of any infrastructure that is permitted to be lost through a planning permission granted for redevelopment of that site.
 3. To add communications infrastructure, beyond that directly secured by agreement between the developer, to the list of infrastructure that CIL may be used to fund.
- 9 It is recommended that this list (appendix A) is adopted now (following LPEAC and Cabinet) to ensure that the Council is able to continue to use planning obligations in the ways set out in the list, which it will not be able to do if such a list is not published. Should the process for developing CIL governance arrangements indicate the need to amend this list then these changes can be made through a new resolution of Cabinet.

Payments to town and parish councils

- 10 The Council resolved when it adopted the Charging Schedule that town and parish councils will receive an equal amount when a CIL-paying residential development occurs in their areas. As such, town and parish councils will receive £18.75 per sq m (15% of £125 per sq m) of the CIL payment if they do not have an adopted Neighbourhood Plan at the time the development is permitted to spend on infrastructure or £31.25 per sq m (25% of £125 per sq m) if they do have an adopted Neighbourhood Plan. As the charge for supermarkets, superstores and retail warehouses is a standard £125 per sq m across the District, town and parish councils will receive 15% or 25% of the same sum if a development of one of these types happens in their area. This does not preclude additional funds being passed to town or parish councils if the projects proposed are given

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sufficiently high priority under the governance arrangements that will be developed.

- 11 Anecdotal evidence across the country suggests that a desire to secure greater control over CIL funding has been a deciding factor in town and parish councils preparing neighbourhood plans. Whilst neighbourhood plans are a positive tool for town and parish councils and local residents to shape the future of their areas, they can prove to be expensive for both town and parish councils (who are responsible for preparing the plans) and local authorities (who are responsible for supporting the preparation of plans and defending them at examination and paying for referenda), despite grants from Government. Giving town and parish councils control over the 25% of CIL that they would be entitled to if they had a neighbourhood plan would remove the financial incentive for them to prepare one. It would be hoped that this would result in neighbourhood plans coming forward only in areas where the town and parish council and/or the local community has a strong desire to make a positive contribution to the plan for the area. This may also help to prevent a situation whereby less well resourced town and parish councils that consider themselves unable to bring forward a neighbourhood plan are not penalised by being given less control over the development of infrastructure.
- 12 If Sevenoaks District Council were to adopt this approach and combine it with the agreement that payments should be equalised across the District, all town and parish councils would receive £31.25 per sq m of development. This would leave the District Council in control of £43.75 per sq m or £93.75 per sq m, depending on the charging area. Therefore, it would have less funding available to allocate to its own projects or those of partners, such as KCC Education, KCC Highways or the NHS. There would, however, be nothing to prevent town and parish councils passing funding to these organisations where improvements in their infrastructure was considered to be the local priority.
- 13 Subject to town and parish councils identifying an appropriate scheme(s) in advance that they would wish to fund through the CIL that is additional to what they are automatically entitled to, the Council is also able to adopt this approach under the current legislation. It is suggested that this should be discussed through the CIL workshop and formal debates at LPEAC and Cabinet.

CIL Governance Issues for SDC to consider

- 14 The report to LPEAC in March 2014 raised a number of issues that would need to be considered through the CIL workshop and debates at LPEAC and Cabinet. These were:
 - What types of Infrastructure should be given highest priority?
 - Whether the Council wishes to identify different funding pots (e.g. local and strategic).
 - How to balance planning infrastructure delivery proactively and reacting to windfall developments?

- Whether agreements should be made with other authorities to transfer a certain amount or proportion of CIL receipts to pay for infrastructure that it funds up front.
- Who should have the power to make the final decision?
- How often should allocations of CIL funding be made?

15 Given that the proposal was to arrange a separate workshop to discuss these issues, little debate was had on them. However, an initial consensus seemed to be that a CIL spending board should be established to consider funding bids.

Instalment Policies

16 In most circumstances, a developer must pay CIL in full 60 days after commencement, unless the Council adopts an instalments policy. This would apply regardless of the size of the development, which could lead to a developer having to pay a substantial CIL before it has had the chance to sell any of the dwellings. It is recommended that the Council adopts an instalment policy to help maintain the viability of these developments. It is recommended that this is also debated through the governance workshop.

17 The CIL regulations provide that each phase of a development has a separate charge associated with it. Therefore, only once the developer commences a particular phase does the 60 day payment period (or instalment policy) begin. This effectively provides an instalments policy for larger developments (over 100 dwellings, for example), which are unlikely to be built out in one phase.

Flexibility to make further changes to Governance Arrangements

18 Governance arrangements for CIL do not need to be published for consultation or independent examination (unless changes to a regulation 123 list are proposed, when consultation is required). As the Council appears to be something of a ‘front-runner’ in this area, there may be opportunities to learn from experiences elsewhere. It is recommended that arrangements should be set up on the basis that they will be reviewed after 1-2 years. This will provide the opportunity to reflect on any lessons learnt, either from the Council’s experience or the experience of other authorities. If, however, it is found that there is a fundamental problem with the arrangements put in place then the Council can review them at any stage.

Other Options Considered and/or Rejected

Cabinet could not agree to the adoption of the proposed regulation 123 list. This option is not recommended by Officers on the basis that it would limit the Council’s ability to secure s106 agreements for anything other than affordable housing.

Key Implications

Financial

There are no financial implications of this recommendation.

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Legal Implications and Risk Assessment Statement.

Governance arrangements that are consistent with the CIL regulations must be agreed. If they are not then the Council runs the risk of challenges from developers over the use of CIL to the Ombudsmen being upheld.

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	The recommendation relates to how the Council should determine through which mechanisms infrastructure improvements should be secured not what infrastructure should be prioritised. As such, the decision will have no impact on these equality factors.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	No	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		n/a

Conclusions

It is recommended that the arrangement of a CIL workshop would ensure that the development of governance arrangements by the committee is a Member-led process and would enable Members to debate the issues that the Council will need to consider in greater detail. This should be arranged, as per the previous LPEAC resolution. However, in the interim, the Council should adopt a regulation 123 list to ensure that it is not unduly limited from using planning obligations.

Appendices

Appendix A – List of infrastructure types to be funded through CIL and S106 Agreements

Background Papers:

[Draft CIL Infrastructure Plan](#) (July 2013).

Richard Morris
Chief Planning Officer



COMMUNITY INFRASTRUCTURE LEVY:

REGULATION 123 LIST:

TYPES OF INFRASTRUCTURE TO BE FUNDED BY CIL

November 2014

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Community Infrastructure Levy

The following types of infrastructure will be funded through CIL receipts:

- Transport schemes other than site-specific access improvements;
- Flood defence schemes;
- Water quality schemes;
- Education;
- Health and social care facilities;
- Police and emergency services facilities;
- Community facilities;
- Communications infrastructure (beyond that directly secured by agreement between the developer)
- Green infrastructure other than site-specific improvements or mitigation measures (for example improvements to parks and recreation grounds).

The Council will not treat this list as exclusive and may use CIL to fund other types of infrastructure, subject to its governance arrangements. However the Council will not use CIL to fund site specific infrastructure to be secured through a planning obligation.

Planning Obligations

SDC will use planning obligations for site specific infrastructure, such as:

- Site specific access improvements (these could also be secured through s278 of the Highways Act 1980 in some circumstances);
- On-site open space, for example children's play areas;
- Site specific green infrastructure, including biodiversity mitigation and improvement;
- On-site crime reduction and emergency services infrastructure, for example CCTV or fire hydrants; and
- Site specific Public Rights of Way diversions or impact mitigation.

Where required to accord with national or local policy, the Council will also use planning obligations to secure the re-provision of any infrastructure that is permitted to be lost through a planning permission granted for redevelopment of that site.

In addition, affordable housing provision and contributions, and related monitoring and legal fees, will continue to be secured through planning obligations.

STATEMENT OF COMMUNITY INVOLVEMENT – FINAL FOR ADOPTION

Local Planning and Environment Advisory Committee – 23 October 2014

Report of: Chief Planning Officer

Status: For decision

Also considered by: Cabinet – 13 November 2014

Key Decision: No

Executive Summary:

The Council's Statement of Community Involvement in Planning (SCI) sets out how we propose to engage local people and organisations in the development planning process, both in Planning Policy and Development Management.

The 2006 adopted SCI was refreshed in 2013/14 in order to bring it up to date with current consultation methods, particularly in relation to electronic communication.

Consultation on the refreshed SCI was undertaken for six weeks earlier this year, and this report outlines the proposed changes to the document arising from the comments made during the public consultation, and seeks permission to adopt the SCI.

This report supports the Key Aims of the Community Plan

Portfolio Holder Cllr. Robert Piper

Contact Officer(s) Emma Boshell Ext. 7358

Recommendation to Local Planning and Environment Advisory Committee: That the recommendation to Cabinet is endorsed.

Recommendation to Cabinet: That Cabinet adopts the Statement of Community Involvement in Planning, as amended (attached at Appendix A).

Reason for recommendation: To update the previously adopted Statement of Community Involvement to provide a current code of practice for community involvement in planning.

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1. Background

- 1.1 This Statement of Community Involvement (SCI) has been produced to make sure the Council can involve the community effectively in the development of local planning policy and decisions on planning applications.
- 1.2 The Council's first SCI was adopted in 2006. Since then there have been significant changes to the planning system and a refreshed version of the SCI was produced earlier this year to reflect the most up to date legislation and regulation changes.
- 1.3 We understand that in order to try to reach agreement within communities, people need to be involved from the early stages of the planning process. The SCI is therefore a public statement that lets communities and stakeholders know when and how they can be involved.

2. Consultation

- 2.1 Earlier this year, Cabinet approved the draft SCI for public consultation. This was carried out for six weeks, from 23 May to 4 July 2014. All contacts on the Local Plan consultation database were notified by email or by letter, including Parish and Town Councils, and a notice was placed on the Council's website. Copies of the document were placed in local libraries for inspection.
- 2.2 A total of 4 comments were received from stakeholders and members of the public. A summary of these comments is set out in Appendix B.

3. Amendments

- 3.1 There are a number of amendments that are proposed to the SCI, in order for it to be adopted. These amendments have been incorporated into the document which is attached at Appendix A.
- 3.2 The table in Appendix B sets out the proposed amendments in response to the comments made during the public consultation.
- 3.3 In addition to these, some general amendments are proposed in order to improve the document. These amendments are set out as follows:
 - i. There is a new section on permitted development in order to provide clear guidance for householders.
 - ii. Explanations have been given for some technical terms e.g. spatial, in order to provide clarity.
 - iii. The Enforcement section has been re-drafted in order to reflect new processes.

4. Conclusion and Next Steps

- 4.1 This report sets out the proposed amendments to the SCI following public consultation. It is recommended that this document, as amended and attached at Appendix A, is adopted by the Council.

Other Options Considered and/or Rejected

The Council could continue to rely on the existing Statement of Community Involvement from 2006, but this is out of date, and therefore this option is not recommended.

Key Implications

Financial

No additional costs to the Council arise from the adoption of the SCI.

Legal Implications and Risk Assessment Statement.

All local authorities are required to produce an SCI to set out their vision and strategy for effective community participation.

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	The SCI is designed to ensure that Sevenoaks District Council effectively involves the community in the development of all documents, SPDs and DPDs that make up the Local Plan (also known as the LDF). The SCI also details how the Council consults on planning applications. The SCI aims to consider the needs and priorities of the whole community, and attempts to overcome any barriers which may prevent groups or individuals within the community from being involved in the planning process.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?	N/A	

Appendices

Appendix A – Statement of Community Involvement in Planning 2014

Appendix B – Representations on the Statement of Community Involvement

Background documents

None

Mr Richard Morris

Chief Planning Officer

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Statement of Community Involvement in Planning 2014

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1 Foreword

"Tell me and I'll forget; show me and I may remember; involve me and I'll understand" - Chinese proverb.

This is particularly important in Planning, as decisions impact directly on the future of the District and all of us as individuals. We want as many in the community as possible to be involved in planning, so that they can help shape the District.

This Statement of Community Involvement is the means to achieve this and sets out how the Council, that's Officers and District Councillors, will involve you. We want communities to have plenty of opportunities to tell us what they like (and don't like) about plans, policies and applications. People who engage with us must walk away feeling that their points have been heard and considered, and our responsibility is to listen to the things you tell us, and use your responses to shape and improve the District for the benefit of all.



Councillor Robert Piper

Portfolio Holder for Local Planning and Environment

2 Introduction

What is a Statement of Community Involvement?

2.1 Sevenoaks District Council wants to help people get involved in planning the future of Sevenoaks and to improve opportunities for engagement.

2.2 This Statement of Community Involvement (SCI) has been produced to make sure that the Council can involve the local community effectively in the development of local planning policy documents and decisions on planning applications.

2.3 The previous SCI was adopted in 2006. Since then there have been significant changes to the planning system and this new version of the SCI has been revised to reflect the most up to date legislation and regulation.

2.4 The Council understands that in order to try to reach agreement within communities, people need to be involved from the early stages of the planning process. The SCI is therefore a public statement that lets communities and stakeholders know when and how they can be involved.

Why prepare a Statement of Community Involvement?

2.5 It is a key objective of the planning system to strengthen community and stakeholder involvement in the planning and development process. Planning affects all communities, so it is important that local people understand the process and are given the opportunity to get involved.

2.6 All local authorities are required to produce a SCI, which sets out their vision and strategy for effective community participation.

2.7 Greater community participation and empowerment is also on the national agenda, as outlined in the Localism Act 2011 and the National Planning Policy Framework (NPPF) 2012 which states that one of the core principles of planning is to "empower local people to shape their surroundings" (paragraph 17).

2.8 Engaging communities early in the plan-making process should ensure that plans reflect the needs and aspirations of local people, and will allow for communities to fully understand the process from start to finish.

2.9 Some of the benefits of community involvement include:

- Outcomes that better reflect local needs and aspirations;
- Improved quality and efficiency of decisions by drawing on local knowledge and minimising conflict;
- Education and communication amongst the community of different sectors' needs and the planning process;
- Promotion of social cohesion - making real connections with and between communities; and
- Enhanced buy-in and a greater sense of ownership for decisions and outcomes.

The Council's Vision...

...is for the local community to know more about, and be more positively involved in, shaping the development of the District so that we can make planning decisions that more effectively meet their needs and aspirations.



Corporate Linkages

2.10 The Council's Corporate Plan sets out that it is committed to cultivating:

"pride in the district of Sevenoaks by working with the community as a whole, to sustain and develop a fair, safe and thriving local economy."

2.11 It makes a specific commitment to:

"review our Statement of Community Involvement and clarify how people can get involved in shaping local planning policy."

2.12 The Council also has its own policies and aims relating to community engagement and places a great deal of emphasis on ensuring that the community has the opportunity to get involved in all areas of council work.

2.13 The Sevenoaks District Community Plan 'Making it Happen Together' was adopted in 2013 and sets out residents' priorities for the next 14 years to 2028. The Plan has been informed by comprehensive engagement and consultation so that the final document reflects the issues local people care about. A wide range of public, private, voluntary and community organisations have come together to form a Local Strategic Partnership which is responsible for producing the Community Plan and ensuring that communities' needs are met.

2.14 The Community Plan contains a number of themes and priorities for action that are required to successfully deliver the vision for the District. The Council's planning policy documents will build upon these objectives and will be the principal mechanism for delivering the land management elements of the Community Plan.

2.15 The SCI has been produced in accordance with these corporate policies, and all consultation activities will aim to meet their objectives. The Council will work with other departments to ensure that a consistent approach is taken to consultation on planning policy documents. Where appropriate, public consultations may also be linked with events and activities organised by other council departments and vice versa.

How can I get involved?

2.16 There are two main areas of planning that you can get involved in:

<p>Planning Policy (local plans)</p>	<p>Setting the policy framework against which planning applications will be assessed.</p>	<p>See chapter 3 for more information.</p>
<p>Development Management (planning applications)</p>	<p>Most types of development require a planning application to be submitted and approved, and anyone can comment on a planning application.</p>	<p>See chapter 6 for more information.</p>

2.17 Planning applications are determined in accordance with the Local Plan, so it is essential to get involved with strategic planning policy as well as specific planning applications.

3 Community Involvement in Planning Policy

The Planning System

3.1 The planning system requires local authorities to produce planning policy documents, which set out what, where and when development will occur in the District. These documents provide the basis on which planning applications are determined.

3.2 Planning legislation¹ sets out which documents must be produced and which are optional. Regulations² also exist to set out which of the documents must be developed with community input, and which must then be examined by an independent planning inspector.

3.3 There are two types of planning policy document: development plan documents (DPDs) and supplementary planning documents (SPDs). DPDs set out planning policies to manage land use within a local area, and SPDs provide further detail on the implementation of these policies. Together they form the Local Plan.

3.4 Further information regarding the Council's work programme for preparing planning policy documents is contained in the Local Development Scheme (LDS). The LDS is a timetable which lists the planning policy documents that the Council will produce, it explains how they will be prepared and when they will be published. Copies of the LDS are available from the Council's offices and website: <http://www.sevenoaks.gov.uk/services/environment-and-planning/planning>.

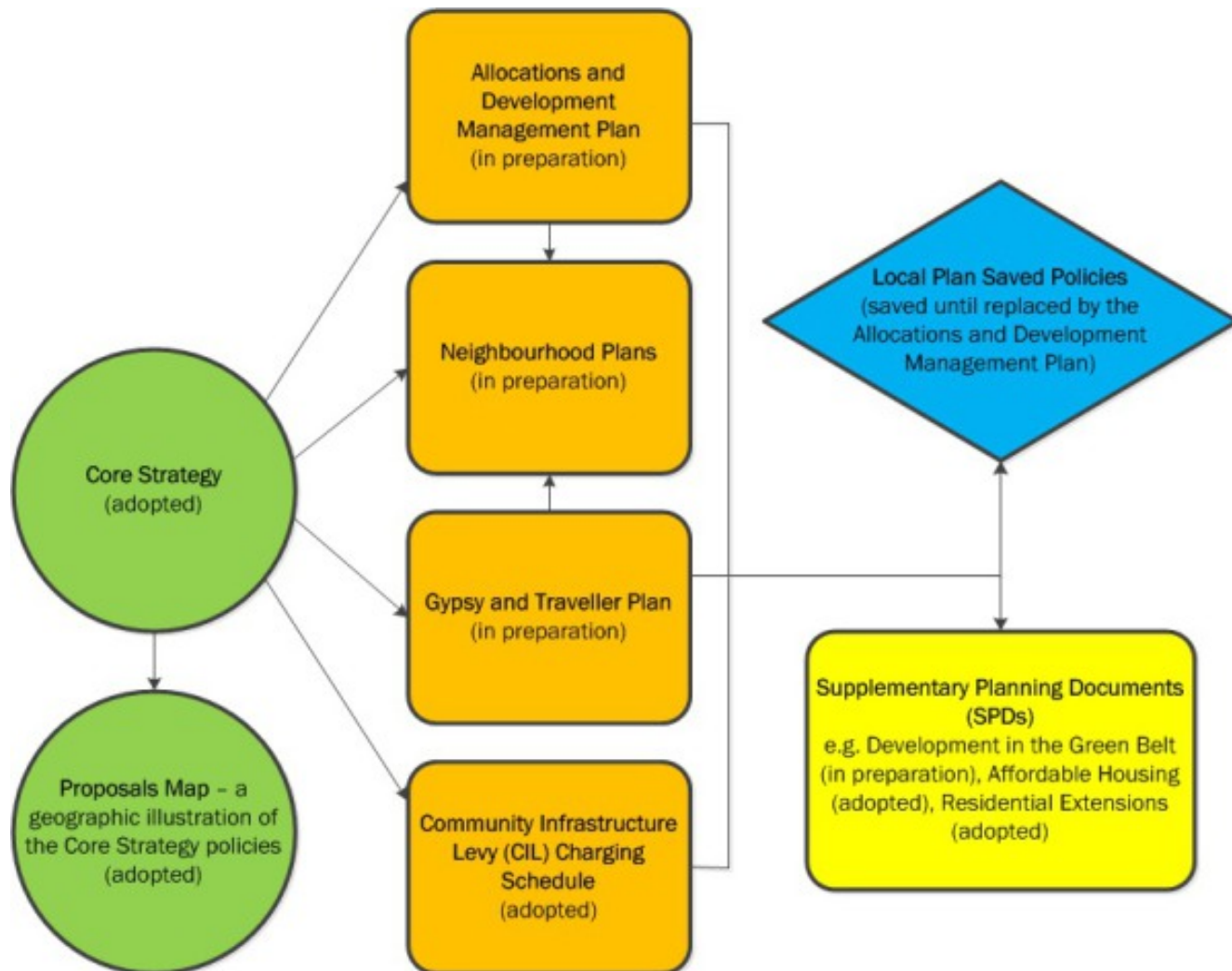
3.5 This Statement of Community Involvement will be used by the Council to guide the development of its planning policy documents.

1.The Planning and Compulsory Purchase Act 2004, the Planning Act 2008 and the Localism Act 2011.

2.The Town and Country Planning (Local Planning) (England) Regulations 2012.

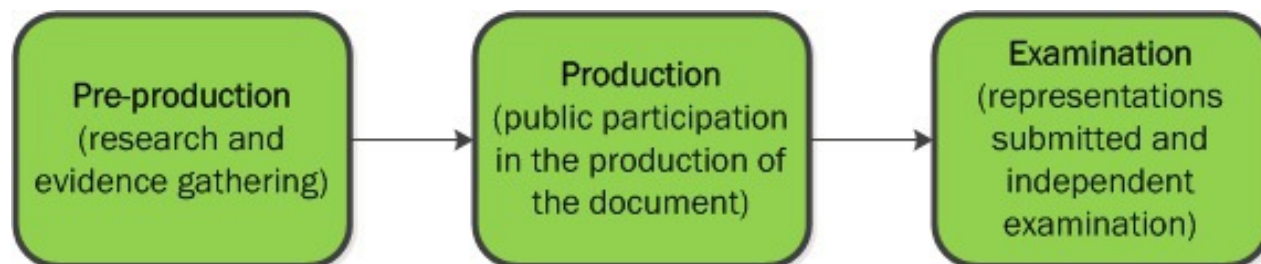
The Local Plan

3.6 The below diagram outlines the relationship between planning policy documents which will be, or have already been, produced.



Planning Policy Documents

3.7 The community will be involved throughout the different stages of production for each document prior to adoption, which can be summarised as follows:



3.8 The regulations require the Council to publicise consultations on the website and to provide documents for inspection at the Council’s offices and local libraries, as well as sending emails and/or letters to statutory, general and other consultees. However, the Council recognises the value of including more of the community in the development process – not least that the documents will more closely reflect local needs and priorities. Therefore there is a commitment to go further than these minimum requirements to ensure community involvement can be more effective for Sevenoaks.

Stages of consultation for Development Plan Documents

3.9 DPDs go through eight stages of plan making. The below table identifies what the Council will do at each stage, and how the community can get involved.

Stage 1	Evidence base	The Council collects an up to date information base on a range of social, economic and environmental matters.
Stage 2	Public participation in the preparation of a DPD (regulation 18)	<p>The results of stage 1 are used to identify the main issues that the plan needs to address and the options that are available. An assessment of the plan's social, economic and environmental impacts is also produced at this point, called a sustainability appraisal (SA). At this stage the Council is required to notify each of the statutory consultees that may have an interest in the proposed plan, and any appropriate general consultation bodies as to the subject of the proposed plan, and invite them to make representations. Local residents and businesses may also be informed and invited to comment. The Council maintains a consultation database of interested parties.</p> <p>The Council must take into account any representations received as a result of preparing the plan.</p>
Stage 3	Preparation of the DPD	The Council continues to develop the plan. This includes considering any comments from stage 2 and the findings of any new studies.
Stage 4	Publication of the DPD (regulation 19)	<p>The Council publishes the final draft of the plan. A more detailed sustainability appraisal (SA), and a draft proposals map showing any changes that would result from the adoption of the plan are also published.</p> <p>The Council will undertake a public consultation for a minimum of six weeks.</p> <p>A statement of consultation will be produced, which provides a summary of the main issues raised by the representations. This allows Officers and District Councillors to review the representations and to consider what, if any, changes should be made to the plan before submission.</p>

Stage 5	Consider objections	The Council will consider any points raised in the consultation and will make minor changes where required. If there are significant issues the Council may withdraw the plan and return to stage 3. Once all issues raised have been addressed, the plan can move to stage 6.
Stage 6	Submission (regulation 22)	The Council will send the plan and any supporting documents to the Secretary of State to be examined.
Stage 7	Examination (regulation 24)	An inspector appointed by the government will carry out an independent examination of the 'soundness' of the plan. Those who objected to the plan during stage 4 may be allowed to appear in front of the inspector in person, at the discretion of the inspector.
Stage 8	Receipt of inspector's report and adoption (regulations 25 and 26)	The inspector writes a report of the examination and decides what changes (if any) need to be made. Once the Council receives the inspector's report the plan has to be changed in line with their recommendations, if the Council wishes to adopt it. It is this version of the plan that will be adopted.

Stages of consultation for Supplementary Planning Documents (SPDs)

3.10 SPDs go through four stages of plan making. The below table identifies what the Council will do at each stage, and how the community can get involved.

Stage 1	Development of evidence base	The Council collects up to date information on a range of social, economic and environmental matters.
Stage 2	Preparation of the draft SPD	The Council produces a draft version of the SPD based on the evidence collected at stage 1.
Stage 3	Consultation on the draft SPD (regulation 12)	Once the draft document has been produced, the Council will undertake a public consultation for a period of between four to six weeks. Any representations made will be considered and amendments will be made to the document where required.
Stage 4	Adoption (regulation 14)	The Council will adopt the SPD in line with regulation 14 requirements.

4 Consultation Methods

4.1 Since the publication of the last Statement of Community Involvement in 2006 the ways in which the Council engages with the community have developed and improved. One of the main changes has developed through the use of increased information technology. Over the past year the Council has increased its use of social networking sites, such as Facebook and Twitter, to communicate with residents. Approximately 1,500 people now receive regular updates from the Council through these sites.

4.2 A variety of methods will be used at various stages of the planning process to enable community involvement in planning. These methods include, but are not limited to:

The website	All consultation activities will be publicised through the Council's website, on both the planning policy pages and the news page. The consultation portal will be available for people to read the documents and submit comments online.
Facebook and Twitter	All consultation events will be advertised on the Council's corporate Facebook and Twitter pages.
Local newspapers	Often, the Council will advertise in the local press. Advertisements will include details on when and where planning documents can be inspected, how copies can be obtained, the closing date for representations and where to send them. In addition, the Council often issues press releases at the time of consultations. Whether these result in articles in the local press is for the newspapers to decide upon.
Leaflets	Leaflets, flyers and brochures may be distributed separately, or with other council correspondence (such as the Council's 'In Shape' magazine), to summarise detailed information.
Emails / letters	Notifications will be sent to statutory bodies, stakeholders, relevant groups and other individuals and organisations on the Council's consultation database. Organisations and individuals interested in becoming more involved in the preparation of planning policy documents should contact the Planning Policy team by phone on 01732 227000 or by email to planning.policy@sevenoaks.gov.uk to register on the consultation database.
Inspection points	Documents will be made available for inspection at the Council's offices and local libraries.
Presentations	To groups, organisations and stakeholders as appropriate, to target particular people in the community who may be interested in a specific issue, for example the Agents Forum or the Parish Councils Forum.

<p>Questionnaires / surveys</p>	<p>Use of questionnaires, surveys and/or focus groups to determine attitudes towards particular issues and options. Such research can target groups and individuals with particular interests or citizens panels with multiple interests.</p>
<p>Public exhibitions / displays / roadshows</p>	<p>For larger consultations the Council may promote events at a public exhibition, display or a roadshow, during the day and in the evening. This has the ability to target members of the community who may not get involved through more formal methods.</p>
<p>Interactive workshops</p>	<p>Use of interactive workshops to identify and focus discussion around difficult issues and key themes. These can reach people who might not get involved in more formal groups but who may respond to this kind of contact.</p>
<p>Community / resident meetings and groups</p>	<p>Use of pre-existing community/resident meetings and meetings of community groups to target people with particular characteristics/ interests.</p>
<p>Council meetings</p>	<p>Where appropriate, documents will be taken to relevant council meetings for feedback from District Councillors.</p>



5 Communicating Effectively

Who the Council consults

5.1 The planning regulations require local authorities to meet a minimum level of community involvement and specify a number of organisations which must be consulted if it is considered that they will be affected, known as statutory consultees and general consultation bodies.

5.2 In addition to meeting statutory obligations, the Council is committed to ensuring that local groups, organisations and individuals are given the best possible opportunity to become involved in the preparation of planning policy documents.

5.3 The Council maintains a consultation database of around 1,200 consultees who have either commented on, or expressed an interest in being involved with, the production of planning policy documents. This database is used to keep registered individuals, organisations and groups informed on the production of any planning policy documents and new consultees are added to the consultation database as requested. Organisations and individuals interested in registering on the consultation database should contact the Planning Policy team by phone on 01732 227000 or by email to planning.policy@sevenoaks.gov.uk.

5.4 A list of statutory consultees, general consultation bodies and other organisations and groups the Council involves in the plan making process are included at Appendix B and C.

Sustainability Appraisal

5.5 Local planning authorities must undertake a Sustainability Appraisal (SA) of each of the DPDs they produce.

5.6 A Sustainability Appraisal aims to ensure that the policies and proposals reflect the principles of sustainable development. A Sustainability Appraisal Scoping Report will be produced at the start of DPD preparation, which will be consulted on to allow for interested parties to have their say in what the Sustainability Appraisal should contain. A Sustainability Appraisal will be undertaken whilst preparing each stage of a DPD and a report will be consulted on through the plan making process, at the same time as the DPD itself.

5.7 A Sustainability Appraisal is not required for SPDs.

Feeding information into decisions

5.8 The information that the Council obtains through community involvement will be collated and used to inform the decisions made and/or to shape any documents that are produced.

5.9 A summary report will be produced outlining all responses, how they were used to inform decisions or documents, and will provide an indication of the resulting outcomes.

It is the Council's intention to make the link between your responses and the decision or action clear.

5.10 These reports will be made available on the Council's website.

Feeding back

5.11 Each planning policy document will require a 'statement of consultation'. This will outline how the Statement of Community Involvement has been followed and how doing so has benefited document production. This will provide some indication of the benefits of involvement.

5.12 The Council will make all general feedback and summary outcomes available on the website and from the Council's offices on request.

5.13 In addition, the Council aims to feed back directly to those involved in either specific involvement activities such as workshops, or consultation processes associated with planning policy documents.

The Council's Feedback Commitment

The Council aims to provide feedback on any involvement activities or consultation processes associated with local development.

At a minimum, the feedback will include:

1. An acknowledgement of your comments;
2. A summary of how the process is going; and
3. How your information will be used.

When applicable and/or possible the Council will also:

1. Summarise the key information received;
2. Outline the decision made and why; and
3. Outline the benefits provided by community involvement.

6 Community Involvement in Development Management

6.1 The Statement of Community Involvement also outlines how the community will be involved in planning applications.

6.2 The Council is already required to consult with the community on all planning applications submitted. The table at paragraph 6.36 sets out the legal minimum action that must be taken to provide you with an opportunity to put forward your views or concerns.

6.3 However, the Council recognises that, in some cases, it will be beneficial and appropriate to involve more people and/or involve them earlier in the process.

Greater community involvement

6.4 Involving people before an application is made allows them to influence developments as they are being designed, helping to deal with issues that may become major issues later.

6.5 For each stage of the planning application process, and for the different types of application, the Council will consider whether greater involvement is appropriate and how it can support developers in involving people more effectively.

6.6 The NPPF states that "early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better co-ordination between public and private resources and improved outcomes for the community" (paragraph 188).

General advice and assistance

6.7 The Development Management team provides a daily Duty Officer system, which enables people to speak to an experienced Planning Officer by telephone during normal office hours.

6.8 A wealth of information on the Council's development management functions including validation requirements can be obtained on the website: <http://www.sevenoaks.gov.uk/services/environment-and-planning/planning>.

6.9 The Planning Portal is the government's online planning and building regulations resource for England and Wales and also provides advice and services for the public and professionals: <http://www.planningportal.gov.uk>.

6.10 Additionally, Planning Aid England provides free, independent and professional planning advice to communities and individuals who cannot afford to pay professional fees. This service encourages people to become involved in the planning system: <http://www.rtpi.org.uk/planning-aid>.

Permitted Development

6.11 In certain circumstances you can carry out minor extensions and alterations to your property without the need to apply for planning permission. This is known as permitted development and is derived from a general planning permission granted by Parliament.

6.12 Permitted development applies to many common projects for houses, but bear in mind that it does not apply to flats, maisonettes or other buildings. In these circumstances, a planning application will need to be submitted.

6.13 To check if your proposed works are covered by permitted development, the Council encourages all prospective applicants to view the interactive house guide, provided by the Planning Portal: <http://www.planningportal.gov.uk/permission/house>.

6.14 The Council's Residential Extensions SPD may also be useful in determining whether planning permission is required.

6.15 If you wish for the Council to confirm in writing whether or not planning permission is required for your proposals, you should submit an application for a Certificate of Lawful Development.

6.16 The Planning Duty Officer is also available on the phone for general planning enquiries.

Pre-application Advice

6.17 The Council encourages prospective applicants to consult at an early stage on potential developments before details are finalised. Consistent with the NPPF, the Council believes that early engagement with the local community offers potential benefit for all parties.

6.18 Pre-application advice is of benefit to prospective applicants as:

- It gives an opportunity to understand how council policies will be applied to a development and potential issues can be identified and resolved before an application is submitted;
- It may lead to a reduction in time spent working up the proposals in more detail; and
- It can identify at an early stage whether any specialist advice is necessary (e.g. listed buildings, trees, landscape, transport, ecology or archaeology).

6.19 Written advice for householders is free of charge, as are enquiries related to works to listed buildings and enquiries from Town and Parish Councils, local authorities and social registered landlords.

6.20 However, charges do apply to all other pre-application enquiries which seek to cover some of the Council's costs of providing the service.

6.21 When a pre-application enquiry is submitted, the Council will:

- Register the enquiry, allocate a Planning Officer and write to confirm the timescales within five working days;
- Identify the main constraints;
- Identify key planning policies;
- Identify recent history;
- Give a view on the principle of the development;
- Inform the customer of the issues that will need to be addressed as part of a formal application; and
- Identify any further studies or information that will be required to provide a more detailed pre-application view or that will be required as part of a formal planning application.

6.22 The Council can give advice that can help in the preparation of a better planning application so that it can be processed more quickly and a decision can be made sooner. It is also valuable in assuring the best possible development outcomes for the community. Where relevant the Council can also give advice on effective ways of consulting with the local community, including neighbours who may be affected by development proposals.

6.23 However, it should be noted that any advice given by Council Officers for pre-application enquiries does not constitute a formal response or decision of the Council with regards to a future planning application.

6.24 For further information please see the website: <http://www.sevenoaks.gov.uk/services/environment-and-planning/planning>.

6.25 In addition to pre-application advice, the Council encourages prospective applicants to discuss their proposals with the local Town or Parish Council and the local District Councillor in order to ascertain their views at an early stage.



How Planning Applications are decided

6.26 Applications submitted to the Council are registered and acknowledged by the Validation team. They aim to complete this process within five working days of receipt.

6.27 Once an application is accepted as valid it is recorded on the planning register that the Council is required to maintain and make available for inspection, and is available on the website via the Public Access portal: <http://pa.sevenoaks.gov.uk/online-applications>.

6.28 A weekly list of planning applications received is sent electronically to the local press, District Councillors, Town and Parish Councils, amenity societies and anyone else who requests a copy. In addition, the weekly list is published on the website.

6.29 Applications are advertised in the local press and on site if they are major developments, affect a listed building, a conservation area, are not in accordance with the adopted Local Plan, have a substantial impact on an area or if they affect a public right of way.

6.30 Notification letters are sent to immediate neighbours and may be sent to others who are invited to comment.

6.31 The statutory consultation period is 21 days. An application cannot be determined until this period has expired.

6.32 The Council aims to determine major³ planning applications within thirteen weeks and other planning applications within eight weeks.

6.33 Most planning applications are determined by the Chief Planning Officer under delegated powers. However, any application may be called to the Development Control Committee by a District Councillor if the Officer recommendation is contrary to the view of the Parish Council. District Councillors also have a general power to call an application to Committee within 21 days of publication of the weekly list. Applications of a significant controversial or sensitive nature may also be referred to the Committee by the Chief Planning Officer.

6.34 In cases where applications are reported to the Development Control Committee, the Planning Officer prepares a report for the Committee that outlines the proposal, sets out consultation replies, assesses the relevant issues and makes a recommendation regarding whether approval should be given.

6.35 Any person who comments on the proposal will be notified when an application is to be reported to Committee for determination, and there is an opportunity for an objector and a supporter of the proposal to put their views directly to the Committee. Applicants and objectors will be able to address Councillors for a maximum of three minutes speaking time. The relevant Town or Parish Council and the local District Councillor may also speak.

³ 10 or more dwellings or where the site area is more than 0.5 hectares, or for all other uses, where the floorspace created is more than 1,000m² or the site is larger than 1 hectare.

6.36 For further information please see the leaflet 'Speaking on Planning Applications' available on the website: <http://www.sevenoaks.gov.uk/services/environment-and-planning/planning/development-control-committee>.



6.37 The below table outlines the planning application process stage by stage, from pre-application discussions through to determination.

<p>PRE-APPLICATION</p>	<p>The Council will:</p> <ul style="list-style-type: none"> • Encourage developers to contact the Planning team early on. • Encourage applicants, especially of larger schemes, to engage with the relevant Town/Parish Council, District Councillors, service providers and local groups as early as possible. • For smaller applications, encourage applicants to discuss their plans with neighbours before submitting an application. • Encourage owners of larger sites to prepare management plans for their land and submit them to the Council. • Encourage applicants to speak with the Planning Duty Officer.
<p>APPLICATION</p>	<p>As a minimum, the Council will:</p> <p>For all developments:</p> <ul style="list-style-type: none"> • Display a site notice for 21 days and/or • Write directly to any adjoining owners or occupiers giving 21 days to make comments. • Depending on the nature of the application, consult with appropriate statutory consultees, Town/Parish Councils and District Councillors. • Additional requirements apply to applications involving listed buildings, conservation areas or environmental impact assessments.

	<p>For major developments:</p> <ul style="list-style-type: none"> • In addition to the above, place an advertisement in the local newspaper.
	<p>Additionally, the Council will:</p> <ul style="list-style-type: none"> • Notify immediate neighbours on every planning application. • Notify others that the Council considers may be affected by individual cases. • Allocate a case officer who will liaise with all stakeholders and attend a site visit. • If an application is substantially amended prior to a decision, the Council will re-consult all those who have expressed an interest in writing, giving them a minimum of 21 days to respond. • You will be able to track the progress of planning applications through Public Access, available on the website.
DECISION	<ul style="list-style-type: none"> • If applications are taken to Committee for decision, applicants and objectors will be able to address Councillors (3 minutes speaking time). • Everyone who responds in writing to an application will be informed in writing of the decision. • Decision notices will be posted on the website. • Any concerns about applications that may not have been implemented as agreed should be notified to the Council's Enforcement team for investigation. • Any legal (Section 106 or 278) agreement attached to a planning permission will be available for viewing through Public Access, available on the website.

7 Planning Enforcement

7.1 The Enforcement team is responsible for investigating alleged breaches of planning control, including unauthorised works to listed buildings, unlawful advertisements, works to protected trees and developments carried out without the necessary planning permission.

7.2 The Council's approach to enforcement is based on the following principles:

- Where a new complaint is received, we will aim to visit the site within three working days.
- We will prioritise the investigation of complaints based on the degree of harm caused by the development subject of the complaint.
- We will seek to achieve solutions that remove harm caused by unauthorised development.
- We will use our statutory powers where necessary and proportionate to remove harmful development.
- Complainants and those who are the subject of complaints will be kept informed of the progress of enforcement investigations and of the outcome.
- The identity of complainants will be kept confidential.

7.3 Further information about Enforcement priorities and principles are provided on the website and the Council is currently updating the Local Enforcement Plan: <http://www.sevenoaks.gov.uk/services/environment-and-planning/planning/planning-enforcement>.

8 Tree Preservation Orders

8.1 Legislation is in place to afford protection to a percentage of those trees and woodlands that offer amenity value. The legislation is in the form of Conservation Areas throughout the District and Tree Preservation Orders of which there are currently in excess of 900.

8.2 Sevenoaks District has many trees comprising of a range of diverse species. The Council does its best to manage this rich biological inheritance for the people of the District today and tomorrow.

8.3 To help us balance the management of trees, the Council welcomes the help of local residents. This could include suggestions to protect certain important trees that you feel may be under threat or informing the Council about work to a protected tree that may be carried out without consent. For further information see the website: <http://www.sevenoaks.gov.uk/services/environment-and-planning/planning/tree-management>.



9 Overcoming Barriers

9.1 The Council has identified several different, but connected, barriers to involvement. These include:

- Apathy and disinterest;
- Time (of meetings/activities to to get involved);
- Mistrust and cynicism that it's worthwhile; and
- Lack of information and understanding.

9.2 The Council's approach to involving people will seek to overcome these barriers by...

...connecting people to planning

9.3 One of the Council's key priorities is to provide everyone with the opportunity to know what's going on and how they can get involved if they want to. To support this the Council aims to provide information that is local and relevant, and use methods of involvement that are accessible, interesting and fun.

9.4 Alongside the specific involvement activities, the Council is committed to raising awareness of the planning system throughout the community. With this in mind, the Council is committed to placing more emphasis on going out into local communities to discover your needs and aspirations.

...seeking more active involvement

9.5 Although this document sets out the different levels and methods of involvement, it is the Council's aim to involve more people more actively if resources are available.

9.6 The Council will ask you about your aspirations for the area and expectations for the future. This will help to generate ideas and scope particular documents.

...meeting everyone's needs

9.7 In line with the Equality Act (2010) and the West Kent Equality Partnership aims and commitments, the Council wants to ensure that all communities have the ability to respond to consultations and have their voice heard. The Council aims to pay particular regard to the needs of different ethnicity and disability groups. Documents are produced in different formats (e.g. large print, other languages) where a need is identified and access arrangements are considered when organising involvement events.

9.8 Whilst the Council aims to increase participation from all sectors of the community, it is recognised that some groups are harder to engage with than others. These hard to reach groups include rural communities, commuters, minority ethnic groups, Gypsies and Travellers, children and those with lower literacy.

9.9 To help improve representation and participation the Council will strengthen relationships with other council departments, the Sevenoaks District Strategic Board, education establishments and community development organisations to learn from their

experience, gain a better understanding of the needs of particular groups and ensure that the needs of all sectors of the community are met.

Review

9.10 The Council is committed to reviewing and amending the methods and level of engagement with the community in response to ongoing feedback on the effectiveness of the community engagement undertaken and the development of new channels of communication.



10 Appendix A - Implementing Consultation Methods

10.1 The Council recognises that there are different levels of interaction between the Planning team and the community:

- NOTIFICATION - providing information, for example through leaflets, advertising and ongoing awareness programmes.
- CONSULTATION - consulting you on your views, for example through surveys, exhibitions and formal consultation processes.
- PARTICIPATION - such as in workshops where you would be actively involved in identifying needs and priorities.

10.2 The Council recognises the community's expectation that everyone receives information and has an opportunity to participate and comment. However, where documents relate to a specific area or issue - such as a Neighbourhood Plan for a defined parish area - only organisations and individuals with specific relevance to this area or issue would be more actively involved.

10.3 The below table shows how you could be involved, for which documents and when in the process.

Method of involvement	This is useful for...	Which document	What stage	For which sectors of the community?	Things the Council need to consider	Resource intensity
Electronic resources (internet, email, online consultation, Twitter, Facebook)	Allowing access to the latest information about progress and opportunities to contribute.	All DPDs / SPDs	All stages	All sectors	Electronic resources must be user friendly and intuitive. Items should be placed online in time for people to respond effectively.	<i>Low</i> - initially specialist skills will be required, but posting information online is low/no cost once established.
Local media (newspaper adverts and articles, newsletters, flyers, TV, radio)	Raising levels of awareness and publicising specific opportunities to get involved, reaching a wide audience.	All DPDs / SPDs	All stages	Local communities, developers and landowners, business sector, service providers	Information must be interesting and relevant. The Council needs to allow enough time for publication and	<i>Medium</i> - whilst advertising in the local press can be free, broader advertising can be expensive.

					set an appropriate timeframe for collecting responses.	
Publicity in community centres (e.g. libraries, shopping and sports centres)	Going out into the community to provide information and access views, reaching those who wouldn't normally seek to be involved.	All DPDs / SPDs	All stages	Local communities	Information should be accessible to all in terms of mobility, understanding and times available.	<i>Medium</i> - production of material can involve significant costs. Staff time will also be needed.
Letter based consultation to people and organisations listed on the consultation database	Providing information specific to identified organisations and those requesting general updates on the local plan process.	All DPDs / SPDs	All stages	All those requesting to be added to the consultation database and statutory consultees	Must be clear and understandable, although most people on this list will have a good understanding of the planning system.	<i>Low</i> - supplementary to other consultation methods, re-using that information, but postage may be costly.
Documents available for inspection at local council offices	Meeting minimum requirements in allowing everyone the opportunity to comment on draft documents.	All DPDs / SPDs	All stages	Local communities, developers and landowners, business sector, service providers, additional authorities	It must be clear how and when people should respond. Information should be accessible to all in terms of mobility, understanding and times available.	<i>Low</i> - staff time may be needed to answer questions and collate any responses.

Area/town forums and Town/Parish Council meetings	Reaching community groups through existing forums dealing with local issues. Gaining first hand views regarding a specific area.	DPDs	Pre-production, production and submission	Local communities, developers and landowners, business sector, service providers	The Council must be aware of the audience and any restrictions. The Council should also consider the time available for consultation on the local plan (alongside other agenda items).	<i>Medium</i> - attending existing forums requires staff time to attend meetings and to prepare any material.
Qualitative research (e.g. questionnaire surveys)	Determining attitudes and identifying needs for improvement. Gaining views from people who would not otherwise express an opinion.	DPDs	Pre-production, production and submission	All sectors	Surveys can reap a greater number of responses but require significant administration. Focus groups require specialist skills but can be used to target specific groups.	<i>Medium/high</i> - specialist skills are required. Depending on scope, costs of venue hire or distributing surveys can be significant.
Public exhibitions	Outlining specific plans and proposals to target audience. Accessible to broad audience.	DPDs	Production and submission	Local communities, developers and landowners, business sector, service providers, additional authorities	Information should be accessible to all in terms of mobility, understanding and times available.	<i>Medium</i> - preparation costs and time needed can be significant. Additional staff time is needed if manned.

<p>Preparation of locally based documents (e.g. neighbourhood plans, parish plans and village design statements)</p>	<p>Locally prepared by the community as their aspirations. Provides the Council with information on what the community wants with the Council playing only a supporting role in the process.</p>	<p>Neighbourhood plans etc</p>	<p>All stages</p>	<p>Local communities</p>	<p>These outline community priorities and may differ from place to place. The Local Plan needs to be flexible enough to respond to this challenge.</p>	<p><i>Low/medium</i> - the Council offers support for communities developing these documents, which can be intensive, although using the documents for background is low.</p>
<p>Participation workshops</p>	<p>Bringing together representatives from different sectors of the community to be more actively involved in scoping documents and identifying priorities.</p>	<p>DPDs</p>	<p>Pre-production, production and submission</p>	<p>All sectors</p>	<p>Events require significant preparation and organisation. However they can be very useful for discussing important and/or difficult issues.</p>	<p><i>Medium/high</i> - time is needed for preparation, specialist skills may be required. The costs of venue hire can be considerable.</p>
<p>Working groups / focus groups / panels</p>	<p>Bringing together representatives to provide ongoing support to local plan development and production.</p>	<p>DPDs</p>	<p>Pre-production, production and submission</p>	<p>All sectors</p>	<p>Success is dependent on commitment from those involved. Regular or ongoing meetings can also have resource implications.</p>	<p><i>Medium</i> - ongoing support from staff has time implications. There are also costs in organising meetings.</p>

11 Appendix B - Statutory Consultation Bodies

11.1 The statutory consultees (specific consultation bodies) that the regulations require the Council to consult are:

- The Environment Agency
- English Heritage
- Natural England
- Network Rail
- Highways Agency
- Kent County Council
- Town and Parish Councils
- Kent Police
- Adjoining authorities
- Telecommunications providers
- Kent and Medway NHS Trust
- Utility providers (water, sewerage, gas and electricity)
- The Homes and Communities Agency
- Secretary of State for Transport
- The Civil Aviation Authority

12 Appendix C - General Consultation Bodies

12.1 The general consultees (general consultation bodies) that the regulations require the Council to consult, where appropriate, are:

- Voluntary bodies
- Bodies which represent the interests of different racial, ethnic or national groups
- Bodies which represent the interests of different religious groups
- Bodies which represent the interests of disabled persons
- Bodies which represent the interests of persons carrying on business

12.2 For Sevenoaks, these bodies include, but are not limited to:

Local communities	<p>Individual residents</p> <p>Residents associations</p> <p>Community groups (interest, activity and belief)</p> <p>Community forums</p> <p>Town partnerships</p> <p>Local strategic partnerships</p> <p>Community development organisations</p> <p>the National Farmers Union (NFU)</p> <p>Other organisations for specific community groups (e.g. youth, women)</p>
Agencies	<p>Kent Association of Local Councils (KALC)</p> <p>Kent Rural Community Council</p> <p>Campaign to Protect Rural England (CPRE)</p> <p>Sport England</p> <p>Health and Safety Executive</p> <p>Network Rail</p> <p>Passenger Transport Authorities and Executives</p> <p>Areas of Outstanding Natural Beauty (AONB) Units</p> <p>Environmental, heritage and wildlife organisations</p> <p>National Playing Fields Association</p>

	<p>Age Concern / Help the Aged</p> <p>Sure Start</p> <p>Equal Opportunities Commission</p> <p>Voluntary organisations</p> <p>Other bodies which represent the interests of different groups within the community (e.g. racial, ethnic, religious, disability)</p>
Service providers	<p>Health trusts</p> <p>Health services</p> <p>Kent Fire and Rescue</p> <p>Kent Ambulance NHS Trust</p> <p>Transport providers (road, rail, air, water)</p> <p>Education establishments (state and private)</p> <p>Sports organisations</p>
Business sector	<p>Chambers of commerce</p> <p>Town and shopping centre management</p> <p>Business, trade and industry associations / federations</p> <p>Economic development organisations</p> <p>Employment organisations</p> <p>Tourism organisations</p>
Developers and landowners	<p>Registered social landlords (RSLs)</p> <p>Crown estates</p> <p>Defence estates</p> <p>The House Builders Federation (HBF)</p> <p>National Trust</p> <p>Post Office Property Holdings</p> <p>Individual developers</p>

	Development and building companies Regeneration organisations
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APPENDIX B – Representations on the Statement of Community Involvement

Consultee	Summary of representation	Response	Amendment?
Ann Palmer, resident	1. Government policy, ministerial statements and best practice guidelines should be followed by SDC to ensure consistency of decisions.	1. Agree with consultee, however this is standard practice and not a matter for the SCI.	1. None.
Christine Lane, Edenbridge Town Council	<ol style="list-style-type: none"> 1. Public consultations should include evening events. 2. Town and Parish Councils should be permitted to comment further on planning applications if significant new information is presented during the consultation period. 3. Town and Parish Councils should be permitted to comment on applications for works to protected trees. 4. A wider remit for neighbour notifications is required. 5. An aviation consultant should be listed as a consultation body, given the increased local interest in aviation matters. 6. There should be consultation on agricultural development notifications. 	<ol style="list-style-type: none"> 1. Agree with consultee. It is important for the Council to commit to evening consultation events in order to engage with those normally working during the day. 2. Significant new information would normally lead to an amended application, at which point all consultees (including Town and Parish Councils) would be re-consulted. 3. Tree applications are published on the weekly list, which is made available to Town and Parish Councils. Whilst not formally consulted (due to time constraints in determining the applications) Town and Parish Councils are encouraged to comment. 4. The Council follows the standard procedure required for notifying neighbours about planning applications, depending on the size and nature of the proposal. See paragraph 6.37 of the SCI. 5. The Civil Aviation Authority is a 	<ol style="list-style-type: none"> 1. Yes. The table at paragraph 4.2 of the SCI should be amended to state that public exhibitions for planning policy documents will be held in the day and evening. 2. None. 3. None. 4. None. 5. None. 6. None.

		<p>statutory consultee. See paragraph 11.1 of the SCI.</p> <p>6. Prior notifications are published on the weekly list, which is made available to Town and Parish Councils. Whilst not formally consulted (due to time constraints in determining the applications) Town and Parish Councils are encouraged to comment.</p>	
John Lister, Natural England	<p>1. Where plans and proposals are likely to have a significant effect on the natural environment, early informal consultation with Natural England may be effective.</p>	<p>1. Agree with consultee. Natural England is a statutory consultee, as set out in paragraph 11.1 of the SCI.</p>	<p>1. None.</p>
Sevenoaks Town Council	<p>1. 'Town Partnerships' should be added to the list of organisations under 'General Consultation Bodies'.</p> <p>2. Chapter 6 (Community Involvement in Development Management) should be amended to include detail on the methods by which members of the public can engage with:</p> <ol style="list-style-type: none"> Town and Parish Councils; Their local District Councillors; and Planning Officers. 	<p>1. Agree with consultee. It is important that the Council consults the relevant local bodies. – add to list on page 22 under 'Local communities'.</p> <p>2. Agree with consultee. It is important for prospective applicants and local residents to talk to their local Town or Parish Council and District Councillor about planning applications. See paragraph 6.37 of the SCI.</p>	<p>1. Yes. The table at paragraph 12.2 of the SCI should be amended to include 'town partnerships'.</p> <p>2. Yes. Include an additional sentence at paragraph 6.25 of the SCI to state that 'In addition to pre-application advice, the Council encourages prospective applicants to discuss their proposals with the local Town or Parish Council and the local District Councillor in order to ascertain their views at an early stage'.</p>

UPDATE ON THE ALLOCATIONS AND DEVELOPMENT MANAGEMENT PLAN (ADMP)

Local Planning & Environment Advisory Committee – 23 October 2014

Report of: Chief Planning Officer

Status: For consideration

Also considered by: Cabinet – 13 November 2014

Key Decision: No

Executive Summary:

The Allocations and Development Management Plan (ADMP) supplements the Core Strategy by identifying housing allocations, areas of employment and important areas of open space. The ADMP also sets out new development management policies, which are consistent with the National Planning Policy Framework (NPPF).

The ADMP was examined by the Planning Inspectorate in March 2014 and a consultation on the Inspector's Main Modifications was held 21 August – 2 October 2014.

This report provides a summary of the comments received as part of the Main Modifications consultation and outlines the next steps for the adoption of the ADMP.

Portfolio Holder Cllr. Piper

Contact Officer(s) Hannah Gooden Ext. 7178

Recommendation to Cabinet: That the comments received through the ADMP Main Modifications consultation are noted

Reason for recommendation: To progress the ADMP in accordance with the Local Development Scheme.

Introduction and Background

- 1 The Allocations and Development Management Plan (ADMP) was agreed by Full Council for submission for examination by the Planning Inspectorate in February 2013. Since then the ADMP has been:
 - published for interested parties to make comments on (between March and May 2013)
 - submitted for examination (in November 2013)
 - examined through hearings (March 2014)

Agenda Item 11

- published for consultation on the Main Modifications (21 August – 2 October 2014)

Whilst the hearings have now closed, the examination remains open until we receive the Inspector's report.

- 2 This report provides an update on the 'main modifications' public consultation.

Main Modifications

- 3 The Inspector wrote to the Council in April setting out twelve proposed 'main modifications' to the ADMP that he considers need to be made to make the Plan sound (see Appendix A) following the hearings. The majority of these modifications are actually relatively minor in scale.
- 4 The two most significant modifications are the requirement for us to bring forward the allocation of the land west of Enterprise Way in Edenbridge for housing rather than continuing to allocate it as 'reserve land', and to provide greater certainty on the mix and scale of uses in the Policy relating to Fort Halstead.
- 5 An additional Main Modification (MM13) was proposed in July 2014 to commit the Council to an early review of the Core Strategy, in whole or in part, within the next five years.
- 6 These thirteen Main Modifications formed the basis of the recent public consultation (see Appendix B).

Main Modifications Consultation

- 7 The consultation on the Inspector's Main Modifications was held for six weeks from 21 August – 2 October 2014.
- 8 Consultation letters and emails were sent out to all interested parties on our Local Plan mailing list, together with statutory consultees, including town and parish councils. Copies of the document were placed in Council offices and libraries for public inspection and public notices were placed in the local paper. A press release was also issued and consultation letters were sent out to all neighbours adjoining the reserve land site in Edenbridge.
- 9 Officers organised the following three drop-in information sessions (in Sevenoaks, Swanley and Edenbridge) during the consultation on the main modifications, in order to assist understanding of the proposed changes. About 40 people attended these sessions and Edenbridge was the most well attended session.

Thursday 4th September 4pm - 8pm – Clocktower Pavilion, Swanley Town Council

Monday 8th September 4pm - 8pm – SDC Offices, Sevenoaks

Tuesday 9th September 4pm - 8pm - Rickards Hall, Edenbridge

Consultation Responses

- 10 A total of 55 responses were received during the consultation. These included representations from:
- ProVision (agents for one of the owners of the reserve land in Edenbridge)
 - Eynsford Parish Council
 - the Knockholt Society
 - Campaign to Protect Rural England (CPRE)
 - Kent Wildlife Trust
 - Highways Agency
 - Kent Downs AONB Unit
 - Halstead Parish Council
 - Southern Water
 - Paul Dickinson & Associates (agents to the owners of the Glaxo Smith Kline site in Leigh)
 - the Environment Agency
 - Edenbridge Town Council
 - Natural England
 - CBRE (on behalf of the owners of Fort Halstead)
 - Kent County Council (Environment Planning & Enforcement)
- 11 The remainder of the responses received have been from members of the public, mainly in relation to the reserve land in Edenbridge, with concerns relating to the proposed primary access from St Johns Way, affordable housing, flooding, infrastructure and open space. The total number of representations in relation to the reserve land in Edenbridge was 16.
- 12 In respect of this site, officers received notice of a community consultation by ProVision on draft proposals for the development of the reserve land in Edenbridge, one week prior to the end of the Main Modifications consultation. There were some enquiries by residents near the reserve land to ask if the SDC consultation could be extended to cover this period (3rd/4th October) beyond the statutory 6 week consultation period that was undertaken by the Council. No additional comments have been received.
- 13 A number of comments were concerned with Main Modification 8 for Policy EMP3 Fort Halstead. Representations were made by organisations and agents on behalf

Agenda Item 11

of landowners, with some representations raised by members of the public. The total number of representations in relation to Fort Halstead was 10. These included concerns over transport impacts, the impact on infrastructure, the site's location within the AONB and challenges to the options for the level of residential development considered by the Council to address the Inspector's concerns.

- 14 Summaries of the consultation responses are set out in Appendix C – Summary of ADMP Main Modifications Consultation Responses.

Next Steps

- 15 Following the consultation, submitted comments will be sent to the Inspector in October along with a brief response to the submissions and a short commentary on any implications of the modifications in terms of the sustainability appraisal.
- 16 It is currently anticipated that the Inspector will draft his final report before the end of the calendar year. The Council will be sent an early fact-check draft of the report in advance of its publication.
- 17 Assuming the Inspector recommends that the ADMP can be found sound (with the Main Modifications), the Council will then need to decide whether to adopt the Plan. It is anticipated that the Plan for adoption will be reported to Advisory Committee on 27 January, Cabinet on 5 February (briefing on 8 January) and Full Council on 17 February.

Conclusions

- 18 This report provides an update on recent progress on the ADMP, namely the public consultation on the main modifications for six weeks. It provides members of LPEAC the opportunity to consider issues raised during the consultation and the Council's response to them.

Other Options Considered and/or Rejected

No other options considered at this stage.

Key Implications

Financial

None – costs of preparing ADMP are part of planning policy budget

Legal Implications and Risk Assessment Statement.

None – The Council is required to consult on Inspector's main modifications

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	EQIA have been carried out on the preparation of the ADMP. Impacts of proposed main modifications assessed via SA process.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		n/a

Appendices Appendix A – Inspector’s letter to the Council regarding ‘main modifications’
http://www.sevenoaks.gov.uk/_data/assets/pdf_file/0011/138692/PA-021-Note-from-Inspector-re-Main-Modifications-and-Preliminary-Findings-24-4-14.pdf

Appendix B – ADMP Main Modifications consultation document
http://planningconsult.sevenoaks.gov.uk/gf2.ti/f/490946/12968869.1/PDF/-/ADMP_Main_Modifications_August_2014_MM6_amended.pdf

Appendix C – Summary of ADMP Main Modifications Consultation Responses

Richard Morris

Chief Planning Officer

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SEVENOAKS ALLOCATIONS AND DEVELOPMENT MANAGEMENT PLAN: MAIN MODIFICATIONS

INSPECTOR'S PRELIMINARY FINDINGS

This note is without prejudice to any final Report that I may prepare but based on the evidence that I have read and heard I consider there are a small number of shortcomings in the document, relating to soundness, which the Council should address through the agreement of Main Modifications (MMs). They all relate to issues that were discussed at the Hearings and are summarised in the table below:

		Modification	Soundness reason
MM1	New policy	New policy EN5 - Landscape (see HDC49)	Consistent with national policy
MM2	Policy H1(c)	Change Gasholders Site boundary (para 4.2.4 of Council's Statement on Matter 4)	Justified
MM3	Policy H1(o)	Warren Court buffer and amended housing area/figures (see HDC58)	Justified
MM4	Policy H2(a)	Include Sevenoaks Delivery Office within boundary of H2(a) and up-date guidance (see para 4.27.1 of Council's Statement on Matter 4)	Justified
MM5	Policy H2(f)	Powder Mills - introduction of flexibility regarding the retention of Building 12 (see HDC62)	Justified and effective
MM6	See CS policy LO 6	Release of land at Edenbridge (see para 4.13.14 of Council's Statement on Matter 4 and HDC48)	Positively prepared, justified and effective
MM7	Paragraph 4.6	Clarification regarding the relationship between ADMP and CS policy SP8 (see HDC 52a)	Justified
MM8	Policy EMP3	Clarify policy on Fort Halstead	Positively prepared, justified and effective
MM9	Policy EMP4	Removal of open space designation at Broom Hill, Swanley (see HDC34)	Justified
MM10	Implementation and Monitoring	Performance indicators (see para 11.1.2 of Council's Statement on Matter 11)	Effective
MM11	Implementation	Proposed targets (see para 11.1.5 of	Effective

	and Monitoring	Council’s Statement on Matter 11)	
MM12	Implementation and Monitoring	CS targets added (see para 11.2.3 of Council’s Statement on Matter 11)	Effective

The Council is currently undertaking further work with regards to MM8 and as soon as that work is completed arrangements will be made to publish the detailed MMs on the Examination web site.

On this basis I am therefore inviting the Council to make a formal request under section 20(7C) of the Planning and Compulsory Purchase Act 2004 (as amended) for me to recommend Modifications to the plan that would make it sound.

Following consultation on the MMs the Council should send me a copy of the submissions received; a brief response to those submissions and a short commentary on any implications of the MMs in terms of the sustainability appraisal.

David Hogger

Inspector

24th April 2014

Allocations and Development Management Plan

Main Modifications Consultation

August 2014



Local Plan



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About the Main Modifications to the Allocations and Development Management Plan

Proposed Main Modifications

The Allocations and Development Management Plan was submitted to the Secretary of State for examination by the Planning Inspectorate in November 2013.

Public hearings were held at the Council Offices in March 2014.

Following the public hearings, the Inspector wrote to the Council setting out proposed 'main modifications' to the ADMP that he considers need to be made to make the Plan sound following the public hearings.

All proposed modifications have been subject to Sustainability Appraisal and the findings presented in the Addendum to the ADMP Sustainability Appraisal Report.

These modifications are now subject to a 6 week consultation period.

Following the consultation, submitted comments will be sent to the Inspector along with a brief response to the submissions and a short commentary on any implications of the Modifications in terms of the sustainability appraisal.

The consultation runs from 9am on 21st August to 5pm 2nd October 2014.

How to view the consultation documents

The consultation documents including supporting documents are available to view on the Council's consultation portal at planningconsult.sevenoaks.gov.uk.

Hard copies of the documents can be viewed at the Sevenoaks District Council offices and public libraries throughout the district (see www.sevenoaks.gov.uk for opening hours) during the consultation period.

The Council will also be holding public drop-in sessions, the details of which are available on the consultation portal.

How to comment

You can make comments using several methods:

- By entering your comments through the online portal at planningconsult.sevenoaks.gov.uk
- By completing and returning the consultation form found on the consultation portal to: planning.policy@sevenoaks.gov.uk or Planning Policy, Sevenoaks District Council, Argyle Road, Sevenoaks, TN13 1HG

Comments should be received no later than 5pm on 2nd October 2014.

Summary of Main Modifications

The table below sets out a summary of the main modifications recommended by the Inspector. Details of each Modification can be found in Section 3 and in the examination documents referred to below (for example HDC 49)

Table 1: Sevenoaks Allocations and Development Management Plan Main Modifications

Ref		Modification	Soundness reason
MM1	New policy	New policy EN5 - Landscape (see HDC49)	Consistent with national policy
MM2	Policy H1(c)	Change Gasholders Site boundary (para 4.2.4 of Council's Statement on Matter 4)	Justified
MM3	Policy H1(o)	Warren Court buffer and amended housing area/figures (see HDC58)	Justified
MM4	Policy H2(a)	Include Sevenoaks Delivery Office within boundary of H2(a) and up-date guidance (see para 4.27.1 of Council's Statement on Matter 4)	Justified
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MM8	Policy EMP3	Clarify policy on Fort Halstead	Positively prepared, justified and effective
MM9	Policy EMP4	Removal of open space designation at Broom Hill, Swanley (see HDC34)	Justified
MM10	Implementation and Monitoring	Performance indicators (see para 11.1.2 of Council's Statement on Matter 11)	Effective
MM11	Implementation and Monitoring	Proposed targets (see para 11.1.5 of Council's Statement on Matter 11)	Effective
MM12	Implementation and Monitoring	CS targets added (see para 11.2.3 of Council's Statement on Matter 11)	Effective
MM13	Paragraph 1.3	Commitment to review Core Strategy	Consistent with national policy

Main Modification Details

The modifications below are expressed in the conventional form of ~~striketrough~~ for deletions and underlining for additions of text. Changes to the maps are also included.

The page numbers and paragraph numbering refer to the submission ADMP which can be found as a supporting document to this consultation on the consultation portal planningconsult.sevenoaks.gov.uk .

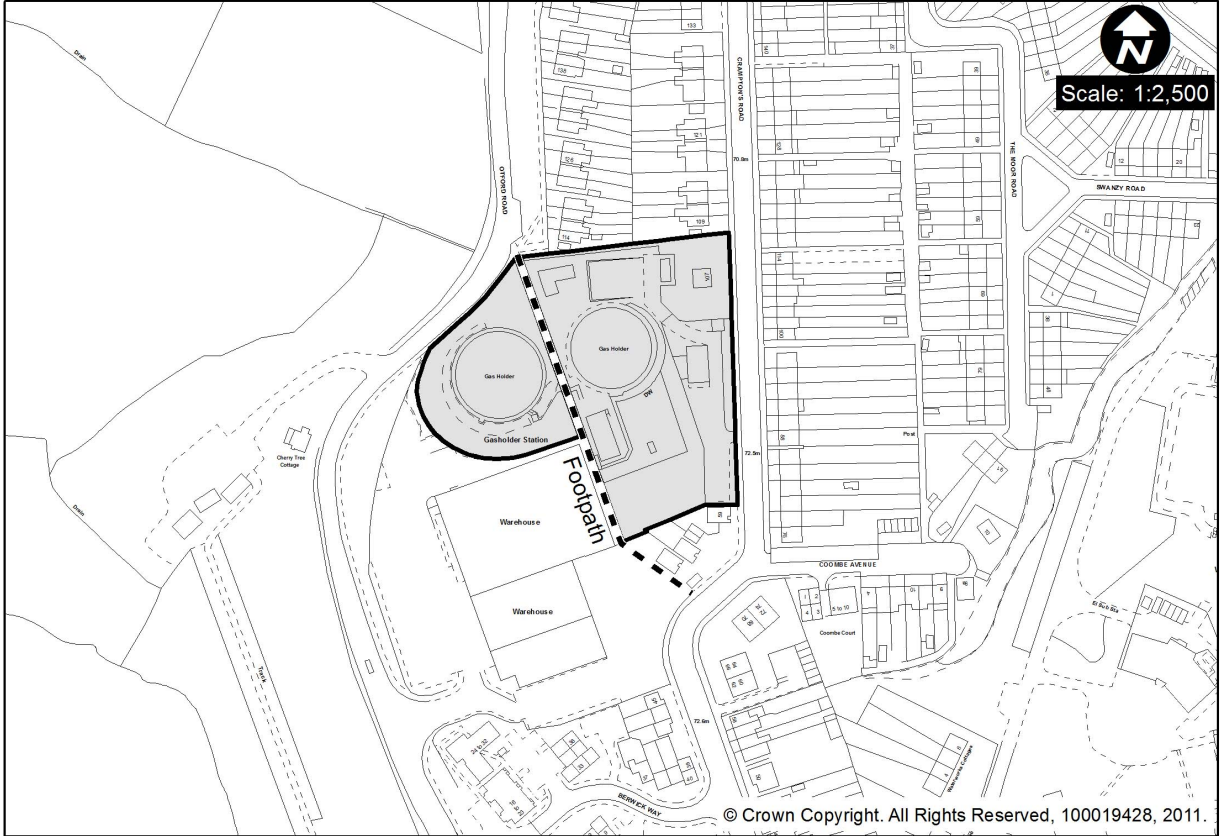
MM1 New Policy EN5 (Landscape)

Ref	Page	Policy/ Paragraph	Main Modification
MM1	P.23	New Policy EN5 (Landscape)	<p><u>Landscape</u> The extensive area of landscape outside the towns and villages contributes significantly to the character of the District. The NPPF outlines the importance of protecting and enhancing valued landscapes and Policy LO8 of the Core Strategy ensures that the distinctive features that contribute to the special character of the landscape will be protected and, where possible, enhanced.</p> <p>61% of the District is located within the Kent Downs or High Weald Areas of Outstanding Natural Beauty (AONB). The NPPF gives great weight to conserving and enhancing landscape and scenic beauty of Areas of Outstanding Natural Beauty, and their setting, giving them the highest status of protection. The distinctive character of the AONBs plays an important part in defining the overall character of Sevenoaks District. Proposals in AONBs will be assessed against Core Strategy Policy LO8, ADMP Policy EN5 and other relevant policies. The AONB Management Plans and associated guidance set out a range of measures to conserve and enhance the distinctive features of each AONB. Any proposal within the AONB must take into account the guidance set out in the appropriate AONB Management Plan and any relevant more specific AONB guidance for example the Kent Downs AONB Landscape Design Handbook (2006), Kent Downs AONB Farmstead Guidance (2012) and Managing Land for Horses (2011).</p> <p>The character of the AONBs and the remainder of the countryside within the District is defined in the adopted Sevenoaks Countryside Assessment SPD. The SPD identifies a number of different character areas and will be used to assess the impact of proposals on landscape character. Tranquillity forms part of the character of certain parts of the landscape within the district as identified by the SPD. Proposals should respect the local landscape character and the specific features identified in the SPD. In addition, proposals should also enhance the character of the countryside by helping secure the landscape actions within the SPD where this would be feasible in relation to the proposal.</p> <div style="border: 1px solid black; background-color: #e6e6fa; padding: 5px; margin-top: 10px;"> <p><u>New Policy EN5: Landscape</u></p> <p>The Kent Downs and High Weald Areas of Outstanding Natural Beauty and their settings will be given the highest status of protection in relation to landscape and scenic beauty. Proposals within the AONB will be permitted where the form, scale, materials and design would conserve and enhance the character of the landscape and have regard</p> </div>

		<p><u>to the relevant Management Plan and associated guidance.</u></p> <p><u>Proposals that affect the landscape throughout the District will be permitted where they would</u></p> <p><u>a) conserve the character of the landscape, including areas of tranquillity, and</u></p> <p><u>b) where feasible help secure enhancements in accordance with landscape actions in accordance with the Sevenoaks Countryside Assessment SPD.</u></p> <p><u>Delivery Mechanisms:</u></p> <p><u>The Kent Downs and High Weald Management Plans</u></p> <p><u>The Kent Downs AONB Landscape Design Handbook (2006), Kent Downs AONB Farmstead Guidance (2012) and Managing Land for Horses (2011) and associated guidance</u></p> <p><u>The Sevenoaks Countryside Assessment SPD</u></p> <p><u>Parish Plans</u></p> <p><u>The Residential Extensions SPD</u></p>
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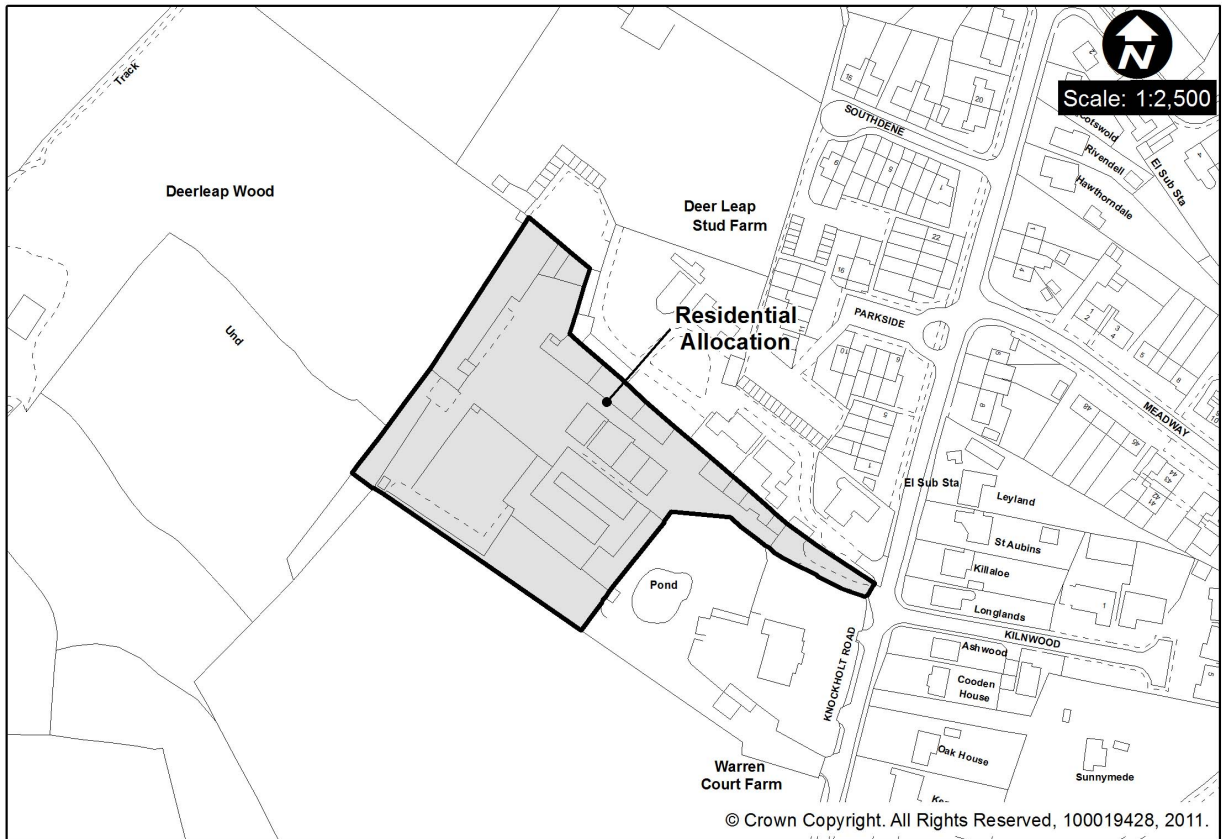
MM2 Policy H1(c) Sevenoaks Gasholder Station, Cramptons Road

Ref	Page	Policy/Paragraph	Main Modification
MM2	Appendix 3	H1(c) Sevenoaks Gasholder Station, Cramptons Road	Gross Area (Ha): 0.88 <u>0.98</u> Net Area (Ha): 0.88 <u>0.98</u> Approximate Net Capacity: 35 <u>39</u> <i>See Map Below</i> (for note only: 107 Cramptons Road is now included in the site boundary)



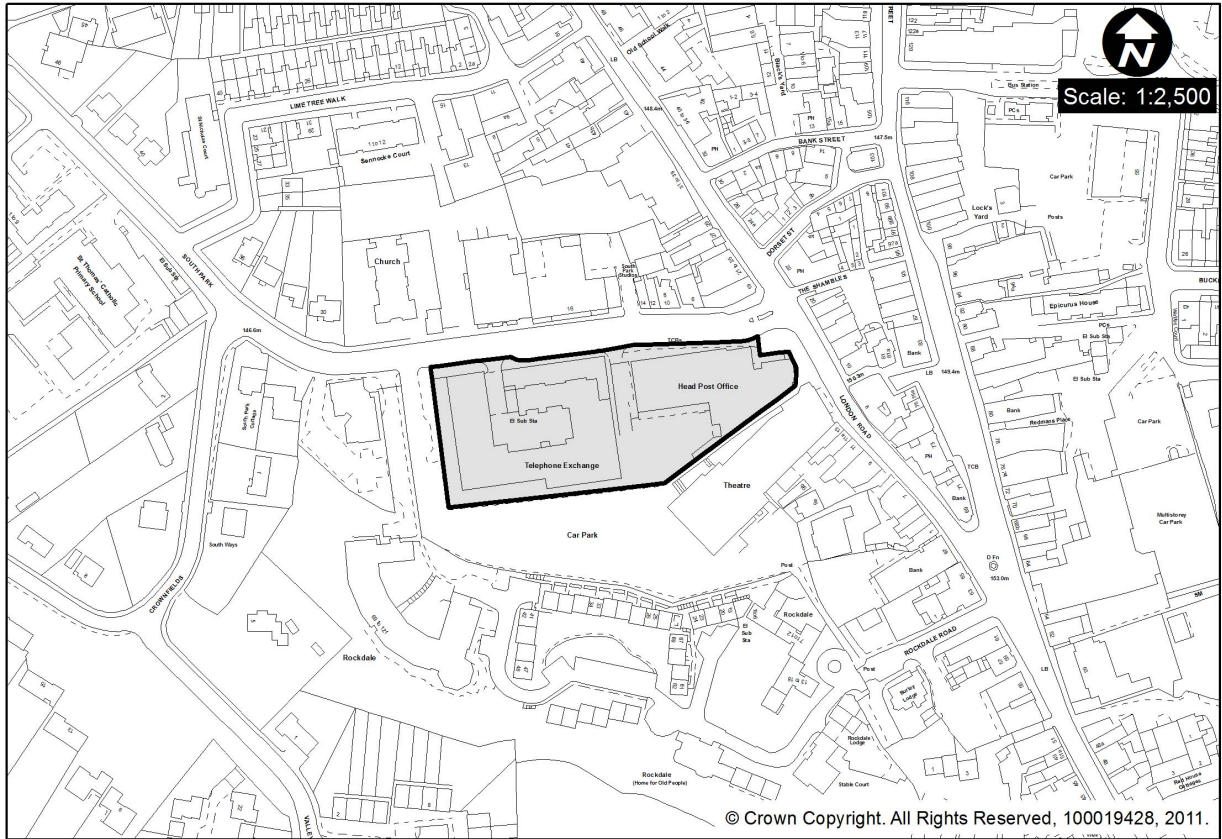
MM3 Policy H1(o) Warren Court, Halstead

Ref	Page	Policy/ Paragraph	Main Modification
MM3	Appendix 3	H1(o) Warren Court, Halstead	<p>Landscape</p> <p>A buffer of woodland is required to protect and extend Deerleap wood to the rear of the site as shown on the accompanying map.</p> <p>Gross Areas (Ha): 1.1</p> <p>Net Area (Ha): 0.69 <u>1.0</u> (to reflect narrow access route)</p> <p>Approximate Net Capacity: 15 <u>25</u></p> <p>(for note only: the hashed area of woodland buffer has been deleted from the plan)</p>



MM4 Policy H2(a) BT Exchange, South Park, Sevenoaks

Ref	Page	Policy/ Paragraph	Main Modification
MM4	Appendix 5	Policy H2(a) BT Exchange, South Park, Sevenoaks	<p>Site Address: <u>Delivery & Post Office / BT Exchange, South Park, Sevenoaks</u></p> <p>Current Use: <u>Post Office / Delivery Office / Telephone Exchange</u></p> <p>Gross Area (Ha): 0.36 <u>0.6</u></p> <p>Net Area (Ha): 0.36 <u>0.6</u></p> <p>Approximate Net Housing Capacity: 25 <u>42</u></p> <p>Design and Layout</p> <p><u>If one element of the site is available for redevelopment in advance of the other, the development should be designed in such a way so as not to preclude the future integration of development, or the operation of the existing functions.</u></p> <p><u>The retention of the Post Office counter facility in a prominent location in the town centre will be required.</u></p> <p>(for note only: the post/delivery office area has been included in the site allocation)</p>



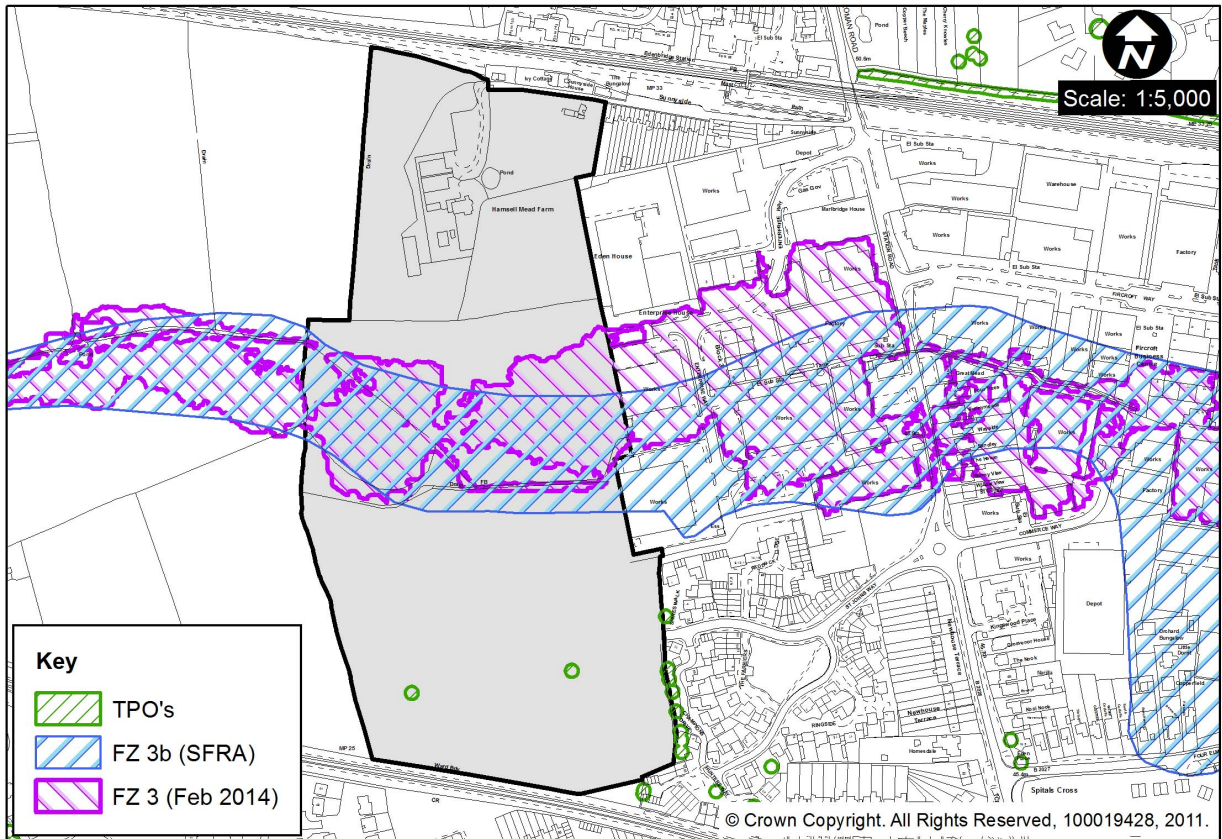
MM5 Policy H2(f) Glaxo Smith Kline, Powder Mills, Leigh

Ref	Page	Policy/Paragraph	Main Modification
MM5	Appendix 5	Policy H2(f) Glaxo Smith Kline, Powder Mills, Leigh	<p>Site Address: Glaxo Smith Kline, Powder Mills, Leigh</p> <p>Development Guide:</p> <p>Design and Layout</p> <p><u>The site is allocated for residential-led mixed use development, including an element of employment space. 'Building 12' shown on the accompanying map should be retained for employment use, or equivalent B1 floorspace (1582sqm) should be provided within the site,</u> with the remainder of the site laid out as residential development in a mix of unit types. Any proposal for residential development that does not include the retention of 'Building 12' <u>or equivalent B1 floorspace</u> would need to justify the loss of employment in line with Policy SP8 of the Sevenoaks Core Strategy.</p> <p>Infrastructure <u>Unless it is confirmed that the proposed foul flow will be no greater than the existing contributing flows from existing premises, the development must provide a connection to the sewerage system at the nearest point of adequate capacity, as advised by Southern Water. The development should also ensure future access to the existing sewerage infrastructure, if required, for maintenance and upgrading purposes</u></p>

MM6 Policy H1 (p) Land West of Enterprise Way, Edenbridge

Ref	Page	Policy/ Paragraph	Main Modification
MM6	P.28	Reserve Land Paragraph 3.10	<p>3.10 In order to ensure that housing supply remains flexible the Core Strategy (through L06) identifies land at Enterprise Way Edenbridge as a reserve site for housing. The policy states that the site cannot be brought before 2015 and should only be developed in the plan period if the Council cannot identify an adequate five year housing supply would be brought forward for development after 2015 only if required to maintain a five year supply of housing land in the District.</p> <p><u>However, following publication of the NPPF, it is considered that there is a need to bring forward the reserve site now to boost the supply of housing in the District where this would not conflict with strategic objectives (such as protection of the Green Belt and AONB) and the site is included in the residential development allocations in Policy H1. The site has scope for a mix of different types of affordable and market housing. This could include accommodation contributing to housing supply for those with particular needs including a care home facility.</u></p>
MM6 cont.	Appendix 3	Policy H1 (p) Land West of Enterprise Way, Edenbridge	(See following site allocation development guidance)

H1(p) Land West of Enterprise Way, Edenbridge



Site Address:	Land west of St Johns Way and Enterprise Way, Edenbridge	Settlement:	Edenbridge
Ward:	Edenbridge North and East	Proposed Allocation:	Residential and Open Space
Current Use / PP	Greenfield and residential		
Development Guidance:			
Design and Layout			
<p>The site is dissected by an area of flood zone 3a and 3b as shown on the accompanying map. No residential development should be located within this area and sustainable drainage systems (SUDS) will be required as part of any scheme, together with a flood risk assessment. This river corridor should form a feature of the site, and should be managed and enhanced for biodiversity and recreation, in addition to its primary purpose as functional flood plain. Residential development should be located north and south of the constrained flood area.</p> <p>The development will need to be designed to minimise its impact on the Green Belt/ open farmland to the west and scheme design, including building heights and density, should reflect the edge of settlement location of this site. The relationship of the development to the railway lines to the north and south and to the residential and industrial estate to the east will need to be carefully addressed. Proposals should not prejudice the operation of the existing industrial estate, or compromise the amenity of existing and future residents.</p> <p>The size and context of the site make it suitable for a range of housing types, sizes and tenures, including affordable housing in accordance with Council policy. This site is also considered suitable for housing designed for older people (including those with special needs), as it is close to a range of services that would provide for the needs of future occupants.</p>			
Landscape			
<p>The TPO trees within and adjacent to the site should be preserved and form an integral part of the scheme. Landscaping and planting should be integrated into the development and will be required to screen the site from the adjacent countryside, and to provide a buffer between the railway lines, industrial estate, existing residential and the development site. These buffers will also provide biodiversity corridors which will enhance the green infrastructure network and make connections beyond the site. The river corridor should also include biodiversity enhancements. Site biodiversity surveys will be required to ensure any biodiversity concerns are adequately mitigated.</p> <p>Provision of public open space will be required to support the development. The type and layout of open space will be a matter for consultation with the local community, but could include amenity greenspace, children's playspace and allotments, as outlined in the Council's Open Space Study.</p>			
Access			
<p>A Transport Assessment will be required to support any future application for the development of the site. Walking / cycling routes into Edenbridge town centre and to Edenbridge / Edenbridge Town station should be improved.</p>			
Infrastructure			
<p>Contributions to CIL will be required. This should facilitate contributions to mitigate impacts of the development on infrastructure, including education.</p> <p>Delivery - Principal site owner promoting site for development. The site could come forward in phases, provided no one phase of development would prejudice the development of the area as a whole.</p>			

Gross Area (Ha):	11.8	Net Area (Ha):	9.2(2.6ha flood zone)
Approximate Density (DPH):	30	Approximate Net Capacity:	276
Estimated Development Period:	0-5 years (2012-2016) and 6-10 years (2017-2021)	Source / Evidence Base:	Core Strategy Reserve Land

MM7 Employment Allocations Paragraph 4.6

Ref	Page	Policy/ Paragraph	Main Modification
MM7	P.37	Employment Allocations Paragraph 4.6	<p>Employment Allocations</p> <p>4.6 Core Strategy Policy SP8 is the overarching strategic policy that provides for the retention and creation of employment and business facilities and opportunities throughout the District. It is founded on an evidence base that identifies that employment land supply and demands are broadly in balance over the Core Strategy period (to 2026) (URS Long Term Employment Space Projections, 2011).</p> <p>Core Strategy Policy SP8 allows for allocated employment sites to be redeveloped for other uses if it can be demonstrated that there is 'no reasonable prospect of their take up or continued use for business purposes during the Core Strategy period'. The Council will expect an applicant seeking a release under Policy SP8 to provide information to show that the site has been unsuccessfully marketed, for use of the existing buildings or partial or comprehensive redevelopment, for a period of at least one year, at a time when the site is available or will be available shortly. The Council will expect marketing to have been proactively carried out for uses potentially suitable for the site and at the appropriate price. In addition, the Council will expect the applicant to demonstrate that forecast changes in market conditions will not result in take up of all or part of the site. In considering this forecasting assessment, the Council will, where relevant and amongst other potentially relevant site-specific issues, have regard to the extent to which the evidence from the applicant suggests that:</p> <ul style="list-style-type: none"> • <u>there is insufficient forecast demand for the specific land uses currently on the site;</u> • <u>the location and accessibility of the site prevents it from being attractive for business uses, including any specific types of provision (including business start up units or serviced offices) that may be most appropriate for the location;</u> • <u>the quality of existing buildings and infrastructure requires refurbishment or redevelopment which evidence suggests would not be viable, if necessary;</u> and • <u>the redevelopment for alternative uses would provide non-business use (Use Class B) jobs.</u> <p>‡ Core Strategy Policy SP8 promotes a flexible approach to the use of land for business and employment purposes and as such it is the role of this document to formally identify the sites to which Policy SP8 of the Core Strategy applies.</p>

MM8 Fort Halstead Policy EMP3

Ref	Page	Policy/ Paragraph	Main Modification
MM8	P.41-43	Fort Halstead Policy EMP3	<p>Fort Halstead</p> <p>4.13 Fort Halstead is a previously developed site within the Green Belt and the Kent Downs AONB that was originally a Ministry of Defence research establishment and is still occupied by defence related industries. It remains a major employer in the District.</p> <p>4.14 Proposals for a major residential-led mixed use redevelopment of the site were considered and rejected through the Core Strategy process. However the Core Strategy states (para 4.5.21) that the main requirements of the current occupiers of Fort Halstead, QinetiQ and the Defence Science and Technology Laboratory (DSTL), may vary during the Plan period. It adds that the implications of a future decline in occupancy of the site will be considered within the policy framework of the Core Strategy and relevant national planning policy</p> <p>4.15 Since the adoption of the Core Strategy, DSTL, the largest employer, has announced its intention to withdraw from the site by 20162017/8. The Council is working with DSTL, QinetiQ and the site owners to assess and mitigate the impact on the local economy of the planned withdrawal. It will also be working with the owners and other interested parties to develop achievable proposals for the future use and redevelopment of the site. <u>The landowners have stated their intention to bring forward a planning application to redevelop the site for a mix of uses including commercial and residential.</u></p> <p>4.16 Any proposals will be tested against the policy framework provided by the Core Strategy and relevant national policy. The Green Belt status of the site constrains the scale of development that can acceptably be accommodated, while its AONB status provides a further constraint on future development. However, there is substantial development on the site at present, as set out in the CLUED granted by SE/03/02897/LDCEX, and it remains an important employment site subject to Core Strategy Policy SP8 on the protection and regeneration of such sites. The Council will therefore expect future redevelopment to be employment-led, though it recognises that in view of the size of the site and the specialist nature of some of the buildings that there may be some scope for widening the mix of uses if required to support the employment-led regeneration, subject to policy considerations. The size of the site makes it feasible to accommodate a range of housing types and tenures. Policy considerations include the requirement for the resultant development to comply with sustainability principles, including conserving and enhancing the Kent Downs AONB, and sustainable transport proposals for accessing the site. The District Council will expect redevelopment</p>

proposals to provide for approximately 1200 jobs which were provided on site prior to the announced withdrawal of DSTL. The departure of DSTL creates an opportunity to redevelop the site to meet modern business needs. Any redevelopment should meet the following broad objectives:

1. It should be employment-led and should maintain the site's role as an important employment site in the District. Provision should be made for a range of employment uses sufficient to provide for approximately 1,200 jobs, equivalent to the level of employment on site prior to the announced withdrawal of DSTL. There should be flexibility to accommodate types of business with different space needs. Employment-uses should include provision for the retention of Qinetiq in premises to meet their needs and opportunities to attract and accommodate similarly high skilled jobs should be fully explored and planned for. Although not an essential requirement there would be some benefit in including a hotel which could complement other development on the site and assist in improving hotel provision in the District.

2. It should be deliverable. The Council recognizes that delivery of employment-led redevelopment is dependent on the development being viable. It has reviewed the viability of options for redevelopment in the light of the landowner's emerging proposals. This review shows that redevelopment for employment use alone would not be viable and therefore unlikely to come forward in a period that would enable the jobs lost by the departure of DSTL to be replaced in a timely manner. However, with the inclusion of residential development alongside the employment uses, there is the prospect of making the whole development viable. There is substantial development on the site at present, and a CLUED has been granted by the Council (SE/03/02897/LDCEX). The existing employment density of the site is relatively low which means there is scope to replace the existing jobs in a redevelopment on only part of the site creating space for significant residential development as part of a comprehensive development while still keeping within the existing developed area. Evidence produced on behalf of the landowner and reviewed by the Council shows that a development providing replacement employment provision and incorporating approximately 450 dwellings could potentially be accommodated within the existing built confines and without adverse impact on the AONB or an increase in development in the Green Belt. Such a development represents a useful addition to the Council's housing land supply and should enable a range of housing types and tenures to be included.

3. It should be comprehensive. Fort Halstead is a large site and the departure of DSTL could effectively render the whole site redundant unless redevelopment is undertaken. Redevelopment needs to be comprehensive and integrated to ensure a high quality outcome for the whole site and secure a viable future for QinetiQ on the site. A development agreement and phasing plan will be needed to ensure that the development is delivered as a whole in a timely way and in a way that is truly employment-led.

4. It should comply with sustainable development principles. This should include provision of appropriate community facilities on site proportionate to the scale of the development, sustainable transport proposals for accessing the site, sustainable construction methods and provision of green infrastructure and measures to conserve and enhance the Kent Downs AONB in which the site is situated.

5. It should result in no increased impact on the openness of the Green Belt and AONB within which the site lies. This means that development should be contained within the Major Employment Site boundary. In addition the overall quantity of development on the site should not increase (with the CLUED used as a reference point) and the height of buildings should also be contained to avoid any increased visual impact on the surrounding area. Existing woodland around the site incorporates ancient woodland that should be protected in its own right but in addition needs to be retained to ensure the developed site remains well-screened. As far as possible, the overall development should contribute positively to the AONB.

4.17 At this stage it is considered premature to set out a detailed proposal for future redevelopment and Policy EMP3 instead sets out broad sets out requirements for future development and the principles that will apply when redevelopment proposals are being considered. The delivery mechanism to the policy proposes the preparation of a development brief for the site to provide a more specific agreed planning framework.

4.18 The Core Strategy states (para 4.5.20) that the defined boundary of the site from the Saved Local Plan will be reviewed to more fully reflect the developed area in business use. This review has been carried out and the new boundary is shown in Appendix 6

Policy EMP3 - Redevelopment of Fort Halstead

Fort Halstead, as defined in Appendix 6, is allocated as a Major Employment Site in the Green Belt.

Redevelopment proposals will be expected to achieve a range of employment uses appropriate to an employment site such as research and development serviced offices and workshops or land-based employment, and generate at least the number of jobs that the site accommodated immediately prior to the announced withdrawal of DSTL from the site. Redevelopment may also include a hotel. Land based employment, such as the management of the woodland and downland will also be supported, subject to the criteria below.

Residential development of up to 450 units may also be permitted provided it forms part of a mixed used scheme that delivers an employment-led development and is designed and sited in a way that is consistent with the

provision of a range of employment uses appropriate to an employment site. It must also comply with other aspects of the policy.

The inclusion of appropriate community facilities and infrastructure to support the sustainable development of the site consistent with the policy will be required.

Redevelopment of the site will maintain or reduce the amount of built development on the site and be fully contained within the Major Employment Site Boundary. It should have no greater impact on the openness of the Green Belt. The height of the buildings must take into account the need to conserve and enhance the natural beauty of the countryside in this location.

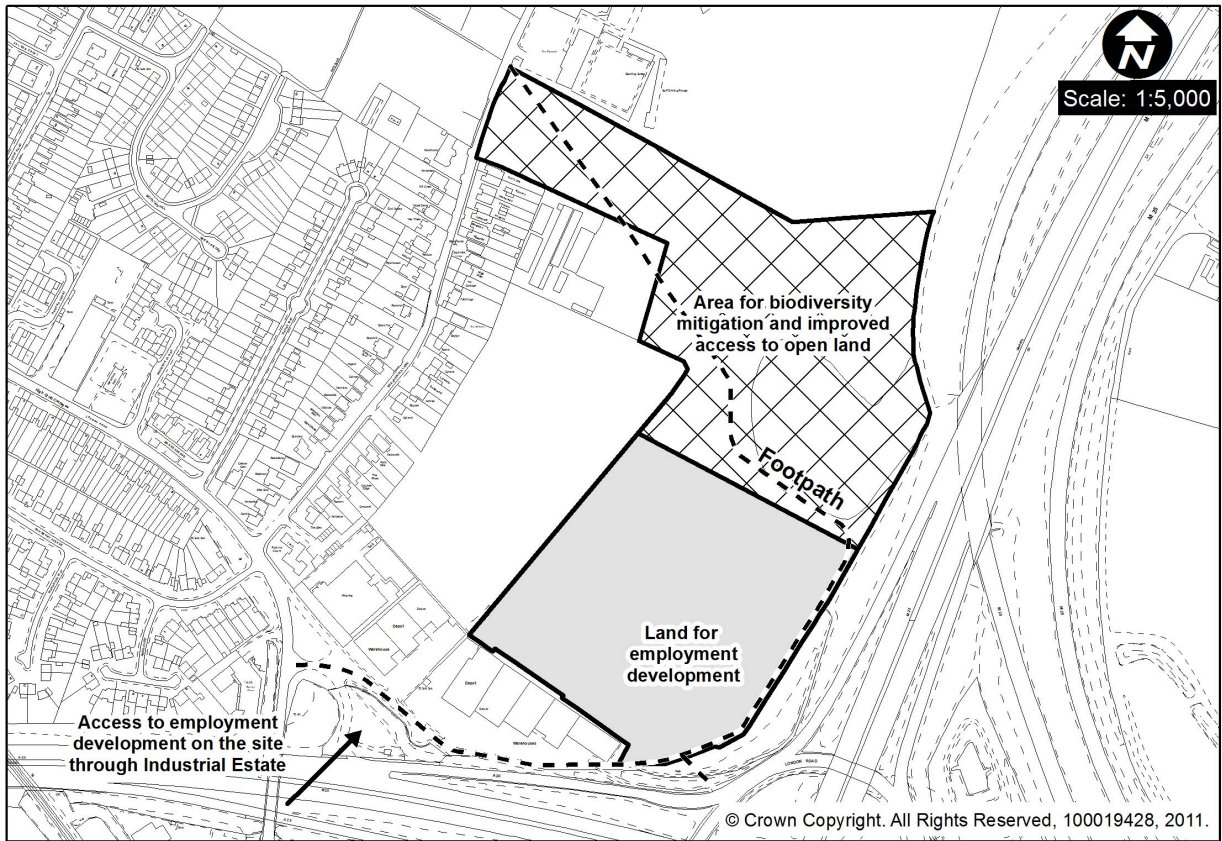
Redevelopment proposals, ~~including those to widen the mix of uses on site, such as including an element of residential development and a hotel,~~ would be expected to:

- Be sustainable in respect of the location, uses and quantum of development and be accompanied by a Travel Plan incorporating binding measures to reduce dependency of future occupants on car use;
- Provide accessibility to jobs, shops and services by public transport, cycling or walking, including proposals for onsite provision proportionate to the proposed development;
- Make a positive contribution to the achievement of aims and objectives of the Kent Downs AONB Management Plan and conserve and enhance the natural beauty and tranquillity of the Kent Downs Area of Outstanding Natural Beauty;
- Confirm, by way of a Transport Assessment, that the development would not have an unacceptable adverse impact on the local and strategic road networks;
- Protect and integrate the Scheduled Ancient Monument and listed buildings into the development with improved access and setting;
- Integrate existing dwellings located in close proximity to the boundary of the Major Employment Site into the new development;
- Incorporate principles of sustainable design and construction to minimise energy consumption in its construction and operation;
- Improve the provision and connectivity of green infrastructure, including the protection, enhancement and management of biodiversity and the provision of improvements to the Public Right of Way network.
- Provide for a comprehensive development and include a phasing plan, including phasing of infrastructure

			<p data-bbox="592 203 1369 277">provision, showing how each phase of the development will contribute to the implementation of the policy.</p> <p data-bbox="592 344 879 389">Delivery Mechanism:</p> <p data-bbox="592 412 1353 539">A Planning Brief will be prepared to guide the redevelopment of Fort Halstead, in consultation with, amongst others, the site owners, local parish councils, the Kent Downs AONB Unit and infrastructure providers</p>
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MM9 EMP4 Land at Broom Hill, Swanley

Ref	Page	Policy/ Paragraph	Main Modification
MM9	P.44	Broom Hill Paragraph 4.30	The 'Employment Land Review' (2007) and the 'Employment Land Review Update' (2011) are based on the development of 4.1ha of the total 8.1ha allocated for employment use at Broom Hill. This provides the opportunity to consider a mix of uses on the site. Planning permission was recently granted for residential development on the western half of the site for up to 61 dwellings, partly on the basis that employment requirements could be met on the eastern half. The Council consider that the site is suitable for a mix of employment proposed allocation remains suitable for employment development, as well as providing opportunities for improved open space provision on the site and land in the Green Belt to the north.
		Appendix 4	EMP4 Land at Broom Hill, Swanley (Note: annotation 'land to be maintained as open space' deleted on the western edge of the site)
		Appendix 9	Delete designation 2053 (Land at Broom Hill) for natural and semi natural open space on the map of Swanley. Delete corresponding entry in the schedule (listed as 2063).



MM10&MM11 Implementation and Monitoring: Performance Indicators and Targets

Ref	Page	Policy/ Paragraph	Main Modification	
MM10 & MM11	Various	Implementation and Monitoring Performance Indicators and Targets	Performance indicator	Proposed Target
			Environment p. 26	
			Number of applications for demolitions in Conservation Areas	No demolitions should be granted contrary to advice from the Conservation Officer and/or English Heritage.
			Housing p. 36	
			Progress on delivering new housing on Housing Allocation sites	Housing allocations completed in line with the phasing set out in the development guidance in Appendix 3 of the ADMP
			Progress on delivering new housing on mixed use allocation sites	All mixed use allocation sites completed in line with the phasing set out in the development guidance in Appendix 5 of the ADMP
			Additional completed units from residential subdivision	No additional completed units granted contrary to policy or overturned at appeal following a refusal
			Number of completed housing sites with a net loss of units	No more than 5% of completed housing sites to have net loss during the plan period.*
			Economy and Employment p. 45	
			Maintenance of Employment Allocations and Major Developed Employment Sites in the Green Belt	No loss of Employment Allocations and Major Developed Employment Sites in the green belt
			Progress on Broom Hill development	Development completed within the Plan period.
			Change in Employment floor space in non allocated sites	No annual net loss of employment floor space across the District
			Town and Local Centres p. 55	
			Percentage of A1 frontage within Primary Frontages	At least 70% A1 frontage within Primary Frontage of Sevenoaks Town Centre

of Sevenoaks Town Centre	
Percentage of A1 frontage within Primary Retail Frontage of Edenbridge Town Centre	At least 45% A1 frontage within Primary frontage of Edenbridge Town Centre
Green Infrastructure and Open Space p. 65	
Development of school playing fields	No development of school playing fields contrary to policy or overturned at appeal
The Green Belt p. 83	
Proportion of additional employment floor space in Urban Confines	90% of newly built employment (B use classes), excluding replacement buildings, to be within the Urban Confines during the plan period**
Proportion of completed housing in Urban Confines	80% housing units to be built within Urban Confines***
Proportion of residential Green Belt applications overturned at appeal for: Extensions, Basements, Outbuildings, Replacement dwellings	No refused proposals for extensions, basements, outbuildings or replacement dwellings overturned at appeal
Net additional caravan/mobile home units for agricultural and forestry workers in the Green Belt	No refused proposals for additional caravan/mobile home units for agricultural and forestry workers in the Green Belt overturned at appeal
Leisure and Tourism p. 87	
Additional Hotel and Tourist Accommodation Units in Urban Confines and Green Belt	No net loss of hotel and tourist accommodation in the District
Additional Tourist attractions and facilities	No net loss of tourist attractions and facilities in the District
Number of equestrian related applications	No refused equestrian related development overturned at appeal

		<table border="1"> <tr> <td><i>overturned at appeal</i></td> <td></td> </tr> <tr> <td><i>Development at Brands Hatch</i></td> <td><i>No refused proposals for development at Brands Hatch overturned at appeal</i></td> </tr> <tr> <td colspan="2">Community Facilities p.89</td> </tr> <tr> <td><i>Development of redundant school buildings</i></td> <td><i>No development of redundant school buildings where the applicant was not able to show that alternative community uses were not previously considered.</i></td> </tr> <tr> <td colspan="2">Travel and Transport p. 94</td> </tr> <tr> <td><i>Number of developments which include publicly accessible electric vehicle charging points</i></td> <td><i>A net increase in electric vehicle charging points over the plan period</i></td> </tr> <tr> <td><i>Number of developments which depart from Vehicle Parking Guidance Note</i></td> <td><i>No developments permitted which depart from Vehicle Parking Guidance Note</i></td> </tr> </table>	<i>overturned at appeal</i>		<i>Development at Brands Hatch</i>	<i>No refused proposals for development at Brands Hatch overturned at appeal</i>	Community Facilities p.89		<i>Development of redundant school buildings</i>	<i>No development of redundant school buildings where the applicant was not able to show that alternative community uses were not previously considered.</i>	Travel and Transport p. 94		<i>Number of developments which include publicly accessible electric vehicle charging points</i>	<i>A net increase in electric vehicle charging points over the plan period</i>	<i>Number of developments which depart from Vehicle Parking Guidance Note</i>	<i>No developments permitted which depart from Vehicle Parking Guidance Note</i>
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<i>Number of developments which depart from Vehicle Parking Guidance Note</i>	<i>No developments permitted which depart from Vehicle Parking Guidance Note</i>															
		<p><u>* Since 2006, 548 housing sites have been completed of which 7 (2.8%) had an overall net loss of units.</u></p> <p><u>** Since 2006, 1.4% of additional newly built (excluding replacements) employment (B use classes) floorspace built within the District was within the Green Belt.</u></p> <p><u>***Since 2006, 80% of net housing was built within the Urban Confines. Of the remaining 20%, 17% completed housing units were considered appropriate development within the Green Belt including rural exception sites, conversions of existing buildings and redevelopment of sites where there is no greater harm to the openness of the green belt.</u></p>														

MM12 Implementation and Monitoring: Core Strategy Performance Indicators and Targets

Ref	Page	Policy/ Paragraph	Main Modification	
MM12	Various	Implementation and Monitoring Core Strategy Performance Indicators and Targets	Core Strategy Performance Indicator	Target
			Chapter 1. Sustainable Communities and Development Principles p.14	
			Proportion of completed housing in main settlements of Sevenoaks, Swanley and Edenbridge	68% of the housing supply in predicted to be within Sevenoaks Urban Area and Swanley. 74% of the housing supply is predicted to be within Sevenoaks Urban Area, Swanley and Edenbridge.
			Change in Employment floor space in the Main Settlements	The overall stock of employment land to be maintained
			Proportion of additional employment floor space in Urban Confines	The overall stock of employment land to be maintained
			Proportion of completed housing in Urban Confines	No new dwellings were allowed on appeal by the Planning Inspectorate within the Green Belt
			Changes in Settlement Hierarchy services and facilities score for individual settlements	No loss of services and facilities that serve the local community within rural settlements
			Chapter 2. Environment p. 26	
			Performance of new housing against Building for Life criteria	Two thirds of new housing development to be rated good or better against the Building for Life criteria and no development to be rated poor.
			Changes in Settlement Hierarchy services and facilities score for individual settlements	No loss of services and facilities that serve the local community within rural settlements
			Change in the number of Heritage Assets	No loss of listed buildings, historic parks and gardens, scheduled monuments or sites of archaeological interest.
			Change in Conservation Area extents	No reduction in the extent of Conservation areas due to insensitive development
			Chapter 5. Town and Local Centres p.55	

		Change in Retail floorspace in the main settlements	Approximately 4000sqm net additional floorspace to be provided in Sevenoaks Town Centre by 2026.
		Swanley Regeneration Scheme	A town centre regeneration scheme, consistent with the Core Strategy, to be approved within five years and completed within ten years of the Core Strategy adoption.
		Changes in Settlement Hierarchy services and facilities score for individual settlements	No loss of services and facilities that serve the local community within rural settlements
Chapter 6. Green Infrastructure and Open Space p.65			
		Protection of Open Space Allocations	To maintain the Open Space allocations
Chapter 9. Community Facilities p.89			
		Changes in Settlement Hierarchy services and facilities score for individual settlements	No loss of services and facilities that serve the local community within rural settlements

MM13 Commitment to review Core Strategy

Ref	Page	Policy/ Paragraph	Main Modification
MM13	Page 11	Paragraph 1.3 Core Strategy	<p>Core Strategy</p> <p>1.3 The Core Strategy promotes sustainable development. It is the over-arching planning document that sets out the Council's vision, strategic objectives and broad policies for the amount and location where future development should be sustainably located in the District over the period 2006 -2026, as well as a number of generic policies concerning, for example, design quality, sustainable development and infrastructure provision.</p> <p><u>Subject to the findings of an up-to-date Strategic Housing Market Assessment, which the Council will commence in 2014, the Council commits to undertake an early review of the Core Strategy, in part or in whole, within the next five years, in accordance with the National Planning Practice Guidance, 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.</u></p> <p>A summary of the approach included in the Core Strategy is set out below.....</p>

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Appendix C – Summary of ADMP Main Modifications Consultation Responses

Comment ID	Respondent Name	Company / Organisation	Nature of representation	Summary
Summary of Main Modifications				
AMM4	Ladybird Studios (Keith Balderson)	Ladybird Studios	Observations	* Infrastructure should be improved/in place prior to any residential development commencing.
AMM27	Highways Agency (Tony Ferris)	Highways Agency	Observations	* No comment at this stage from the Highways Agency
AMM35	Kent Wildlife Trust (Vanessa Evans)	Kent Wildlife Trust	Observations	* No comment on MM1 to MM7 and MM9 to MM13
AMM38	Environment Agency (Jennifer Wilson)	Environment Agency	Observations	* No major concerns over the proposed modifications.
AMM45	Highways Agency (Kevin Bown)	Highways Agency	Observations	* No comment to make on proposals
AMM46	Kent County Council (Ms Liz Shier)	Kent County Council	Support	* Generally supportive of the modifications and the commitment to review the Core Strategy within the next five years
MM1 New Policy EN5 (Landscape)				
AMM6	Eynsford Parish Council (Holly Ivaldi)	Eynsford Parish Council	Support	* Supports the new policy EN5 (Landscape)
AMM18	Kent Downs AONB (Jennifer Bate)	Kent Downs AONB	Support	* The Kent Downs AONB supports this modification.
AMM39	CPRE Protect Kent (Sevenoaks Committee) (Brian Lloyd)	CPRE Protect Kent (Sevenoaks Committee)	Support with Conditions	* Supports the modification. * Believes the following additional wording should be added to the second paragraph and the delivery mechanism in reference to AONB guidance - "and any updates to them"
AMM47	Kent County Council (Ms Liz Shier)	Kent County Council	Support	* Supportive of the policy, yet more emphasis must be placed on all landscape, regardless on whether it lies within the AONB or not. * A detailed historic landscape characterisation of Sevenoaks would be beneficial to understanding development requirements in relation to Sevenoaks' landscape character. * Policy should include towns and villages - as per the Euro Landscape Convention.

Comment ID	Respondent Name	Company / Organisation	Nature of representation	Summary
				* Clarity between the Countryside Assessment SPD and the AONB guidance would be beneficial when assessing development against these two documents.
MM2 Policy H1(c) Sevenoaks Gasholder Station, Cramptons Road				
AMM3	Ladybird Studios (Keith Balderson)	Ladybird Studios	Observations	* Believes a heat & power station could be incorporated into the development to improve amenity for future developments in Sevenoaks District
AMM51	Kent County Council (Ms Liz Shier)	Kent County Council	Observations	* No known archaeology
MM3 Policy H1(o) Warren Court, Halstead				
AMM33	Halstead Parish Council (Gillian King Scott)	Halstead Parish Council	Object	* Object to the number of dwellings proposed for Warren Court Farm * Cites Core Strategy Policy SP8 - retention of employment space * Believes that Warren Court Farm should remain for employment not residential
AMM40	CPRE Protect Kent (Sevenoaks Committee) (Brian Lloyd)	CPRE Protect Kent (Sevenoaks Committee)	Object	* Objects the modification. * Understands the need for housing, but proposal is only proportionate if the woodland buffer is removed. * Concerns that the size of the woodland buffer will be minimal, offering very little protection to Deerleap Wood. * Believes that the original woodland buffer annotated should be retained - density of housing should be 20 units at 30 units per hectare (as opposed to the current 22 units per hectare)
AMM52	Kent County Council (Ms Liz Shier)	Kent County Council	Observations	* No known archaeology
MM4 Policy H2(a) BT Exchange, South Park, Sevenoaks				
AMM2	Ladybird Studios (Keith Balderson)	Ladybird Studios	Observations	* Believes land could be used better with postal/telephone services provided for the ground floor of the development. * Support resident's car park needs to be considered for below the development.
AMM7	Eynsford Parish Council (Holly Ivaldi)	Eynsford Parish Council	Support	* Supports the retention of a post office counter facility but would like to see this strengthened to provide a "full crown" counter facility
AMM53	Kent County Council (Ms Liz Shier)	Kent County Council	Observations	* No known archaeology
MM5 Policy H2(f) Glaxo Smith Kline, Powder Mills, Leigh				
AMM28	Southern Water (Sarah Harrison)	Southern Water	Support	* Support the proposed modification and withdraw previous comments providing the changes are adopted.

Comment ID	Respondent Name	Company / Organisation	Nature of representation	Summary
AMM30	Paul Dickinson & Associates (Paul Dickinson)	Paul Dickinson & Associates	Support	* Support the modification. * Text jointly produced and agreed between Ashill and SDC. * Other representation made showing concern with the lack of acknowledgement with the boundary.
AMM31	Paul Dickinson & Associates (Paul Dickinson)	Paul Dickinson & Associates	Observations	* Observations that the site boundary has not been addressed in the Main Modifications consultation * Boundary is important to making the Plan sound (Examining Local Plans - Procedural Guidance by PINS Dec. 2013) * Boundary issue was deemed by the Inspector as important and therefore should be considered in the Main Modification consultation
AMM37	Environment Agency (Jennifer Wilson)	Environment Agency	Support	* Support the proposed amendment for Policy H2(f) * Recommends that the previous operator of the site releases their right to abstract water from Powder Mill stream for firefighting purposes, allowing the EA to improve their operation of the Leigh Flood Storage Area. * Remediation of contamination should be considered as part of the development. * Any development should be compliant with the NPPF and EA guidance.
AMM54	Kent County Council (Ms Liz Shier)	Kent County Council	Observations	* Historic structural remains of early mill buildings located through formal archaeological works and detailed mitigation measures secured.
MM6 Policy H1 (p) Land West of Enterprise Way, Edenbridge				
AMM10	Ron Rogers		Object	* Access to the site via St. Johns Way unfeasible due to children playing and the access is narrow. * Construction vehicles will not be able to access the site via this road. * Any construction vehicle should access the site via Enterprise Way
AMM9	JAMES Rogers		Observations	* Observations regarding the allocation * Unclear regarding the affordable housing element and the amount that will be required * Affordable housing should be integrated * Supports two access roads yet would like to see one side double yellow lines in St Johns Way and improved calming measures. * More detail of the scheme would be interesting to look at.
AMM11	John Isherwood		Object	* The number of dwellings proposed is too much for the area. * Works out that the proposed net gain in houses will equate to 700 people in Edenbridge (a 10% increase in the population) * An increase in the population will have a knock on effect on the infrastructure, services and facilities. * The land acts as a reservoir for flooding and its seen as a "green lung" for the town. * Believes that

Comment ID	Respondent Name	Company / Organisation	Nature of representation	Summary
				Edenbridge is being forced to take the additional housing instead of Sevenoaks and the surrounding area.
AMM12	Irvine		Object	* Concerns over the primary access being in St Johns Way * Increased traffic increases risk to road safety * Narrow entrance to the site * Flooding on the site has not been considered * Enterprise Way should be the primary access
AMM13	Irvine		Object	* Inherent flood risk to the existing housing
AMM15	R. A. Manville		Observations	* Concerns over the amount of traffic along the Main Road with the development of the new Sainsbury's on Faircroft Way. * Traffic congestion would be problematic for school runs from St. Johns Way. * Concerns over drainage and sewerage and whether Southern Water would cope with the additional capacity. * Potential development of a Premier Inn in Enterprise Way? Wondering if this is still the case?
AMM16	Vernon King		Object	* Edenbridge is getting unfair treatment over the distribution of development within the District - intensification. * The number of houses proposed is not reflective of Edenbridge's own needs / sustainability objectives. * SDC planning imperatives have no relation to Edenbridge's needs. * Concerns over the pressure on existing infrastructure, local services, facilities, schools, doctors, policing etc. * Concerns over the attendance to the Edenbridge consultation, coupled with the lack of publicity for the event.
AMM17	Alison Bull		Object	* Aware that development will occur on the site - land west of Enterprise Way * Concerns regarding the access to the site, with narrow access at St Johns Way (attachments illustrate resident's cars parked along both sides of St. Johns Way) * States that Enterprise Way should be the primary access to the site. * Increased traffic will pose a risk to road safety, especially for children playing in the amenity space at St Johns Way. * Increasing pressure on limited infrastructure, public transport and services within the Edenbridge area. * Concerns over the distribution of funds acquired from CIL - wants a reassurance that the money will be spent in the St Johns Way area as opposed to the remainder of the parish or beyond. * ATTACHMENTS: 3 photographs of St Johns Way showing narrow access and vehicles either side of the road

Comment ID	Respondent Name	Company / Organisation	Nature of representation	Summary
AMM19	Edenbridge Town Council (Eaton)	Edenbridge Town Council	Observations	* Town Council are supportive of landscaping policy for MM6 Land West of Enterprise Way. * Supportive that the policy makes provision for open space, amenity space, children's play space & allotments.
AMM21	James Morgan		Object	* Development can not be supported from the existing infrastructure * Pressure on limited facilities and services. * Increased traffic poses increased road safety risks. * Pressure on educational needs (both primary and secondary) * The proposal must be stopped and only allow smaller developments on existing sites. * Edenbridge citizens should be included in the plan making process - SDC should make District development aspirations a lot clearer.
AMM22	Stephen Smith		Object	* St Johns Way not fit for purpose due to width of the road * Increased traffic flow will impact on sight lines * Road safety for children with increased traffic flow * Development will occur on a flood plain * Raising concerns over contamination with a culvert running past the BP garage (in the event of flooding) * Development will increase pressure on current limited facilities/services/infrastructure * Concerns on what developers will give to the town in the result of planning permission (CIL focus) * Why isn't the SDC consultation coinciding with the developer's consultation - SDC consultation should be made longer to accommodate this and allow residents to comment further
AMM23	Mr A.J. Sears		Observations	* Concerns over increased development will increase pressure on drainage systems. * Increased flooding risk to St Johns Way. * Increased traffic on a narrow road. * Increased road safety risk for children in the area of the Beeches & St Johns Way
AMM24	Hannah Leniston		Object	* Flood risk on site should not permit development * Orchard on the site is important to the residents of Sunnyside.
AMM25	Natural England (John Lister)	Natural England	Support	* Supportive of the development guidance for the policy
AMM29	Southern Water (Sarah Harrison)	Southern Water	Support with Conditions	* Support the Modification with conditions. * Unable to gauge the requirements for sewerage for the site, without the number of dwellings proposed. * No

Comment ID	Respondent Name	Company / Organisation	Nature of representation	Summary
				objection to the allocation of the Land West of Enterprise Way. * Study carried out identifies insufficient capacity in the existing provision to accommodate the additional demand - yet deem this not as a constraint for development, as criterion should be in place to support the delivery (NPPF paras 17, 21 & 157) * Concern over the start of development prior to the commencement of improving capacity beforehand - this should be made clear in the development guidance. * Suggests additional criteria: The development should provide a connection to the sewerage system at the nearest point of adequate capacity, as advised by Southern Water.
AMM49	Kent County Council (Ms Liz Shier)	Kent County Council	Observations	* KCC School Commissioning Plan shows that Edenbridge will exceed capacity in the short term. * CIL/S106 payments should contribute to the needs of extra provision and be met through the development; not through KCC itself. * Advises a review into SDC's CIL Charging Schedule to ensure that the collection of contributions is sufficient to mitigate the impacts of major developments. * No known archaeology
MM7 Employment Allocations Paragraph 4.6				
AMM8	Eynsford Parish Council (Holly Ivaldi)	Eynsford Parish Council	Support	* Supports the modifications to the Employment Allocations paragraph 4.6.
MM8 Fort Halstead Policy EMP3				
AMM1	Ladybird Studios (Keith Balderson)	Ladybird Studios	Observations	* Concerns over the visual impact of development
AMM14	Knockholt Society (Tony Slinn)	Knockholt Society	Object	* The scale of development is unfeasible and impractical for the area. * Pressure on local services, facilities and infrastructure. * Pressure on Star Hill Road with a proposed 1000 additional vehicles servicing 450 additional homes. * Kent AONB unit object to the proposal - described as "off the menu" * Quotes the examination of the Core Strategy in January 2011, where it was originally proposed to have 1000 homes on it. The Society believes the fact that the proposal has gone from 1000 to 450 homes does not negate the impact.
AMM20	Kent Downs AONB (Jennifer Bate)	Kent Downs AONB	Object	* KDAONBE considers MM8 for EMP3 to be unsound and unjustified. * Agrees that the Planning Inspector's request of the acceptable number of dwellings has

Comment ID	Respondent Name	Company / Organisation	Nature of representation	Summary	
Page 145				been achieved, but the figure chosen is unacceptable and unjustified. * Smaller residential components for Fort Halstead haven't been considered and put forward to the Council for discussion. * Concerned that the proposal goes against employment-led approach - now more of a residential-led approach has been taken. * There has been an "abuse of process" in the options produced to LPEAC and Cabinet on the residential element for Fort Halstead redevelopment and in response to the Inspector's request. GREEN BALANCE REPORT RESPONSE TO MM8 * Concerns over the amount of employment land - 16ha employment to 25ha for residential use (making it residential-led as opposed to employment-led). * Viability concerns over the number of dwellings chosen for examination (450) with unjustified evidence. * Location of the site is within the AONB and Greenbelt. * Concerns over how the viability has been presented by officers to LPEAC and Cabinet. - i.e. no other scheme concerning less than 450 dwellings were put forward, to show that other options were available. * Recommends that the Inspector re-opens any hearing into the development of Fort Halstead as part of the ADMP examination to the Main Mods. * ATTACHMENTS: KDAONBE response in PDF format; Report & Recommendations on MM8 for KDAONBE by Green Balance	
	AMM26	Natural England (John Lister)	Natural England	Support	* Supportive of the planning brief attached to the policy including mitigation to the AONB.
	AMM32	Halstead Parish Council (Gillian King Scott)	Halstead Parish Council	Object	* Objects to the proposed 450 dwellings. * Quotes 380 rural units to be provided between 2014-2026 from the Core Strategy (Core Strategy - Housing Development Provision in Rural Settlements) * Not in keeping with Core Strategy Policy L07 * Infrastructure is limited for more development. * No evidence to support the reintroduction of employment on For Halstead to support the 450 new homes.
	AMM34	Armstrong (Kent) LLP C/O CBRE (Alison Tero)	Armstrong (Kent) LLP C/O CBRE	Support with Conditions	* Supportive the amendments with conditions. * Consider the alteration of the wording from "[...] 450 units may be also be permitted [...]" to "[...] 450 units will be also be permitted [...]" to comply with NPPF para. 154 * Sufficient evidence and clarity yet the policy wording needs to be more robust i.e. changing the

Comment ID	Respondent Name	Company / Organisation	Nature of representation	Summary
				wording of "may" to "will". * A development brief should only apply when "[...] a planning application has not been progressed in the near future" * Supports the conclusions of the SA.
AMM36	Kent Wildlife Trust (Vanessa Evans)	Kent Wildlife Trust	Support	* Supportive of the policy. * Stresses the importance of protection to the ancient woodland, and screening as the site sits in the AONB * Emphasis needs to be placed on protection, enhancement and future management of the ancient woodland and downland in its own right.
AMM41	CPRE Protect Kent (Sevenoaks Committee) (Brian Lloyd)	CPRE Protect Kent (Sevenoaks Committee)	Object	* Draws attention to Inspector's comments regarding SDCs response (PA020) to Matter 6 of ADMP examination - the wording of policy currently unsound and more work to be done over sustainability and viability. * CPRE accepts the Inspectors decision for a residential component at Fort Halstead yet objects to the number of units proposed (450). * Concerns over the site promoter and SDC wishing to progress development of the site in a planning application and Development Brief SPD as fait accompli. * Concerns that no further work has been produced to support the sustainability and viability of 450 dwellings, as per the Inspectors requests - the ADMP SA seems to be the only valid piece of additional work conducted. * Concerns over other options for viability were not brought forward to Members by Officers i.e. 450 dwellings was the only option. * Concerns that the SA prepared was not done with an open mind; notes that 8 of 13 SA objectives have been changed in a positive direction, but SA fails to demonstrate alternative scales of residential development and viability as they were screened out or not tested. * Concerns over Objective 9 conclusions in the SA addendum as it conflicts with Objective 5 conclusions. * Unclear from the wording how infrastructure and community services will be supported, both existing and new. * Concerns that the development is becoming residential-led, as opposed to being employment-led as stated in the Plan, with more land designated for residential-use, and 450 new dwellings makes up 14% of the total SDC housing target. * Concerns over the appropriateness of development within the Greenbelt & AONB. * Delivery mechanism has not changed and it is unclear how an SPD will work, in line with a Planning Performance Agreement (PPA) and

Comment ID	Respondent Name	Company / Organisation	Nature of representation	Summary
				expected planning application to be submitted late 2014 - shows disregard to the Plan-making process.
AMM44	Toby Kearns		Object	* Concerns over the increases in road traffic if Fort Halstead goes ahead. * Concerns over road safety. * Little/no provision for cyclists or pedestrians along Star Hill Road.
AMM48	Kent County Council (Ms Liz Shier)	Kent County Council	Observations	* Agrees that some residential component should be applied but this should be balanced against the site's sensitivities. This can only be provided by a balanced evidence base. * Welcomes the opportunity to aid in the shaping of the planning brief, but has concerns that a planning application will be prior to the Brief's completion * KCC will have to re-evaluate its position on school places in the surrounding area and review its need for new school places to meet the demands of the development. * Special measures will need to be in place to protect heritage assets. * Advises a review into SDC's CIL Charging Schedule to ensure that the collection of contributions is sufficient to mitigate the impacts of major developments. * Policy needs to state that the site contains a Scheduled Monument – Fort Halstead (1004214) and 4 Grade II Listed Buildings and 2 locally listed historic buildings.
MM9 EMP4 Land at Broom Hill, Swanley				
AMM55	Kent County Council (Ms Liz Shier)	Kent County Council	Observations	* Ring ditches recorded to the north as cropmarks.
MM10&MM11 Implementation and Monitoring: Performance Indicators and Targets				
AMM42	CPRE Protect Kent (Sevenoaks Committee) (Brian Lloyd)	CPRE Protect Kent (Sevenoaks Committee)	Object	* Generally supportive of MM10 & MM11, yet oppose the 2nd proposed target ("Proportion of completed housing in Urban Confines") under "the Greenbelt (p.83)". * Appreciates that 100% development can not be achieved within urban confines (aspiration that development should be restricted to urban confirms as per Para. 4.1.9 of the Core Strategy). * Assumes that the 80% performance target includes the allocation of 450 units at Fort Halstead - if this is the case and previous comments on MM8 are taken into account, then this performance target should be reduced.

Comment ID	Respondent Name	Company / Organisation	Nature of representation	Summary
MM12 Implementation and Monitoring: Core Strategy Performance Indicators and Targets				
AMM50	Kent County Council (Ms Liz Shier)	Kent County Council	Observations	* Considers "Environment pg. 26 – Change in the number of Heritage Assets" unrealistic. * Difficult to register the number of heritage assets in the County - a number are found after planning permissions are granted and are often lost. * Suggests the approach of identifying and measuring the lost of heritage assets, especially those worthy of protection. * Suggests the use of a Local List of Heritage Assets (like TWBC)
MM13 Commitment to review Core Strategy				
AMM5	Pro Vision Planning & Design (Robin Buchanan)	Pro Vision Planning & Design	Observations	* Commenting on the examination of the ADMP * Concerns over a perceived "lack of commitment" regarding a new SHMA and reviewing of the housing target for the CS * Notes ADMP P.I. didn't make a precondition of the CS review to include a new SHMAA * Unsure about the level of clarity between SDC and the ADMP P.I. over the conditions for CS review
AMM43	CPRE Protect Kent (Sevenoaks Committee) (Brian Lloyd)	CPRE Protect Kent (Sevenoaks Committee)	Support with Conditions	* Supports the modification, yet concerned that this is conditional on the outcome of the new SHMA - believe this does not meet the expectations of the Inspector (PA023). * Believe that this conditionality should be removed, to provide more robustness to the modification.

GYPSY AND TRAVELLER PLAN

Local Planning and Environment Advisory Committee – 23 October 2014

Report of Chief Planning Officer

Status: For Decision

Also considered by: Cabinet – 13 November 2014

Key Decision: Yes

Executive Summary:

This report outlines the content of the recent government consultation (Planning and Travellers, published 14 September) and possible implications for SDC.

It also sets out the alternative sites proposed through the call for sites, that could be subject to a supplementary consultation in the autumn/winter.

The report outlines the proposed next steps to progress the Plan.

This report supports the Key Aim of Caring Communities and Green Environment from the Community Plan

Portfolio Holder Cllr. Piper

Contact Officer(s) Hannah Gooden Ext.7178 and Steve Craddock Ext.7315

Recommendation to Local Planning and Environment Advisory Committee: That the recommendation to Cabinet is endorsed.

Recommendation to Cabinet: That the Council undertakes a supplementary site options consultation, to provide an opportunity for interested parties to comment on potentially suitable alternative site options, put forward through the recent call for sites.

Reason for recommendation:

To make progress on the preparation of the Gypsy and Traveller Plan in accordance with the Local Development Scheme. The Council should acknowledge that the Government is consulting on changes to national policy on Gypsies and Travellers in the supplementary sites consultation. However, the Council should continue to prepare its plan on the basis of national policy in place at the current time. Some aspects of the consultation are a fairly radical departure from existing policy and may change following the consultation and/or the General Election. Following the supplementary sites consultation, there will be the opportunity for the Council to reflect on the changes made

to national policy before submitting the plan for examination.

Government Consultation (Planning and Travellers)

- 1 The commentary below sets out briefly the content of the consultation and implications for SDC. The consultation on Planning and Travellers was published by DCLG on Sunday 14 September for 10 weeks (until 23 November).
- 2 The Government states that it is keen to deliver a planning system that applies equally and fairly to all. If travellers have given up travelling permanently, it is proposed that they are to be treated in the same way as the settled community.
- 3 The Government states that it is concerned that current policy is not giving sufficient protection to Green Belt and other sensitive areas (SSSI/AONB/National Parks).
- 4 The consultation document proposes thirteen questions and a response to this consultation will be prepared in consultation with the Portfolio Holder.

Consultation Section 2 - Ensuring fairness in the planning system.

- 5 The word 'permanently' is proposed to be deleted from the definition of travellers i.e. if travellers have given up travelling *permanently*, and apply for a permanent site then the application would be treated in the same way as an application from the settled community. In SDC, where the majority of land is Green Belt / AONB, local planning policies seek to resist the positioning of caravans (or new dwellings) in these areas. It is unlikely to be economically viable to develop a caravan site within the built confines of settlements. This in effect means that the Council is unlikely to be able to issue any planning consents for permanent sites.

Consultation Section 3 – Protecting sensitive areas and the Green Belt

- 6 The government wants to clarify the level of protection afforded by national policy (the NPPF) to sensitive areas (which it lists as areas protected under Birds and Habitats Directives, SSSIs, Local Green Space, AONB and National Parks).
- 7 Government policy is proposed to be amended so that the absence of a five year supply of sites would no longer be considered a significant material consideration in the above areas in favour of the grant of temporary consent (it would be a material consideration). This re-iterates the ministerial statement (from January 2014) which said that unmet need is unlikely to outweigh harm to the Green Belt. This in effect means that the Council would also be unlikely to be able to issue planning consents for temporary sites, as the majority of the District falls into these constrained areas.
- 8 Following the publication of the Planning and Travellers consultation, the Government has updated the National Planning Practice Guidance to state that in decision taking, unmet need is unlikely to outweigh the harm to the Green Belt and constitute very special circumstances.

Consultation Section 4 – Addressing unauthorised occupation of land

- 9 The government wants to address ‘intentional unauthorised occupation’ as it states that retrospective planning permission is to correct ‘innocent mistakes where applicants are unaware the planning permission is required’ and this is being flouted. Therefore intentional unauthorised occupation would be regarded as a material consideration that weighs against the grant of permission.
- 10 There is also a section that sets out that where a local authority has a large-scale unauthorised site (which is then cleared), there is no assumption that the local authority then has to meet their traveller site need in full. It is likely that this is in response to the clearance of Dale Farm, Basildon.

Consultation Annex A – Draft Planning Guidance for Travellers

- 11 The Government is also updating the guidance for objectively and accurately assessing the pitch need (i.e. the GTAA guidance), which is set out at Appendix A. This section also clarifies that Temporary Stop Notices can be used where a breach of planning control has occurred on land occupied by a third party. If these consultation proposals become government policy, the Council is likely to need to update its needs assessment evidence base document (the GTAA) to identify whether those people that have stopped travelling have done so temporarily or permanently.

Implications of the Government Consultation for SDC

- 12 If the proposals within the consultation document are adopted, SDC is unlikely to be able to issue either permanent or temporary consent for gypsy and traveller pitches in the District.
- 13 Applications for permanent consent for pitches in the Green Belt/AONB will be judged against SDC planning policy (see Allocations and Development Management Plan Policy GB6 - siting of caravans and mobile homes in the Green Belt), and are likely to be refused. The Policy restricts this type of development other than for agricultural/forestry activity and with a proven need.
- 14 Applications for temporary consent for pitches in the Green Belt/AONB are likely to be refused, as the unmet need and personal circumstances of applicants are unlikely to outweigh harm to the Green Belt to constitute ‘very special circumstances’, under revised national policy. The consultation document does not, however, propose to amend paragraph 15 of Planning for Traveller Sites, which allows local authorities to amend Green Belt boundaries to meet an identified need for Gypsy and Traveller pitches.
- 15 Since very little land in the District is not constrained by Green Belt/AONB designations, the result of these proposed changes is that they are likely to drive the need elsewhere. The Council would need to use the ‘duty to co-operate’ to try and ensure that unmet need is addressed by neighbouring authorities with less strategic policy constraints. However, unlike recent ‘duty to co-operate’ discussions, the Council would be starting from a position, where its need would likely be significantly lower and it would be under less threat of developments being permitted in the Green Belt if need is not met.

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Implications for the SDC Gypsy and Traveller Plan

- 16 The Council's Gypsy and Traveller Plan has been prepared in accordance with the current 'Planning policy for traveller sites (March 2012)' and unless/until this is replaced, this remains the prevailing planning policy related to gypsies and travellers. Until the consultation closes and the government decides whether to implement, drop or modify the new proposals, these should only be considered as potential future options and not as adopted government policy. It should be noted that the proposed changes have been seen as relatively controversial by sections of the community and commentary suggests that the consultation and any resultant changes to policy may not be a straightforward process, and may be subject to future legal challenges if implemented.
- 17 Our work programme for the Gypsy and Traveller Plan outlines that the Council will undertake a supplementary site options consultation, this autumn/winter, to provide an opportunity for interested parties to comment on potentially suitable alternative site options, put forward through the recent call for sites.
- 18 It is recommended that the Council continues with this consultation, but that the document contains a clear caveat that the Government is currently consulting on proposals that may affect planning policy for travellers, and that any subsequent changes will be taken into account.
- 19 It should be acknowledged that many of the responses to any supplementary consultation may highlight that the location of the sites (in the Green Belt/AONB) and the proposals to make these sites permanent, are inconsistent with the government consultation document as drafted. However, the Council would need to reiterate the above response that until the government decides whether to implement, drop or modify the new proposals, they should not be viewed as adopted government policy
- 20 The alternative is to pause until the government consultation has concluded and the changes are either implemented, dropped or modified. The risk is that this may leave SDC in 'limbo' for some time (i.e. the response may come before or after the elections in May 2015), and will lead to a further delay in the production of this Plan. If the Council was to pause at the release of every planning consultation, it would be very difficult to make any progress in planning policy formation. Therefore, the recommendation is to continue with the proposed supplementary consultation, whilst acknowledging that there is a live government consultation that may have future implications for the Plan.

SDC Supplementary Sites Consultation

- 21 Many alternative sites were suggested during the Council's recent 'call for sites', which requested landowners and other interested parties to suggest land that might be suitable for Gypsy and Traveller pitches.
- 22 The recommendation is that these sites are now subject to a Supplementary Sites Consultation to provide an opportunity for interested parties to comment on potentially suitable alternative site options, put forward through the recent call for sites. The Supplementary Sites Consultation document is set out at Appendix A, which includes detailed site assessments for each of the sites outlined below.

- 23 An initial 'high level' desktop assessment was undertaken of the suitability of each of these sites, and land registry searches were undertaken where the land-owner was not known. Site visits were conducted on sites which were considered to be potentially suitable following the initial 'high level' desktop assessment. The potential alternative site options are set out in the following paragraphs below.
- 24 These sites were reported to Advisory Committee and Cabinet in September. The track changes in the charts set out where further information has been received on these sites since these meetings.

Source	Potential Number of Additional/Alternative Pitches
Sites with planning applications submitted (Table 1)	8 (10) pitches
Extensions to Existing Sites (Table 2)	28 (26) pitches
New sites suggested by landowners (Table 3)	5 (8) pitches
TOTAL	41 pitches
Number of remaining pitches from initial consultation document (30 pitches were removed)	41 pitches
GRAND TOTAL	82 pitches

Table 1		
New Site / Extension	Potential No. of Pitches	Notes
New or extended sites with planning applications submitted		
Hilltop Farm, London Road, Farningham	5	Planning application submitted – pending consideration
Malt House Farm, Lower Road, Hextable	2	Planning application submitted – pending consideration
Bluebell Paddock, Gravesend Road, Ash-cum-Ridley	1	Planning application submitted – pending consideration
Button Street, Swanley	2	Planning permission now issued
	8 pitches	

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Table 2		
New Site / Extension	Potential No. of Pitches	Notes
Extensions to Existing Sites		
<u>Button Street, Swanley (Existing Site)</u>	<u>2</u>	<u>Temporary permission issued. Proposal to convert temporary to permanent permission now suggested for consultation</u>
Button Street, Swanley (Extension)	4	Submitted through a Representation – more pitches (9) were suggested but, given the comments expressed from the settled and G&T communities about how smaller sites are easier to integrate, only 4 are proposed for consultation
Two Barns, Knatts Valley, West Kingsdown	3 4	Feedback from G&T survey (<u>an additional pitch was requested</u>)
Fordwood Farm, New Street Road, Hodsoll Street	3	Feedback from G&T survey
Polhill Park, Polhill, Halstead (existing G&T site)	2	Feedback from G&T survey. A formal response to the consultation from KCC is still awaited and should confirm whether there is potential for additional pitches at this site. A response from KCC was received that did not promote this site – SDC is working with KCC to see if there are any options for expansion
Seven Acres Farm, Hever Road, Edenbridge	5	Feedback from G&T survey – more pitches (10) were suggested but, given the comments expressed from the settled and G&T communities <u>and members</u> about how smaller sites are easier to integrate, only 5 (+7 considered in the previous consultation) are proposed for consultation
Bournewood Brickworks, Stones Cross Road, Crockenhill	7	Feedback from G&T survey
Holly Mobile Home Park, Hockenden Lane, Swanley	2	Feedback from G&T survey
<u>Land North of Pembroke House, Swanley</u>	<u>1</u>	<u>Site suggestion from third party supported by landowner</u>
	28 pitches	

Table 3		
New sites suggested by landowners	Potential Number of pitches	Notes
Little Foxes Farm, Roman Road, Marsh Green, Edenbridge	2 pitches	<u>Site is not considered suitable due to access issues - Kent Highways Services have advised that site entrances from Hartfield Road are unsuitable and Roman Road is outside the land ownership of the site promoter</u>
Fairhavens, Mussenden Lane, Horton Kirby	6 5 pitches	<u>Capacity reduced to five pitches following site visit due to environmental designations on site (ancient woodland and local wildlife site)</u>
Total	5 pitches	

- 25 In summary, the further call for sites has elicited 41 potential pitches to date, which together with the remaining pitches from the initial consultation document (also 41 pitches), provides sufficient sites to meet the District’s identified need (71 pitches to 2026) with a modest margin to provide for flexibility and a fall-back in case certain sites do not come forward.
- 26 The Council has continued to investigate additional sites suggested to it by third parties to see whether the landowner is supportive of the allocation. To date, only one landowner (Land at Pembroke House, Swanley) has indicated that a site suggested by a third party is deliverable. The list of sites (suggested by third parties) is set out in Gold Appendix 1.

Conclusion and Next Steps

- 27 It is recommended that the ‘supplementary site options’ consultation is held in autumn/winter 2014 to give interested parties the opportunity to comment on the new potential site options.

Other Options Considered and/or Rejected

- 28 The Council could decide to put the Plan on hold until the government consultation has concluded and the changes are either implemented, dropped or modified. The risk is that this will lead to delay (i.e. the response may come before or after the elections in May 2015), and will lead to the elongation of the production of this Plan. If the Council was to pause at the release of every planning consultation, it would be very difficult to make any progress in planning policy formation. Therefore, the recommendation is to continue with the proposed supplementary consultation, whilst acknowledging that there is a live government consultation that may have future implications for the Plan

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Key Implications

Financial

Any expenses incurred in the preparation of the Plan will be met from the existing budget.

Legal Implications and Risk Assessment Statement.

National planning policy requires the Council to be able to show a rolling 5 year supply of deliverable pitches. If the Council is unable to demonstrate a 5 year supply then this will currently need to be given significant weight by the Council or the Planning Inspectorate in support of any planning applications for Gypsy and Traveller pitches.

If the Council were to decide not to progress the Plan, resources in the Planning Policy team would be diverted onto other work-streams, such as the Core Strategy review, CIL implementation and Character Area Appraisals. However, the costs/risks of not preparing a Plan are related to the above issue, that without a Plan in place, the Council is at risk of losing appeals on unplanned and potentially inappropriate Gypsy and Traveller sites.

In relation to risks to the delivery of sites, if landowners were to decide not to promote an identified site for this use, the Council would need to undertake an additional call for sites, if the reduction of the site severely affected the total number of pitches.

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	Yes / No	An Equalities Impact Assessment was a background document to the Gypsy and Traveller Site Options consultation. It is not a site specific assessment and, therefore, the decision on individual sites will not affect the findings of that assessment, subject to the Council still being able to prepare a plan and the same site selection criteria being applied.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes / No	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		N/A

Appendices

Appendix A – Gypsy and Traveller Plan - Supplementary Site Options Consultation Document

Appendix B – Gypsy and Traveller Plan - Supplementary Site Options Consultation – Site Assessments

Appendix C – Gold – Sites suggested by third parties where landowners have been approached

Background Papers:

1. [Planning and Travellers: Proposed changes to planning policy and guidance](#) (CLG, 2014)
2. [Planning Policy for Traveller Sites](#) (CLG, 2012)
3. [National Planning Policy Framework](#) (CLG, 2012)
4. [National Planning Practice Guidance](#) (CLG, 2014 – latest version)
5. [Designing Gypsy and Traveller Sites: Good Practice Guide](#) (CLG, 2008)
6. [Gypsy and Traveller Equalities Impact Assessment](#) (2014)
7. [Gypsy, Traveller and Travelling Showpeople Accommodation Assessment – Sevenoaks](#) (2012)

Richard Morris

Chief Planning Officer

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**Gypsy and Traveller Plan
Supplementary Site Options Consultation Document**

October 2014

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1. Introduction

- 1.1 The Gypsy and Traveller Plan is being prepared as part of the Local Plan for Sevenoaks District. The Plan, once adopted, will allocate sites for future Gypsy and Traveller pitches up to 2026. The Gypsy and Traveller Plan should be read in conjunction with the Core Strategy and the Allocations and Development Management Plan.
- 1.2 Local Planning Authorities are required to identify the local accommodation needs of their gypsy and traveller community and allocate suitable and deliverable sites through their Local Plan. (Planning Policy for Traveller Sites 2012)
- 1.3 In September 2014 the Government published a consultation on Planning and Travellers. The Government states that it is keen to deliver a planning system that applies equally and fairly to all. If travellers have given up travelling permanently, it is proposed that they are to be treated in the same way as the settled community. The Government also wants to clarify the level of protection afforded by national policy to the Green Belt and other sensitive areas (Sites of Special Scientific Interest/Area of Outstanding Natural Beauty/National Parks).
- 1.4 As the proposed changes are still in draft and subject to consultation the Council has decided to continue with the production of the Gypsy and Traveller Plan, through this supplementary site options consultation. Any changes to adopted national planning policy, following the government consultation, will be taken into account before the Council decides on the number and location of pitches to be included in the version of the plan that it will submit for independent examination.
- 1.5 In May 2014, Sevenoaks District Council consulted on potential site options for Gypsy and Traveller pitches across the District. Inclusion in the Site Options Consultation document did not necessarily mean that the sites would be taken forward to examination. This remains the case.
- 1.6 In September 2014 the Council ruled out the sites at Fort Halstead and Land South of Mesne Way, Shoreham from further consideration to 2026.
- 1.7 This Gypsy and Traveller Supplementary Site Options document seeks views on sites which have not previously been subject to consultation or where additional pitches are now being proposed on previously identified sites.
- 1.8 As with the previous consultation, inclusion within this document does not mean that the site will be carried forward through examination into the final adopted version of the plan. The inclusion of a site in this document has no weight in the

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determination of applications on the land.

- 1.9 Section 5 outlines the Supplementary Site Options and Appendix 1 provides maps for each of the sites.

How to comment

We wish to hear from you regarding the set of site options put forward in this document to meet the identified need for providing Gypsy and Traveller accommodation across the District.

The consultation period runs from ** to ** 2014 and all comments should be received by ** on ** 2014.

How to comment:

You can make representations using several methods:

By completing the form online (hyperlink)

Email your response to ldf.consultation@sevenoaks.gov.uk

By completing and returning the response form.

Additional copies of the response form can be downloaded at: (hyperlink)

2. Background

- 2.1 Local Planning Authorities are required by National Planning Policy for Travellers (2012) to assess and plan for (including through the Duty to Cooperate) the accommodation needs of the Gypsy, Traveller and Travelling Showpeople populations within the District.
- 2.2 The Council undertook a Gypsy and Traveller and Travelling Showpeople Accommodation Assessment in March 2012 which identified the accommodation need in the District up until 2026. The Study identified a need for 40 pitches to be delivered within the District between 2012 and 2016 and a further 32 pitches from 2017-2026 giving a total of 72 up to 2026. One permanent pitch has since been permitted, therefore reducing the total need to 71 pitches.
- 2.3 Subject to the outcome of the Government's current consultation on national planning policy, unless agreement can be reached with neighbouring authorities to share responsibility for meeting requirements and provide Gypsies and Travellers with opportunities to settle in different areas, the Sevenoaks District Gypsy and Traveller Plan will allocate sites to meet this identified need.
- 2.4 This Gypsy and Traveller Plan Supplementary Site Options Consultation Document identifies sites for pitches in addition to those which were consulted upon in May 2014. Each site has been assessed according to the criteria adopted in the Core Strategy policy SP6 and that in Planning Policy for Traveller Sites for their potential suitability. The criteria have been outlined in Section 4 of this document.

Core Strategy Policy SP6

Provision for Gypsies and Travellers and Travelling Showpeople

Sites will be provided by means of allocations in the Allocations and Development Management DPD for gypsies and travellers and, if required, for travelling showpeople. The identification of sites in the Allocations and Development Management DPD will take account of the following criteria:

- a. The site should be located within or close to existing settlements with a range of services and facilities and access to public transport
- b. The site is of a scale appropriate to accommodate the facilities required and will offer an acceptable living environment for future occupants in terms of noise and air quality
- c. Safe and convenient vehicular and pedestrian access can be provided to the site
- d. The site is not located within an area liable to flood
- e. The development will have no significant adverse landscape or biodiversity impact. In the AONBs, sites should only be allocated where it can be demonstrated that the objectives of the designation will not be compromised.
- f. Alternatives should be explored before Green Belt locations are considered.

Land allocated for gypsies and travellers and travelling showpeople will be safeguarded for this purpose so long as a need exists in the District for accommodation for gypsies and travellers and travelling showpeople.

Proposals for sites for gypsies and travellers and travelling showpeople on other land outside existing settlement confines will only be permitted where it is first demonstrated that the development is for occupation by gypsies and travellers or travelling showpeople and that the proposed occupant has a need for accommodation that cannot be met on lawful existing or allocated sites in the region. In addition development proposals will need to comply with criteria a – e above.

For the purposes of this policy gypsies and travellers are people who meet the definition in Circular 01/06, as set out in the Core Strategy glossary.

Sustainability Appraisal

- 2.5 All potential sites have been subject to Sustainability Appraisal. The outcomes of the Sustainability Appraisal process will assist in determining which sites will be taken forward into the Council's submission document.

Defining Gypsy and Travellers, and Sites and Pitches

- 2.6 For the purposes of this document, the definition of Gypsy and Travellers is taken from the national Planning Policy for Traveller Sites (2012):

Gypsies and Travellers -

“Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own family’s or dependants’ educational or health needs or old age have ceased to travel temporarily or permanently, but excluding members of an organised group of travelling showpeople or circus people travelling together as such.”

- 2.7 The Government released a consultation on Planning and Travellers in September 2014. The consultation includes proposed changes to the definition of Gypsies and Travellers, through the deletion of the word “permanently”. As this proposal is still at the consultation stage it has not been taken into account in this Supplementary Site Options document. Should this change be adopted by Government the emerging Gypsy and Traveller Plan will be altered accordingly.
- 2.8 The terms ‘site’ and ‘pitch’ are often used to describe Gypsy and Traveller accommodation, and are commonly confused. It is important therefore to note what is meant by each term to ensure they are not mis-used.

What do we mean by ‘site’ and ‘pitch?’

- 2.9 A Gypsy and Traveller site is an area of land on which Gypsies and Travellers are accommodated. Sites contain one or several units of accommodation. These units are known as a pitch. A pitch is generally home to one household. For example, a public site will almost certainly be home to several families, each occupying their own pitch within that site.
- 2.10 There is no set definition of what should be contained within a pitch, but it is generally accepted that an average family pitch must be capable of accommodating a large trailer and touring caravan, an amenity building, parking space for two vehicles, and a small garden area (DCLG Designing Gypsy and Traveller Sites – Good Practice Guide para.7.12). Taking into account the available guidance, it is generally accepted that an average pitch size is approximately 500sqm.

3. Preparing the Gypsy and Traveller Supplementary Plan Site Options

3.1 This Plan has been prepared in accordance with:

National and local policies:

- The National Planning Policy Framework 2012
- Planning Policy for Traveller Sites 2012
- Sevenoaks District Core Strategy 2011
- The Community Plan for Sevenoaks 2013
- Statement of Community Involvement 2006

Evidence base:

- Gypsy, Traveller and Travelling Showpeople Accommodation Assessment for Sevenoaks (2012)

Key Assessments and Appraisals:

- Sustainability Appraisal of the potential site allocations highlighting any potential conflicts and measures to mitigate these, and ensuring the Plan is aligned with the principles of sustainable development.
- Equalities Impact Assessment to ensure the document has been prepared in an inclusive manner, and to identify any impacts on specific groups of race, gender, disability, age or religion.

Engagement with key stakeholders including consultation on:

- Core Strategy criteria-based Policy SP6 (2011)
- Call for Sites 2010, 2011, 2012, 2014
- Gypsy and Traveller Plan Site Options Consultation Document May 2014

Call for Sites and Previous Consultations

3.2 Calls for gypsy and traveller sites to be put forward to the Council were included in the Allocations (Options) consultation in 2010 and the Development Management: Draft Policies for Consultation in 2011. Following this, the Council formally decided to allocate sites for Gypsies and Travellers through a Gypsy and Traveller Plan rather than in the Allocations and Development Management Plan.

- 3.3 A third Call for Sites was undertaken in August 2012. This involved contacting Gypsies and Travellers living in the District, Gypsy and Traveller organisations and all those who registered an interest in the issue through consultations as part of the Local Plan. Parish and Town Councils were also contacted for their views on any potential sites within their areas.
- 3.4 Discussions have also been held in-house with Housing, Property, Development management and Enforcement Teams to suggest potential sites in SDC ownership or others than may come forward through the planning system. Discussions have also taken place in a similar manner with Kent County Council regarding the potential for any new sites, or existing sites to be put forward to assist with meeting the identified need for Sevenoaks District.
- 3.5 In May 2014 the Council undertook public consultation on potential site options for Gypsy and Traveller pitches across the District. The sites included in the Site Options Consultation Document May 2014 had been considered the most suitable from those which had been submitted to the Council through the previous Call for Sites.
- 3.6 The consultation also included a further 'call for sites', requesting landowners and other interested parties to suggest land that might be suitable for Gypsy and Traveller pitches. This consultation ran for an additional two weeks beyond the main consultation, in order to provide the maximum opportunity for sites to be suggested. It was also hoped that this 'call' would help to provide the Council with the opportunity to address the uneven distribution of sites across the District (existing sites focused in the northern half of the District and around Edenbridge), as the 'call' sought site suggestions in any location in the District.
- 3.7 The sites submitted to the Council were subject to a desktop constraints assessment and site visits and these potential supplementary site options are set out in this consultation document. Many of the sites that were put forward through the call for sites are for additional pitches on existing sites, that have been promoted by the Gypsy and Traveller community to provide additional pitches for their growing families.
- 3.8 Many sites suggested during the recent call for sites (and before and after it) were suggested by individuals and organisations that did not own the land. The Council contacted the owners of those sites where the planning constraints that applied to them were not so significant as to indicate that there was little possibility of an allocation being found sound. As the deliverability / availability of a site is a critical factor in whether it can be included in a plan (see section 4), where the allocation of a site has not been supported by a landowner, it has not been included in this consultation document.

4. Site Assessment Criteria

- 4.1 Adopted Core Strategy Policy SP6 (Provision for Gypsies and Travellers and Travelling Showpeople) and CLG's Planning Policy for Traveller Sites sets out a number of criteria against which potential sites are assessed. It is the Council's preference that all potential sites meet all the criteria, however Sevenoaks District has significant planning and landscape constraints including 93% Greenbelt and 61% Areas of Outstanding Natural Beauty; therefore it is unlikely that potential sites will satisfy all the criteria.
- 4.2 Site availability is the key factor in considering the deliverability of a site, and this should be considered before any other criteria are assessed, as a site that is not available can not be taken forward.
- 4.3 The following sequential approach is recommended in terms of site assessment and weighting of the criteria:
- Is the site available?
 - Is the site subject to any constraints that impact upon human health (e.g. flood zone and, in extreme cases, noise or air quality impacts)?
 - Does the site impact upon any designated biodiversity, landscape or heritage assets?
 - Assessment of the site against other constraints such as access and sustainability (see Core Strategy Policy SP6 and CLG's Planning Policy for Traveller Sites)
- 4.4 The sites presented in the May 2014 Site Options document (with the exception of the Fort Halstead and Land South of Mesne Way, Shoreham, sites) and in this Supplementary Site Options document represent the sites which have been assessed as the most suitable for allocation of those proposed to date. The individual site assessments of the sites included in this Supplementary Site Options consultation have been included in Appendix 2 to this document.

Site Assessment Consultation Question

Do you agree with the Council's sequential approach to site assessments?

Green Belt

- 4.5 The Metropolitan Green Belt covers 93% of Sevenoaks District. Core Strategy Policy SP6 'Provision for Gypsies and Travellers and Travelling Showpeople' states that "alternatives should be explored before Green Belt locations are considered". This therefore presents a large constraint to meeting the identified need.
- 4.6 National Policy dictates that Gypsy and Traveller pitches are inappropriate development within the Green Belt. However, as with other forms of inappropriate development in the Green Belt, if very special circumstances exist then development may be acceptable. The lack of suitable sites outside of Green Belt land to meet identified needs could contribute to the justification of exceptional circumstances to allocate land that is currently Green Belt. All the existing sites in the District are in the Green Belt. It is therefore reasonable, and in accordance with existing national policy, to explore Green Belt land if all other alternatives have been fully explored and exhausted (including through the Duty to Cooperate) before such sites are considered.
- 4.7 Previously the council has lost appeal decisions due to the weight Planning Inspectors have given to the issue of identified need for pitches that has not been met. National Planning Policy (PPTS para.27) makes it clear that opportunities can arise for the granting of permanent or temporary pitches if an up-to-date five year supply of deliverable sites can not be demonstrated.

Areas of Outstanding Natural Beauty

- 4.8 Great weight should be given to conserving and enhancing landscape and scenic beauty in Areas of Outstanding Natural Beauty. Gypsy and Traveller sites are not precluded from being located within Areas of Outstanding Natural Beauty (AONB). The consideration of development in AONBs must take account of the need for the development, alternatives that exist to meet the need elsewhere and the impact on the environment, landscape and recreational opportunities, once opportunities to moderate this impact has been taken into account (NPPF, para 116). In some circumstances it will be possible to overcome an impact through screening that is consistent with the local character. However, in other circumstances sites will be so visible in the landscape that no amount of mitigation will be able to overcome the impact. As the most suitable sites are selected going forward in subsequent stages of the Gypsy and Traveller Plan

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preparation, any design and layout guidance will need to consider how any impacts can be suitably mitigated, if possible.

Sustainable Locations

- 4.9 In terms of sustainability, sites for Gypsy and Traveller pitches would ideally be located within or close to existing settlements with a range of services (i.e. those defined as service villages or higher in the Settlement Hierarchy). The distribution of new Gypsy and Traveller pitches throughout the district should be considered. Concentrations in particular parts of the district (with sparse populations) could put a strain on infrastructure and public services and this factor should be taken into consideration.
- 4.10 All sites have been assessed for their relative accessibility to local settlements. This is primarily because there are no agreed distance thresholds contained within national or local policy which can be used to reject sites purely on these grounds. Local authorities are also advised in national policy and guidance to be realistic about the availability of alternatives to the car in accessing local services.

5. Supplementary Site Options

- 5.1 The Supplementary Site Options have been put forward to the Council through the Call for Sites carried out as part of the previous Site Options consultation in May – July 2014.
- 5.2 Each site has been visited and assessed and has been deemed suitable for consideration as a potential site option. This is no guarantee that the Council will consider these sites appropriate allocation as the plan progresses. Site Assessments can be found in Appendix 2 to this document.
- 5.3 The previous consultation included sites which have pitches with temporary planning permission to be allocated for permanent permission. Some of these sites have since come forward to be allocated for further pitches in addition to those already on site. Where this has been assessed as a suitable option the additional pitches are now part of this supplementary sites consultation.

Table 1: Supplementary Site Options

Site details	Current Status	How identified	Proposed no. of additional permanent pitches	Total number of pitches on site (including existing permanent)
Land West of Button Street, Swanley (Existing Site)	Temporary Permission for 2 pitches.	Not included in previous consultation as planning application was under consideration	2 pitches	2 pitches
Land West of Button Street, Swanley (Extension)	Vacant Site	Put forward for pitches through the May 2014 consultation.	4 pitches	4 pitches (+2 pitches on the adjacent existing site)
Holly Mobile Home Park, Hockenden Lane, Swanley	Temporary permission for 3 pitches	Additional pitches put forward through the May 2014 consultation	2 pitches	5 pitches
Land North of Pembroke House, Leydenhatch Lane, Swanley	Permanent permission for 1 pitch	Additional pitch put forward in September 2014.	1 pitch	2 pitches
Bournewood Brickworks, Stones Cross Road, Crockenhill	Permanent permission for 1 pitch.	Additional pitches put forward through the May 2014 consultation	7 pitches	8 pitches

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Fairhavens, Mussenden Lane, Horton Kirby	Non-gypsy and traveller permission for mobile homes.	Pitches put forward through the May 2014 consultation	5 pitches	5 pitches (+ existing mobile homes not restricted to Gypsy and Traveller use)
Fordwood Farm, New Street Road, Hodsoll Street	Temporary permission for 1 pitch.	Additional pitches put forward through the May 2014 consultation	3 pitches	4 pitches
Two Barns, Knatts Valley, West Kingsdown	Permanent permission for 1 pitch.	Additional pitches put forward through the May 2014 consultation	4 pitches	5 pitches
Seven Acres Farm, Hever Road, Edenbridge	Temporary permission for 7 pitches	Additional pitches put forward through the May 2014 consultation	5 pitches	12 pitches
TOTAL			33 pitches	

5.4 The Council is now consulting the public on these Supplementary Site Options. Maps showing each site have been included in Appendix 1 to this document.

Sites with Live Planning Applications

5.5 As at October 2014 the Council is currently considering three sites for planning permission.

Table 2: Sites with Live Planning Applications

Site	Potential pitches
Hilltop Farm, London Road, Farningham	5 pitches
Malt House Farm, Lower Road, Hextable	2 pitches
Bluebell Paddock, Gravesend Road, Ash-cum-Ridley	1 pitches
TOTAL	8 pitches

5.6 These sites have not been included as part of the Supplementary Site Options Consultation document as this would pre-empt the Development Management process. However, if these sites are considered suitable for temporary permission

then there may be opportunities to consider allocating the sites for permanent pitches through the preparation of this plan in the future.

Supplementary Sites Consultation Question

Do you think the number of pitches proposed for each potential site option is acceptable? If not, why not?

Additional Sites (Call for Sites)

Can you suggest any additional sites that you consider suitable for use as Gypsy and Traveller sites. Please include a site address and map.

- 5.7 The total number of pitches included in this supplementary sites consultation and the site options consultation (excluding those previously ruled out) is as follows:

Potential additional pitches included in Site Options Consultation (May 2014)	71 pitches
Pitches on sites ruled out of further consideration in the preparation of the Gypsy and Traveller Plan	- 30 pitches
Potential additional pitches included in Supplementary Site Options Consultation	33 pitches
Potential additional pitches on sites with live planning applications	8 pitches
Total	82 pitches

The identified level of potential Gypsy and Traveller pitches provides the Council with a ‘buffer’ to continue with the preparation of the plan in the event that the circumstances on some sites change or if further sites are ruled out by the Council following the close of the consultation.

6. Sites Considered Unsuitable for Allocation


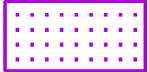











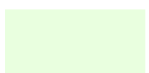

6.1 The following sites have been put forward to the Council by landowners but have been assessed as unsuitable for allocation. Site assessments for these sites can be found in Appendix 2 of this document.

Table 3: Sites Considered Unsuitable for Allocation

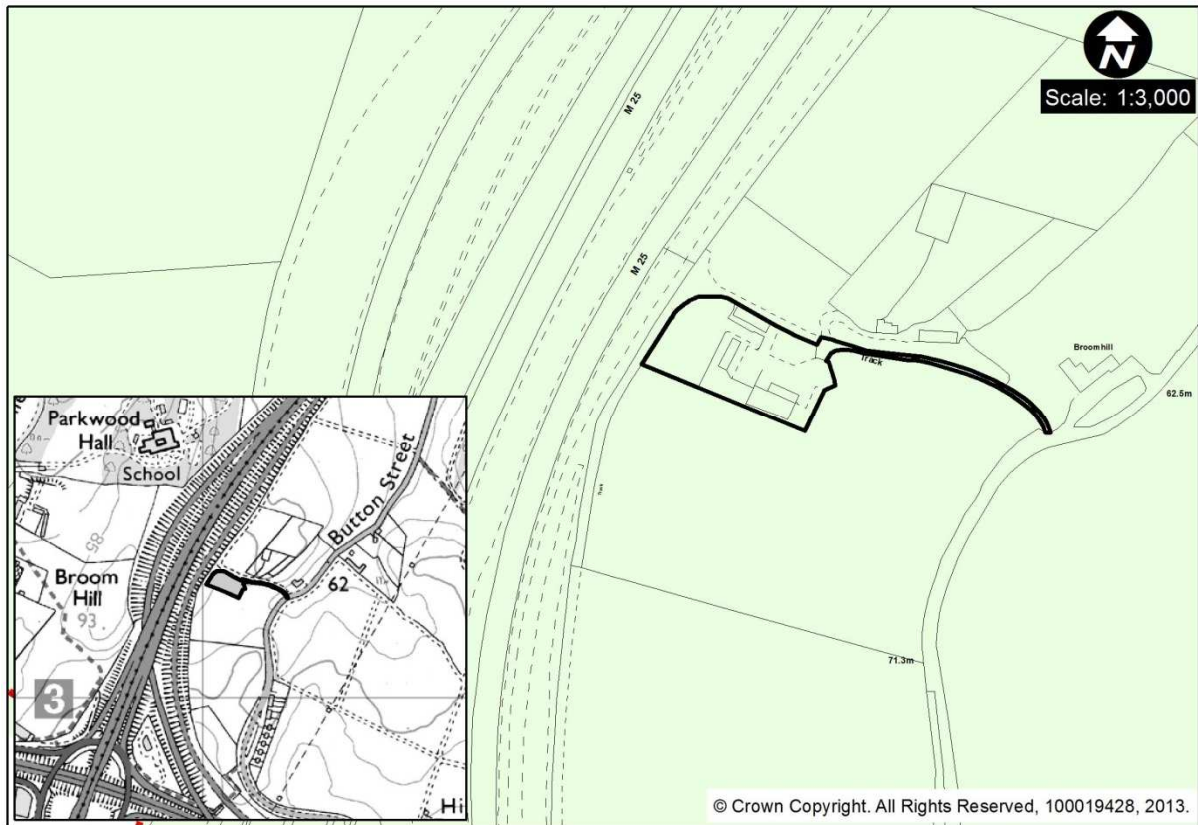
Site	Key Reasons
Footpath Nursery Bungalow, New Barn Road, Swanley	Allocation of this land for Gypsy and Traveller pitches has not been taken forward. This part of the Green Belt is strategically important to maintain the separation between Swanley and Hextable. It is exactly the type of 'green wedge' space that was designed to be protected by the designation of the Green Belt.
Land at Park Lane, Swanley	Allocation of this land for Gypsy and Traveller pitches has not been taken forward as it is inconsistent with the Council's understanding of the personal circumstances of the current occupiers and the planning reason recently put forward to vary conditions relating to the current permission SE/07/02075/FUL)
Land North of Pilgrim's Oast, Otford	This site was promoted by the landowner to the Council in Spring 2014. The site is currently allocated for protected open space under Local Plan Policy EN9 and this allocation is carried forward into the Allocations and Development Management Plan under Policy GI2. Past applications for development on this site have been refused by the Council and by Planning Inspectors at Appeal.
Little Foxes Farm, Marsh Green	Taking account of the advice of Kent Highways and the potential access issues from Hartfield Road and Roman Road, this site is not considered suitable for Gypsy and Traveller pitches.

Appendix 1 – Site Details for Potential Site Options

Key

-  Potential Gypsy & Traveller Plan
Supplementary Site Options November 2014
-  Flood Zone 3a
-  Flood Zone 3b
-  Flood Zone 2
-  TPO's
-  Listed Building
-  Public Right of Way
-  Ancient Woodland
-  Sites of Special Scientific Interest
-  Scheduled Monuments
-  Conservation Areas
-  Local Wildlife Sites
-  Area of Outstanding Natural Beauty
-  Metropolitan Green Belt
-  Policy EN9 Protected Open Space

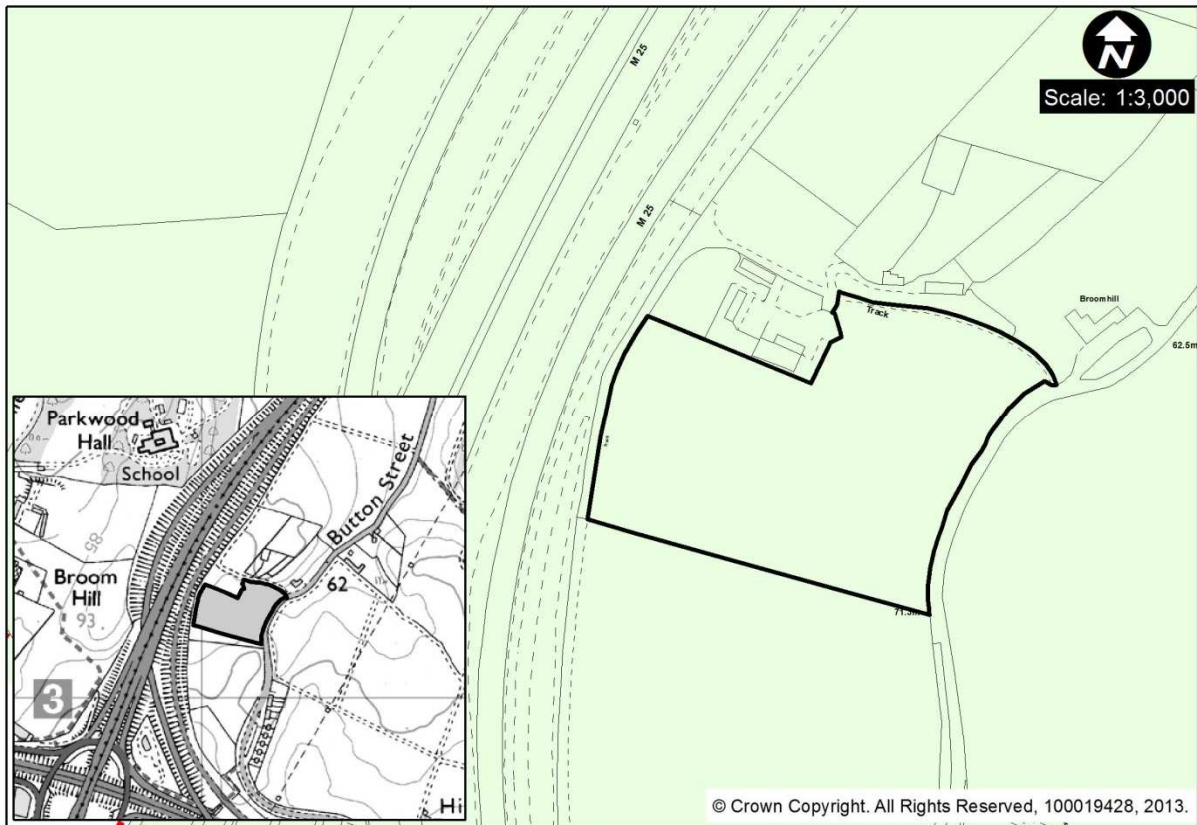
Land West of Button Street, Swanley (Existing Site)



Current status of the site:	Temporary Permission for 2 pitches
Proposed Number of permanent pitches to allocate:	2

Consult on as a potential allocation?

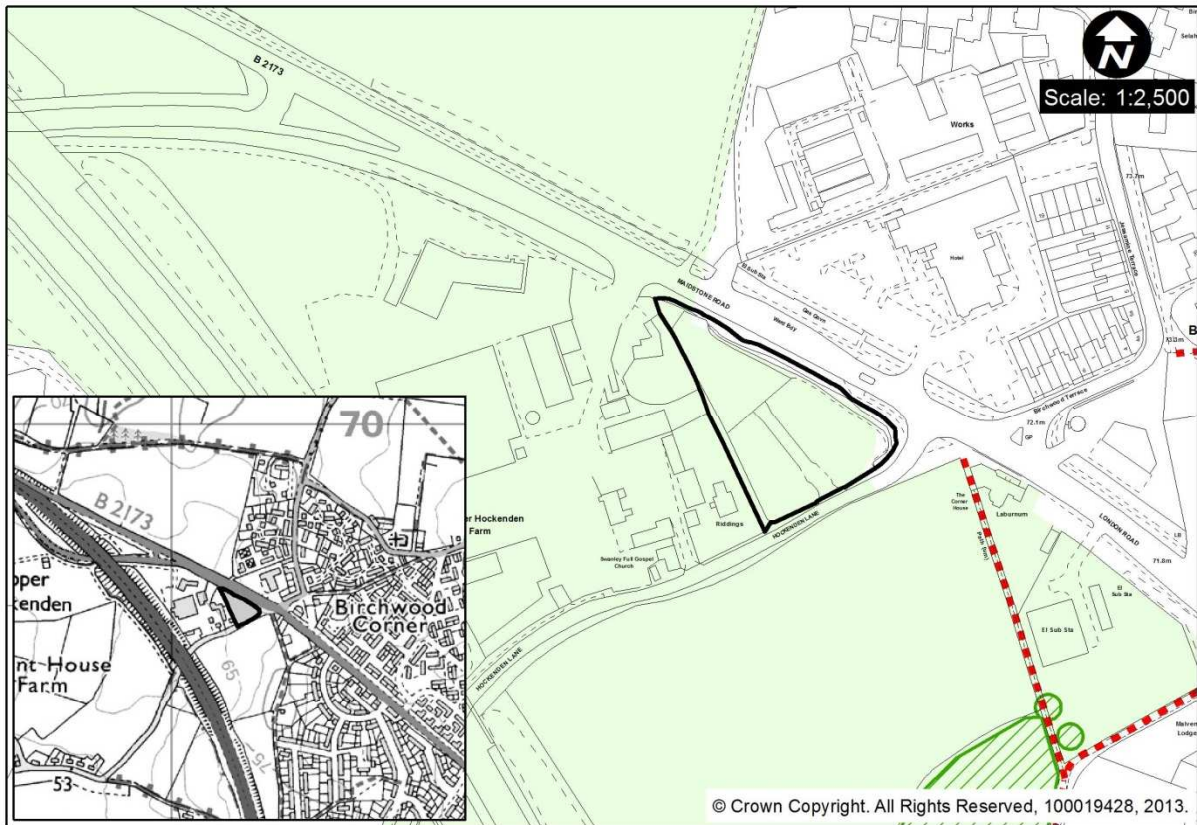
Land West of Button Street, Swanley (Extension)



Current status of the site:	Vacant Site
Proposed Number of permanent pitches to allocate:	4

Consult on as a potential allocation?

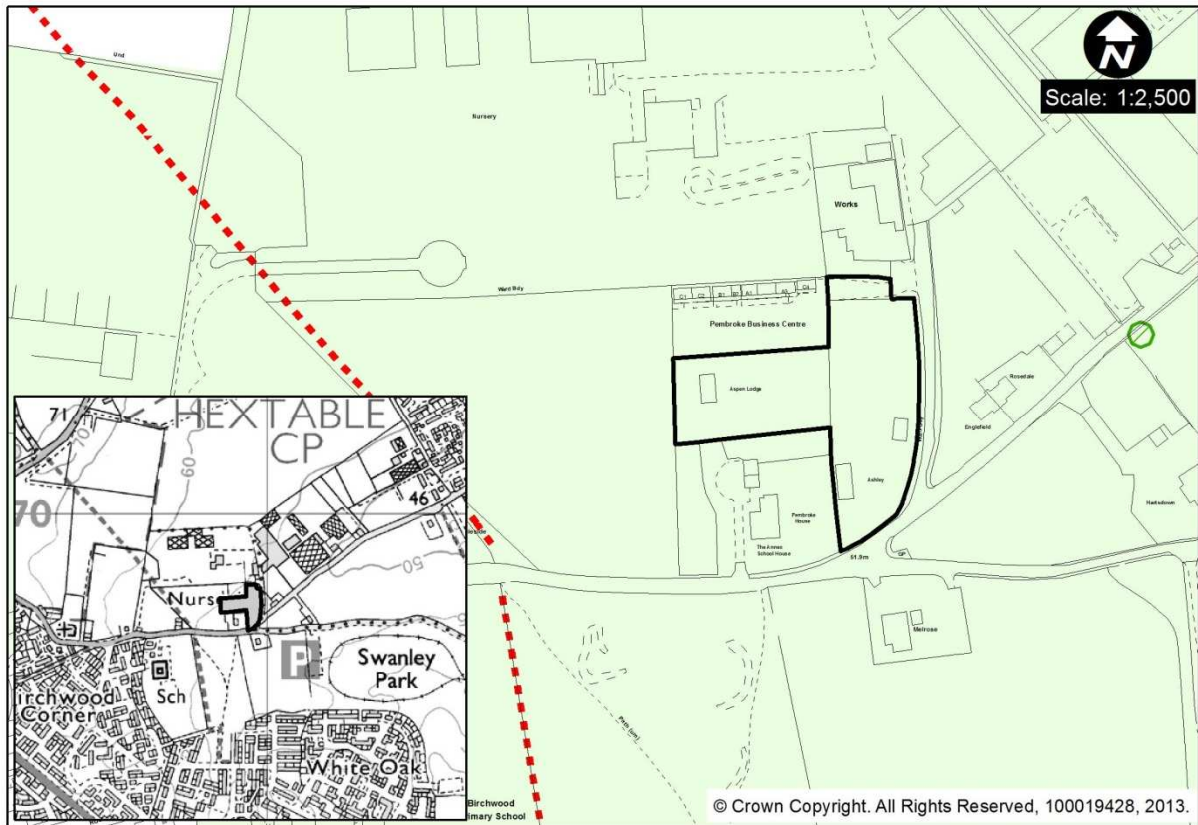
Holly Mobile Home Park, Hockenden Lane, Swanley



Current status of the site:	Temporary permission for 3 pitches
Proposed Number of permanent pitches to allocate:	5 (2 additional pitches)

Consult on as a potential allocation?

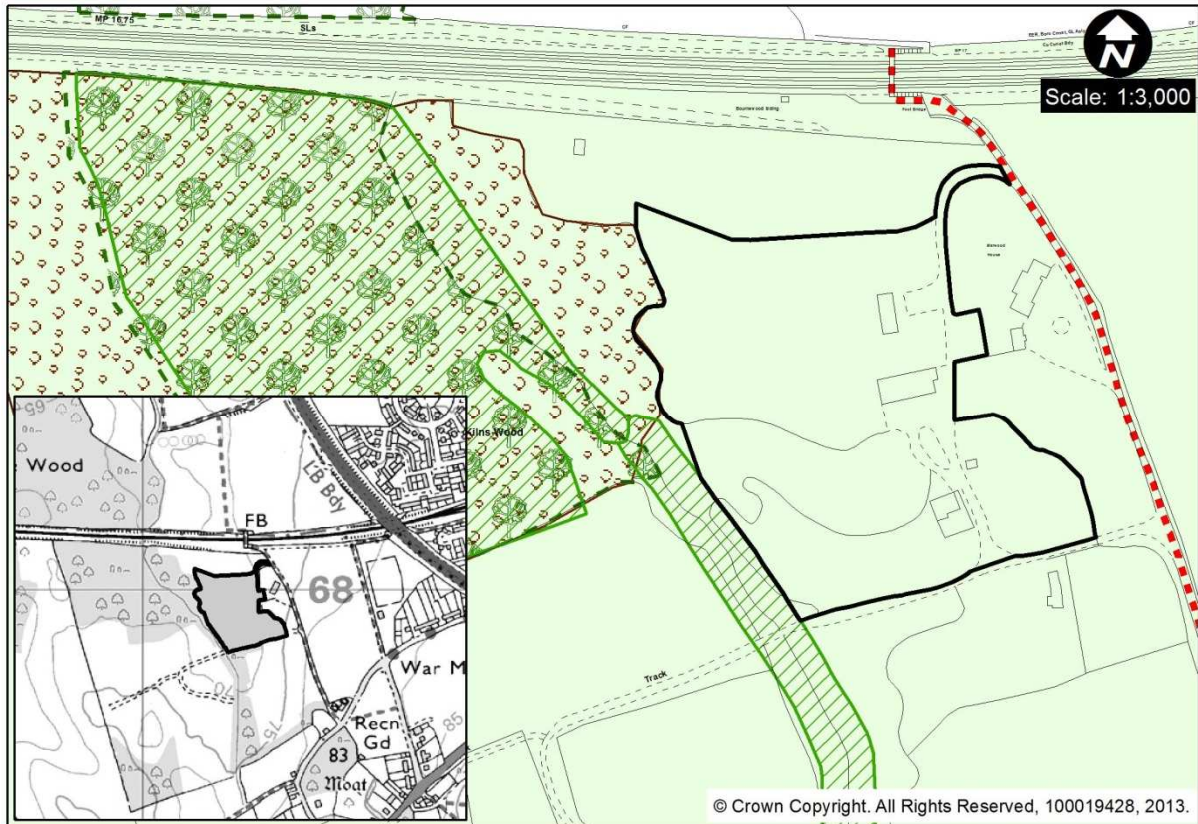
Land North of Pembroke House, Leydenhatch Lane, Swanley



Current status of the site:	Permanent permission for 1 pitch
Proposed Number of permanent pitches to allocate:	2 (1 additional pitch)

Consult on as a potential allocation?

Bournewood Brickworks, Stones Cross Road, Crockenhill

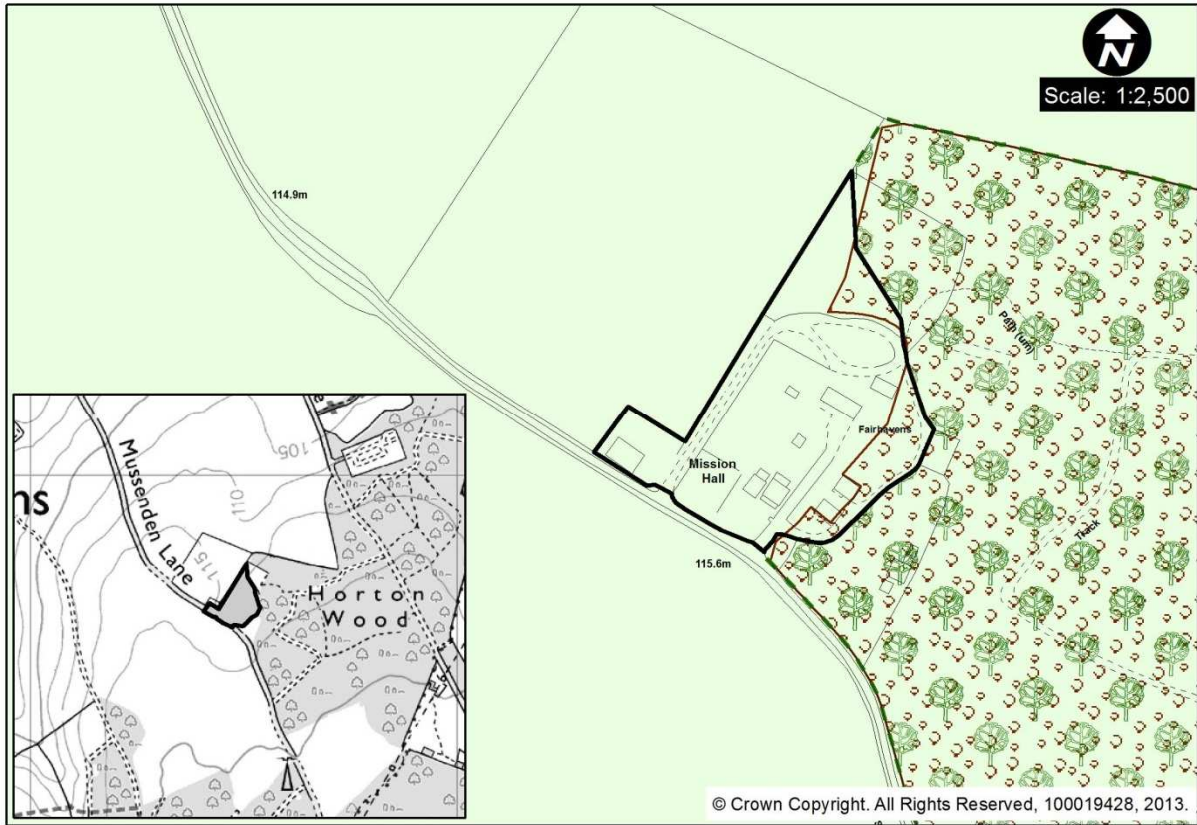


Current status of the site:	Permanent permission for 1 pitch
Proposed Number of permanent pitches to allocate:	8 (7 additional pitches)

Consult on as a potential allocation?



Fairhavens, Mussenden Lane, Horton Kirby

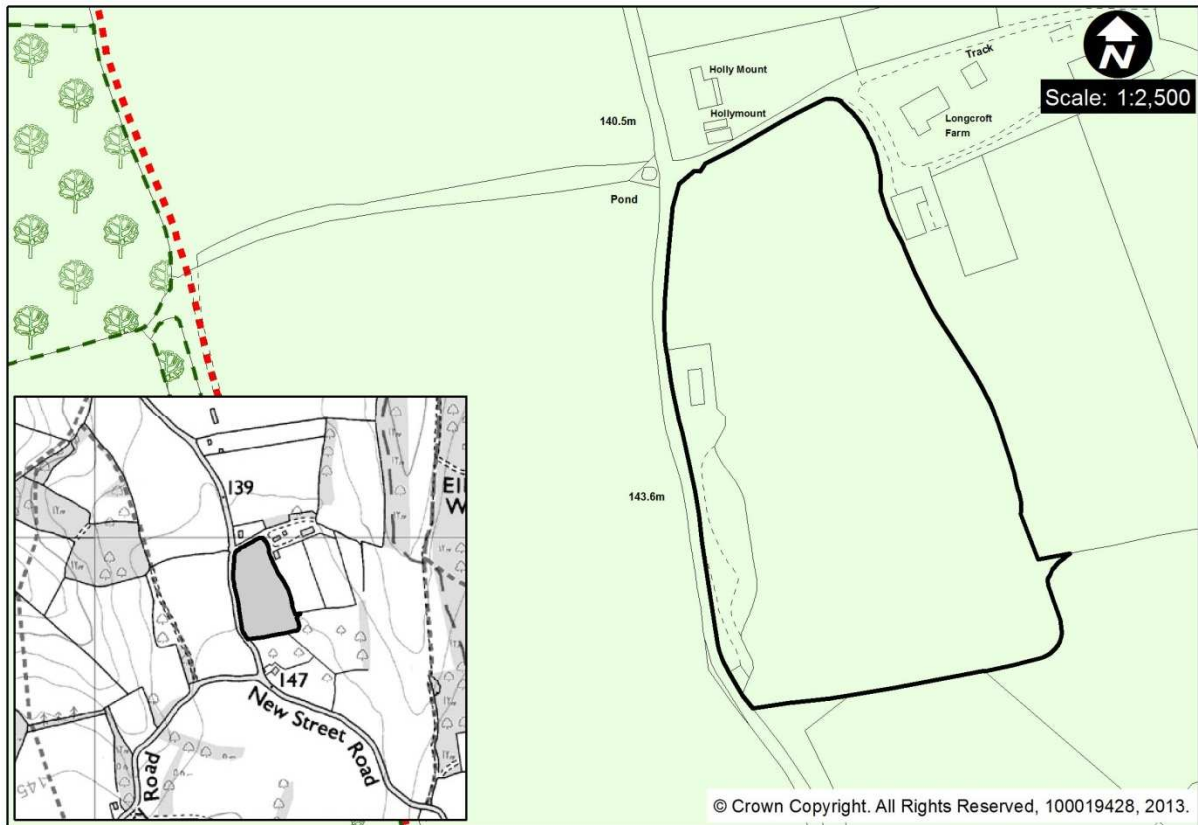


Current status of the site:	Non-Gypsy and Traveller permission for mobile homes
Proposed Number of permanent pitches to allocate:	5

Consult on as a potential allocation?



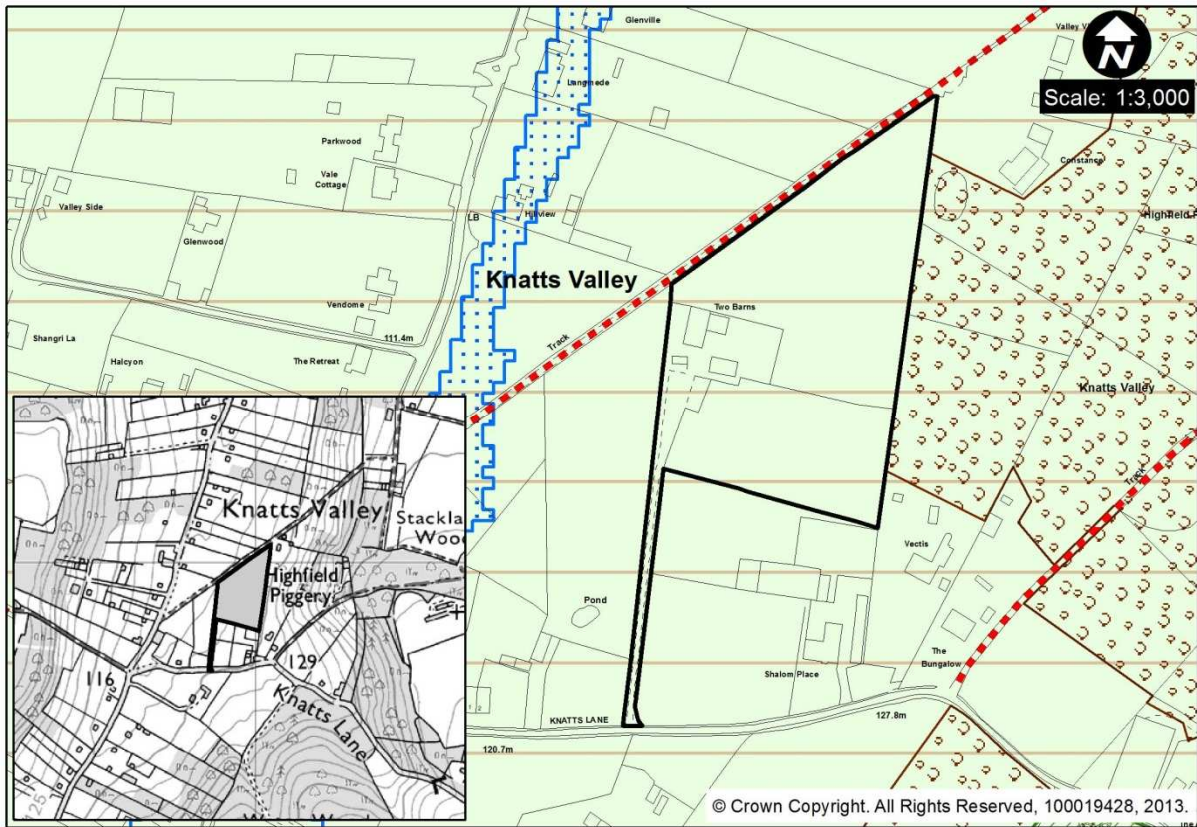
Fordwood Farm, New Street Road, Hodsoil Street



Current status of the site:	Temporary permission for 1 pitch
Proposed Number of permanent pitches to allocate:	4 (3 additional pitches)

Consult on as a potential allocation?

Two Barns, Knatts Valley, West Kingsdown



Current status of the site:	Permanent permission for 1 pitch
Proposed Number of permanent pitches to allocate:	5 (4 additional pitches)

Consult on as a potential allocation?



Seven Acres Farm, Hever Road, Edenbridge



Current status of the site:	Temporary permission for 7 pitches
Proposed Number of permanent pitches to allocate:	12 (5 additional pitches)

Consult on as a potential allocation?

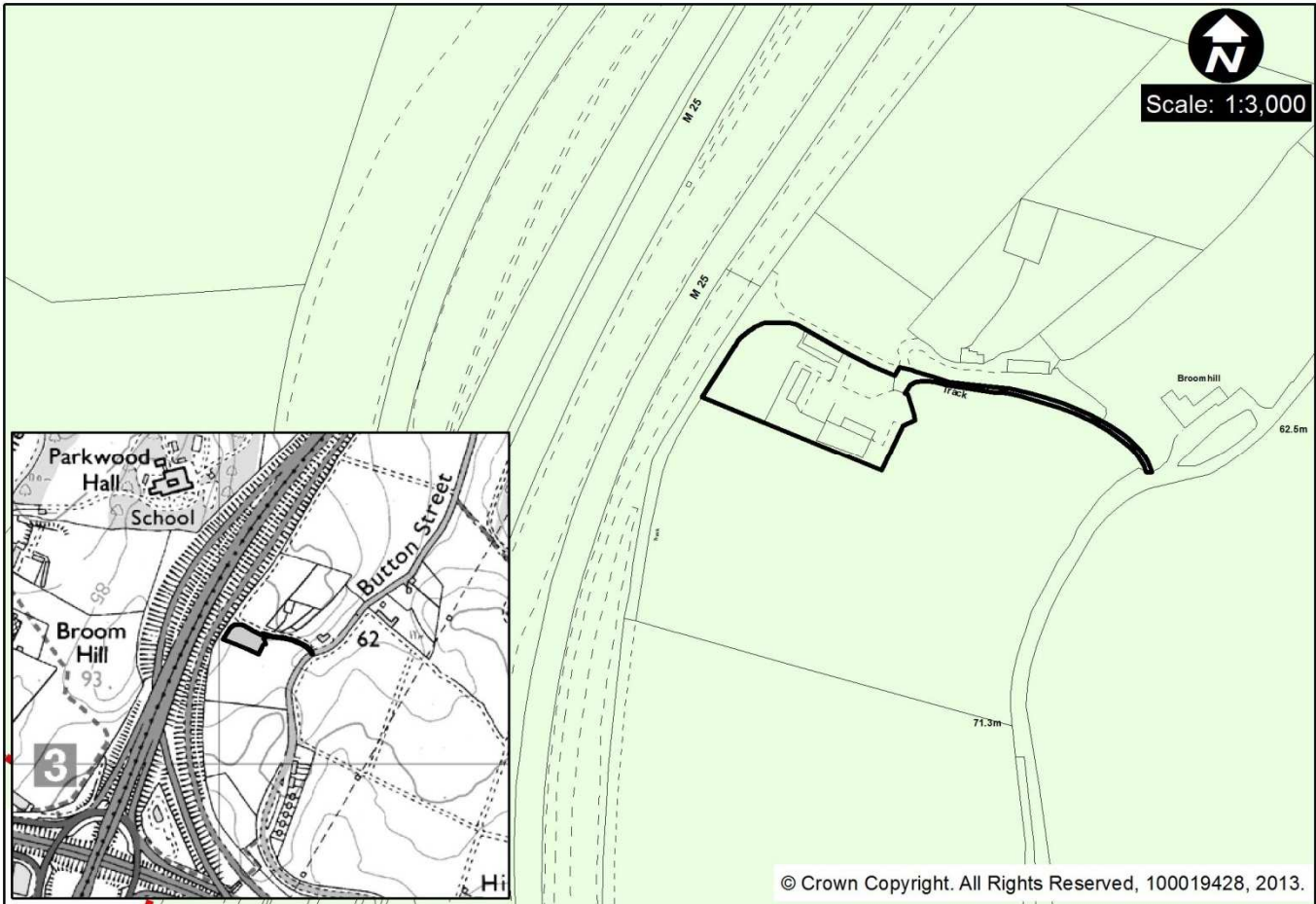


Gypsy and Traveller Plan
Supplementary Site Options Consultation –
Initial Site Assessments

October 2014

Part 1 – Sites Included in Consultation Document

Site Address: Land West Button Street, Swanley (Farningham, Horton Kirby and South Darenth Ward) (Existing)



<p>Site Description:</p>	<p>The site is approximately 0.35ha and is situated in close proximity to the M25 motorway. It is in a fairly open rural location, set back from any residential development. This site has temporary planning permission for 2 pitches. An adjacent site is also being considered through this consultation for 4 additional pitches, totalling 6 potential pitches on the wider site.</p>	
<p>Relevant Planning History</p>	<p>Application Details</p>	<p>Application History</p>
	<p>03/00624/FUL Stationing of two mobile homes for two Gypsy families and change of use from grazing to residential.</p>	<p>Refused and Appeal Dismissed Reasons for refusal include that the proposal constitutes inappropriate development which is by definition harmful to the Green Belt, and openness and quality of the landscape. No special circumstances were deemed to outweigh this harm. Harm was also found to highways safety and the promotion of sustainable patterns of development.</p>
	<p>07/00178/FUL Continuation of residential use of land by gypsy families with two mobile homes, one touring caravan and ancillary structures.</p>	<p>Allowed on Appeal Temporary permission granted for 4 years for 2 mobile homes and 2 touring caravans for the named applicants only. No commercial activities can take place on the land.</p>
<p>12/03287/CONVAR Variation of condition 1 (limited period of 4 years) and condition 2 (cease</p>	<p>Refused The reason given for refusal was that the applicant failed to demonstrate that the</p>	

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	use) of SE/07/00178/FUL (Continuation of residential use of land by gypsy families with two mobile homes, one touring caravan and ancillary structures) - to allow permanent use of the land		location will ensure satisfactory environment for permanent residential occupancy due to the adverse impacts from air quality and noise generated by the nearby motorway.	
	13/03227/FUL Continuation of residential use of land by gypsy families with two mobile homes, two touring caravan and ancillary structures.		Approved 01/10/2014 Personal temporary permission.	
Constraints:	Green Belt	Flood Risk	Topography	Connection to local services
	The site lies fully within the Metropolitan Green Belt	The SFRA indicates that the site is not within Flood Zones 2 and 3 and is not liable to flooding.	The site is relatively flat with a slight slope up from Button Street to the motorway.	The site is fairly well connected by road to the local services provided in Swanley, providing large scale convenience retail facilities, and educational facilities. There are however no PROWs or public transport so access to these facilities would be by private transport.
	Noise and Air Quality	Privacy of Site for Occupier	Landscape (e.g. AONB), Biodiversity	Designate Heritage Asset (incl. Scheduled Monuments, Listed Buildings, Registered Parks and Gardens, Conservation Areas)
	The site lies within an AQMA Buffer Zone. This itself does not indicate the site is constrained by noise or air quality issues, but that it could have an impact upon the AQMA.	The privacy of the occupiers has not been raised as an issue previously when temporary permission was granted so is not considered to be an issue.	The site is not in the AONB and has no national or local nature conservation designation.	The site does not contain any designated Heritage Assets nor would it affect the setting of any such assets.
Impact:	Impact on local character and identity of local surroundings	Impact on amenity for existing residents		Vehicle and pedestrian access
	The site is located in an area of fairly open	There is limited impact on the amenity for existing		There is an existing vehicular access onto

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	countryside.	residents due to the fairly isolated location of the site.	Button Street.
Suitability:	<p>The site has been granted temporary planning permission for 2 pitches.</p> <p>The site is located outside of an AONB and is not constrained by other nature designations or impacts the setting of any Heritage Assets. It does however lie within an AQMA buffer zone and has potential air and noise quality impacts. Given that the site has provided Gypsy and Traveller pitches for more than a decade, this is not considered to be an overriding constraint.</p>		
Deliverability:	<p>The site is available and has been granted temporary planning permission for 2 temporary pitches.</p>		

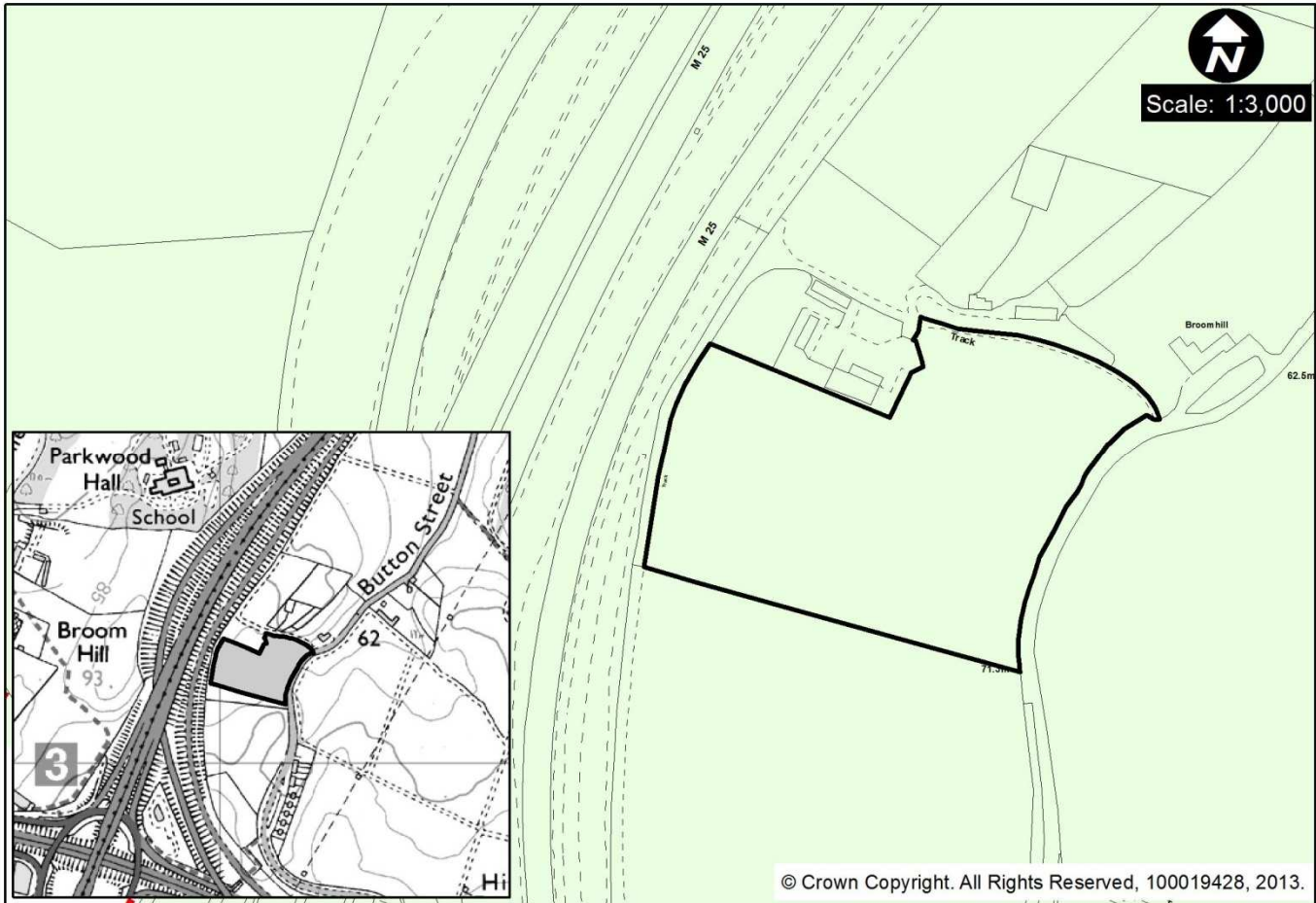
Consult on potential to allocate?



Potential Capacity	Total of 2 permanent pitches.
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Site Address: Land West Button Street, Swanley (Farningham, Horton Kirby and South Darent Ward) (Extension)



Site Description:	The site is approximately 2.00ha and is situated in close proximity to the M25 motorway. It is in a fairly open rural location, set back from any residential development. This site is under consideration for 4 additional pitches. The adjacent site contains 2 temporary pitches, totalling 6 pitches on the wider site.	
Relevant Planning History (wider site)	Application Details	Application History
	03/00624/FUL Stationing of two mobile homes for two Gypsy families and change of use from grazing to residential.	Refused and Appeal Dismissed Reasons for refusal include that the proposal constitutes inappropriate development which is by definition harmful to the Green Belt, and openness and quality of the landscape. No special circumstances were deemed to outweigh this harm. Harm was also found to highways safety and the promotion of sustainable patterns of development.
	07/00178/FUL Continuation of residential use of land by gypsy families with two mobile homes, one touring caravan and ancillary structures.	Allowed on Appeal Temporary permission granted for 4 years for 2 mobile homes and 2 touring caravans for the named applicants only. No commercial activities can take place on the land.
12/03287/CONVAR Variation of condition 1 (limited period of 4 years) and condition 2 (cease use) of SE/07/00178/FUL	Refused The reason given for refusal was that the applicant failed to demonstrate that the location will ensure satisfactory	

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	(Continuation of residential use of land by gypsy families with two mobile homes, one touring caravan and ancillary structures) - to allow permanent use of the land		environment for permanent residential occupancy due to the adverse impacts from air quality and noise generated by the nearby motorway.	
	13/03227/FUL on adjacent site Continuation of residential use of land by gypsy families with two mobile homes, two touring caravan and ancillary structures.		Approved 01/10/2014 Personal temporary permission granted.	
Constraints:	Green Belt	Flood Risk	Topography	Connection to local services
	The site lies fully within the Metropolitan Green Belt	The SFRA indicates that the site is not within Flood Zones 2 and 3 and is not liable to flooding.	The site is relatively flat with a slight slope up from Button Street to the motorway.	The site is fairly well connected by road to the local services provided in Swanley, providing large scale convenience retail facilities, and educational facilities. There are however no PROWs or public transport so access to these facilities would be by private transport.
	Noise and Air Quality	Privacy of Site for Occupier	Landscape (e.g. AONB), Biodiversity	Designate Heritage Asset (incl. Scheduled Monuments, Listed Buildings, Registered Parks and Gardens, Conservation Areas)
	The site lies within an AQMA Buffer Zone. This itself does not indicate the site is constrained by noise or air quality issues, but that it could have an impact upon the AQMA.	The privacy of the occupiers has not been raised as an issue previously when temporary permission was granted so is not considered to be an issue.	The site is not in the AONB and has no national or local nature conservation designation.	The site does not contain any designated Heritage Assets nor would it affect the setting of any such assets.
Impact:	Impact on local character and identity of local surroundings	Impact on amenity for existing residents		Vehicle and pedestrian access
	The site is located in an area of fairly open	There is limited impact on the amenity for existing		There is an existing vehicular access onto

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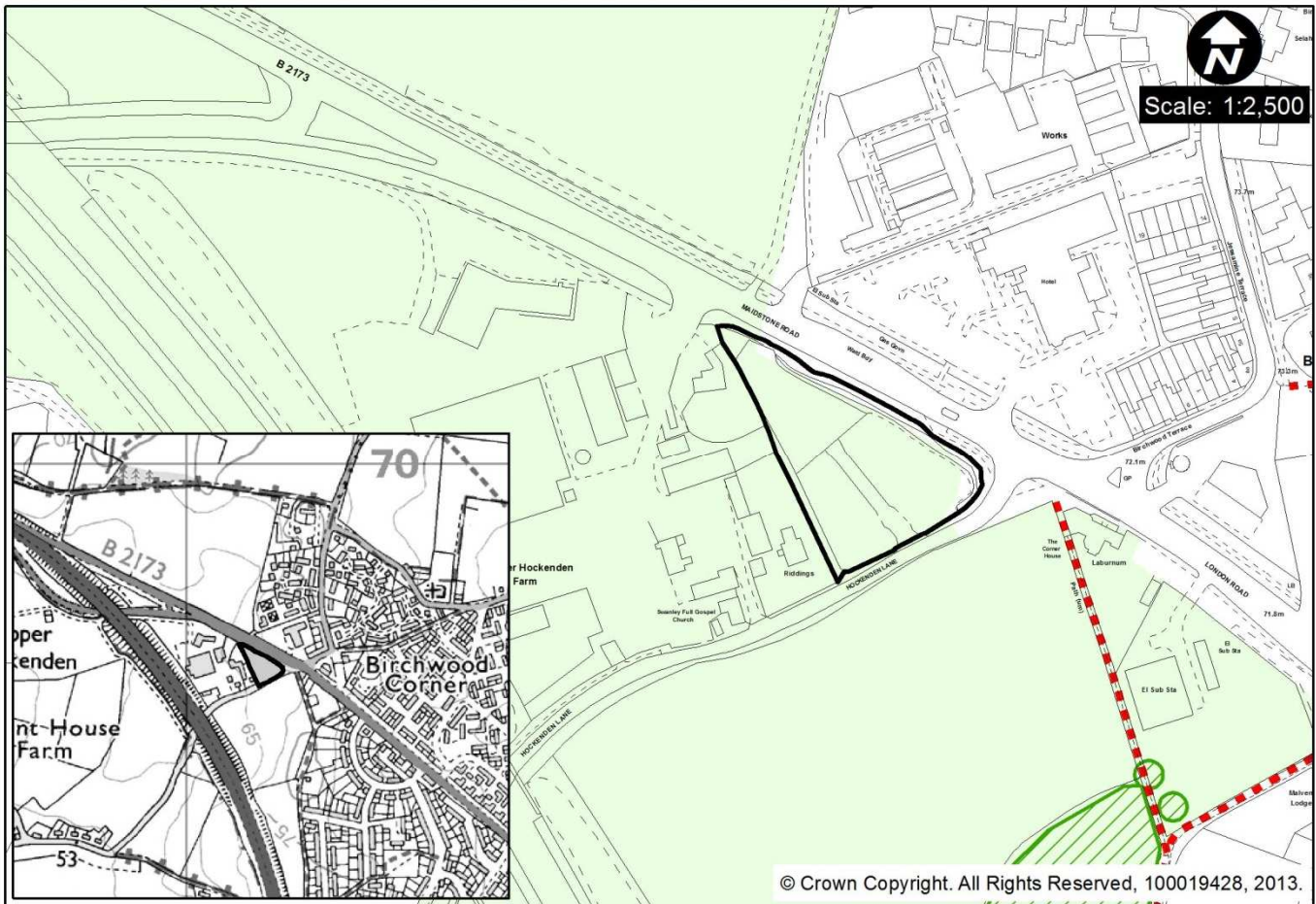
	countryside.	residents due to the fairly isolated location of the site.	Button Street.
Suitability:	<p>The site is located outside of an AONB and is not constrained by other nature designations or impacts the setting of any Heritage Assets. It does however lie within an AQMA buffer zone and has potential air and noise quality impacts. Given that the site has provided Gypsy and Traveller pitches for over a decade, these are not considered to be overriding constraints.</p> <p>The landowners proposed the site for 9 pitches through the May 14 Site Options Consultation, however after taking into account the comments expressed from settled G&T communities about how smaller sites are easier to integrate, a proposal for 4 pitches in the period to 2026 has been included in this consultation document.</p> <p>The adjacent land has recently been granted temporary planning permission for 2 pitches.</p>		
Deliverability:	<p>The site is available and was put forward by the landowners through the May 2014 Site Options Consultation.</p>		

Consult on potential to allocate?



Potential Capacity	Total of 4 permanent pitches.
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Site Address: Holly Mobile Home Park, Hockenden Lane, Swanley



<p>Site Description:</p>	<p>This is a temporary site containing 3 pitches and is 0.38 ha in size. The site is a triangular parcel of land located on the corner of Hockenden Lane and London Road/Maidstone Road, which have established residential frontages, and lies opposite a hotel and restaurant complex.</p>	
<p>Relevant Planning History</p>	<p>Application Details</p>	<p>Application History</p>
	<p>04/02643/FUL Change of use to residential caravan site for two gypsy families with 4 caravans and one transit pitch.</p>	<p>Refused and Appeal Dismissed (29/11/05) Reasons for refusal include harm to the Green Belt in this area of undeveloped land; no provision made for adequate visibility at the access point and could result in harmful conditions to road safety; and the proposal would not be in keeping with the open countryside and rural character of this area.</p>
<p>07/03543/FUL Change of use to caravan site for stationing of 5 caravans (3 mobile homes and 2 touring caravans) for Travellers, with retention of associated hardstanding, septic tank, sheds and fencing (retrospective). Two utility blocks are proposed on the site.</p>	<p>Approved (15/08/08) Permission granted for 3 years for the named applicants. No more than 5 caravans, 3 of which to be static can be stationed on the land at any one time.</p>	

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	11/02120/CONVAR Variation of condition 1 of SE/07/03543/FUL - (Change of use to caravan site for stationing of 5 caravans (3 mobile homes and 2 touring caravans) for Travellers, with retention of associated hardstanding, septic tank, sheds and fencing (retrospective). Two utility blocks are proposed on the site.) To either make the site permanent or renew the time limited condition for a further temporary period.		Approved (16/12/11) Permission granted for 3 years for the named applicants. No more than 5 caravans, 3 of which to be static can be stationed on the land at any one time, and no commercial activity can be carried out.	
Constraints:	Green Belt	Flood Risk	Topography	Connection to local services
	This site lies fully within the Metropolitan Green Belt	The SFRA indicates that the site is not within Flood Zones 2 and 3 and is not liable to flooding.	The site is flat	Site is considered to be well connected to local services and public transport routes.
	Noise and Air Quality	Privacy of Site for Occupier	Landscape (e.g. AONB), Biodiversity	Designated Heritage Assets (incl. Scheduled Monuments, Listed Buildings, Registered parks and Gardens, and Conservation Areas)
	The site is not located within an AQMA. There may be potential noise impacts due to the proximity to the A20.	Site is currently fairly well screened from the main road. It is visible from Hockenden Lane at the entrance way, but has further screening along the western edge.	The site is not in the AONB and has no national or local nature conservation designations.	The site does not contain any designated Heritage Assets nor would it affect the setting of any such assets.
Impact:	Impact on local character and identity of local surroundings	Impact on amenity for existing residents		Vehicle and pedestrian access
	Whilst the site lies outside of the built up area of Swanley, there are several other low level buildings in the surrounding area. The	This is a well kept site, with some soft landscaping acting as screening for existing residents. It is therefore not considered to impact		The current access had no objections from the local Highway Authority in the most recent permission. It is close to the junction with London

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	<p>site also lies opposite a larger hotel and restaurant complex. The site is not considered to be intrusive in the landscape or impact the local character of the area.</p>	<p>significantly on the amenities of surrounding residents.</p>	<p>Road.</p>
Suitability:	<p>This site is considered to be sustainable in terms of location and connection to local services. It is currently a well kept site, with some existing soft landscaping providing a degree of screening for both current occupiers, and surrounding neighbours, lessening the impact on the local character of the area. Whilst the NPPF does not consider gypsy and traveller sites to be appropriate development within the Green Belt, this site has been established in the Green Belt for 5 years and in all other respects is considered suitable for 5 permanent pitches.</p> <p>Substantial weight is given to any harm to the Green Belt in Sevenoaks District but in the light of the need to meet the objectively assessed need for gypsy and traveller pitches, the advantages of permanently allocating the existing site as a caravan site by persons defined as Gypsies and Travellers is considered to be potentially suitable when assessed against the suitability criteria.</p>		
Deliverability:	<p>The site is available. It currently has temporary planning permission until December 2014.</p> <p>This site was consulted on for 3 pitches (existing temporary to permanent) in May 2014. The response from the Gypsy and Traveller community to the consultation stated that an additional 2 pitches could be accommodated on the site.</p>		

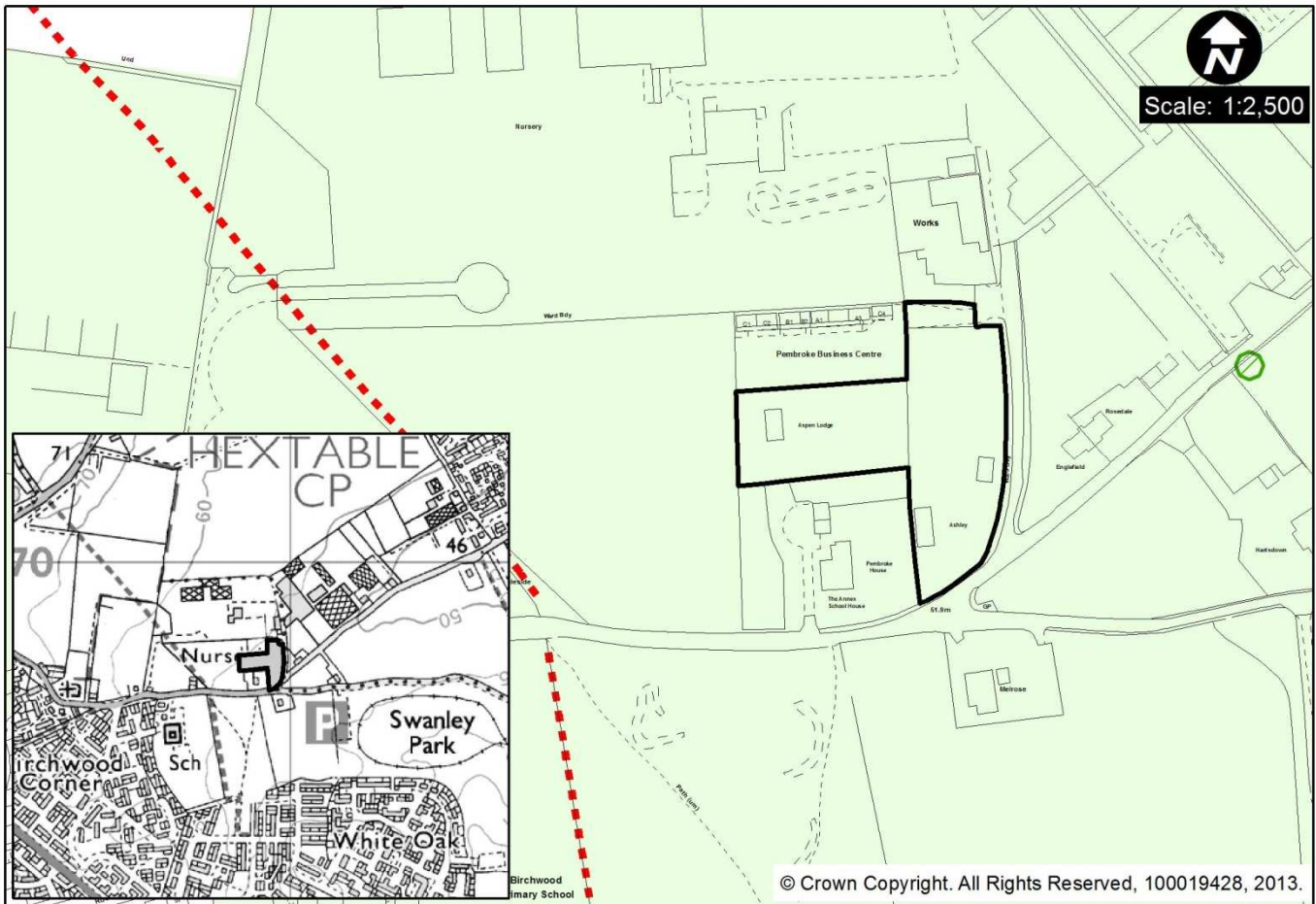
Consult on potential to allocate?



Potential Capacity	Total of 5 permanent pitches (3 existing temporary pitches and an additional 2 pitches)
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Site Address: Land North of Pembroke House, Leydenhatch Lane, Swanley



Site Description:	This site lies within the Green Belt between Swanley and Hextable. The site is 0.52ha and already has permission for a mobile home and permanent permission for a Gypsy and Traveller pitch.			
Relevant Planning History	Application Details		Application History	
	05/00969/FUL Use of land as a private gypsy caravan site for a single family.		Refused and Appeal Allowed (02/06/2006) Reasons for refusal relate to the impact on the openness of the Green Belt. Permanent permission granted at appeal for a specific family.	
	08/03414/FUL Relocation of mobile home, known as 'Aspen Lodge', to site adjacent to mobile home, known as 'Ashleys'.		Refused and Appeal Allowed (15/12/2009) Reasons for refusal relate to the impact on the openness of the Green Belt. Temporary permission granted at appeal to relocate mobile home.	
12/00189/FUL Retention of mobile home in its original location at Pembroke Business Centre		Approved (02/07/2012)		
Constraints:	Green Belt	Flood Risk	Topography	Connection to local services

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	This site lies fully within the Metropolitan Green Belt. It is a sensitive Green Belt location, as it contributes to keeping Swanley and Hextable separate.	The SFRA indicates that the site is not within Flood Zones 2 and 3 and is not liable to flooding.	The site is flat	Site is considered to be well connected to local services and public transport routes.
	Noise and Air Quality	Privacy of Site for Occupier	Landscape (e.g. AONB), Biodiversity	Designated Heritage Assets (incl. Scheduled Monuments, Listed Buildings, Registered parks and Gardens, and Conservation Areas)
	The site is not located within an AQMA.	Site is currently fairly well screened from the road and from Pembroke House	The site is not in the AONB and has no national or local nature conservation designations.	The site does not contain any designated Heritage Assets nor would it affect the setting of any such assets.
Impact:	Impact on local character and identity of local surroundings	Impact on amenity for existing residents	Vehicle and pedestrian access	
	Whilst the site lies outside of the built up area of Swanley, there are several other low level buildings in the surrounding area. The site already has two mobile homes and an additional pitch in the centre of the site is unlikely to have a negative impact on the character of the area	This site is open with two existing mobile homes. An additional pitch is unlikely to have any significant impact on the existing residents.	There is vehicular access from a track accessed from College Road.	
Suitability:	<p>This site is considered to be sustainable in terms of location and connection to local services. It is currently has some existing soft landscaping providing a degree of screening for both current occupiers, and surrounding neighbours, lessening the impact on the local character of the area. Whilst the NPPF does not consider gypsy and traveller sites to be appropriate development within the Green Belt, this site has been established in the Green Belt for 10 years and in all other respects is considered suitable for an additional permanent pitch.</p> <p>Although the site is located in the strategically important area of Green Belt between Swanley and Hextable the site is in existence and the proposed additional pitch would be in the centre between the existing pitch and mobile</p>			

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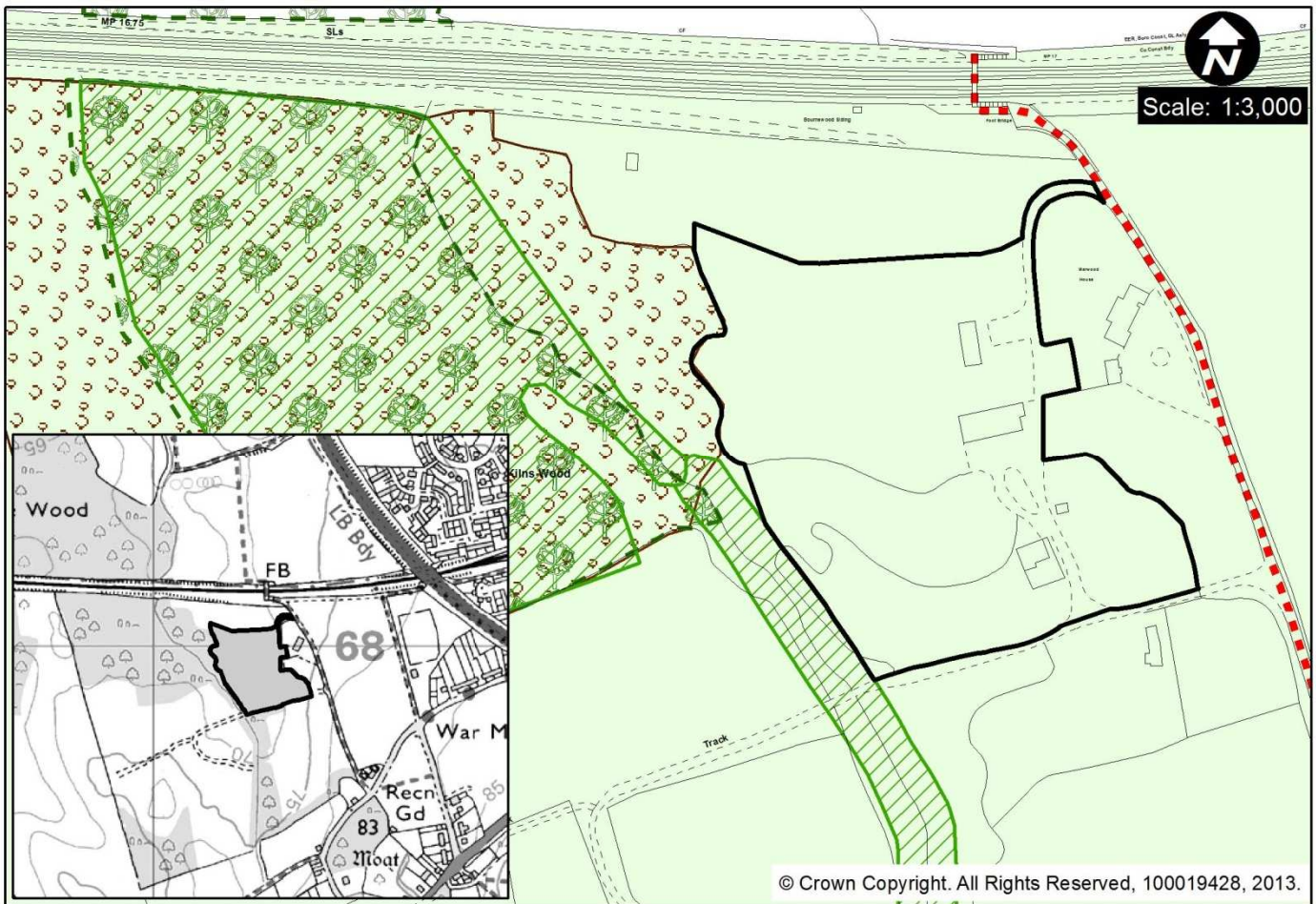
	<p>home.</p> <p>Substantial weight is given to any harm to the Green Belt in Sevenoaks District but in the light of the need to meet the objectively assessed need for gypsy and traveller pitches, the advantages of permanently allocating the existing site as a caravan site by persons defined as Gypsies and Travellers is considered to be potentially suitable when assessed against the suitability criteria.</p>
Deliverability:	<p>The site is available and has been promoted by the landowner in September 2014 for one additional pitch.</p>

Consult on potential to allocate?



Potential Capacity	<p>Total of 2 permanent pitches (1 existing permanent pitch and an additional 1 pitch)</p>
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Site Address: Bournewood Brickworks, Stone Cross Road, Crockenhill



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<p>Site Description:</p>	<p>Large grassed site off Stones Cross Road. Site approached via long driveway (PROW) with paddock to east. Site consists of a large property (Marwood House) and mobile home to rear. Site bounded to the north by railway, west by woodland and road/track on south and eastern boundary. Land mainly flat, with some scrubland, and woodland to east. Some commercial activities on site.</p>	
<p>Relevant Planning History</p>	<p>Application Details</p>	<p>Application History</p>
	<p>99/02368/FUL Temporary planning permission for 2 no mobile homes.</p>	<p>Refused 04/01/2000 Reasons for refusal include that the site would cause harm to the openness of the Green Belt. Dismissed on appeal 20/06/2000</p>
	<p>07/01940/FUL Proposed retention & relocation of mobile home</p>	<p>Refused 07/03/2008 Reasons for refusal include that the site would cause harm to the openness of the Green Belt and have a detrimental impact on the character of the local landscape.</p>
	<p>08/02348/FUL Retention of Mobile Home</p>	<p>Approved 13/01/2009 The permission is conditioned to be used by specific named persons for a period of 3 years.</p>
	<p>10/03295/FUL Change of use of land to rear garden</p>	<p>Refused 01/07/2011 Reasons for refusal include that the site</p>

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	area of existing residential mobile home, plus retention of timber outbuilding & other residential ancillary building, & associated uses		would cause harm to the openness of the Green Belt.	
	11/02166/FUL Proposed relocation of mobile residential unit 13/00040/CONVAR Variation of condition 5 of application reference SE/11/02166/FUL Proposed relocation of mobile residential unit with amendment to extend the time limit for a further 3 months.		Approved 17/11/2011 The permission is conditioned to be used by specific named persons for a period of 3 years. Conditions varied on appeal to grant permanent permission 10/10/2012	
Constraints:	Green Belt	Flood Risk	Topography	Connection to local services
	This site lies fully within the Metropolitan Green Belt.	The SFRA and Environment Agency Mapping indicated that this site is not within Flood Zones 2 and 3 and is not liable for flooding.	Large site. Relatively flat	Site in close proximity to Crockenhill and Swanley
	Noise and Air Quality	Privacy of Site for Occupier	Landscape (e.g. AONB), Biodiversity	Designate Heritage Assets (incl. Scheduled Monuments, Listed Buildings, Registered Parks and Gardens, Conservation Areas)
	Potential noise issues related to adjacent railway and quarry	Site some distance from other residential properties and some screening. PROW along driveway	Wooded area to west of site is ancient woodland and a local wildlife site (Hook Spring and Tile Kilns Wood). Not AONB.	Wooded area to west of site is an area of archaeological potential
Impact:	Impact on local character and identity of local surroundings	Impact on amenity for existing residents		Vehicle and pedestrian access
	Site situated down long access road and therefore not highly visible in local landscape. Any site extension should not be within or impact upon the wooded area to the east that is subject to	Site some distance from other residential properties and some screening exists.		Existing access from Stones Cross Road

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	landscape and heritage designations		
Suitability:	Large site able to accommodate additional pitches. Site owner has indicated that the preference would be to site any additional pitches to south and east of existing house. Existing site in relative close proximity to services, but with limited impact on the residential amenity of neighbouring properties. Any additional pitches should not adjoin or impact upon the local wildlife site or ancient woodland designations to the west, or the commercial/infrastructure operations to the north. Recommendation to consider as additional site option.		
Deliverability:	This site was submitted by the landowner for potentially 7 additional pitches through the May 2014 Site Options Consultation. The landowner stated that the land is available.		

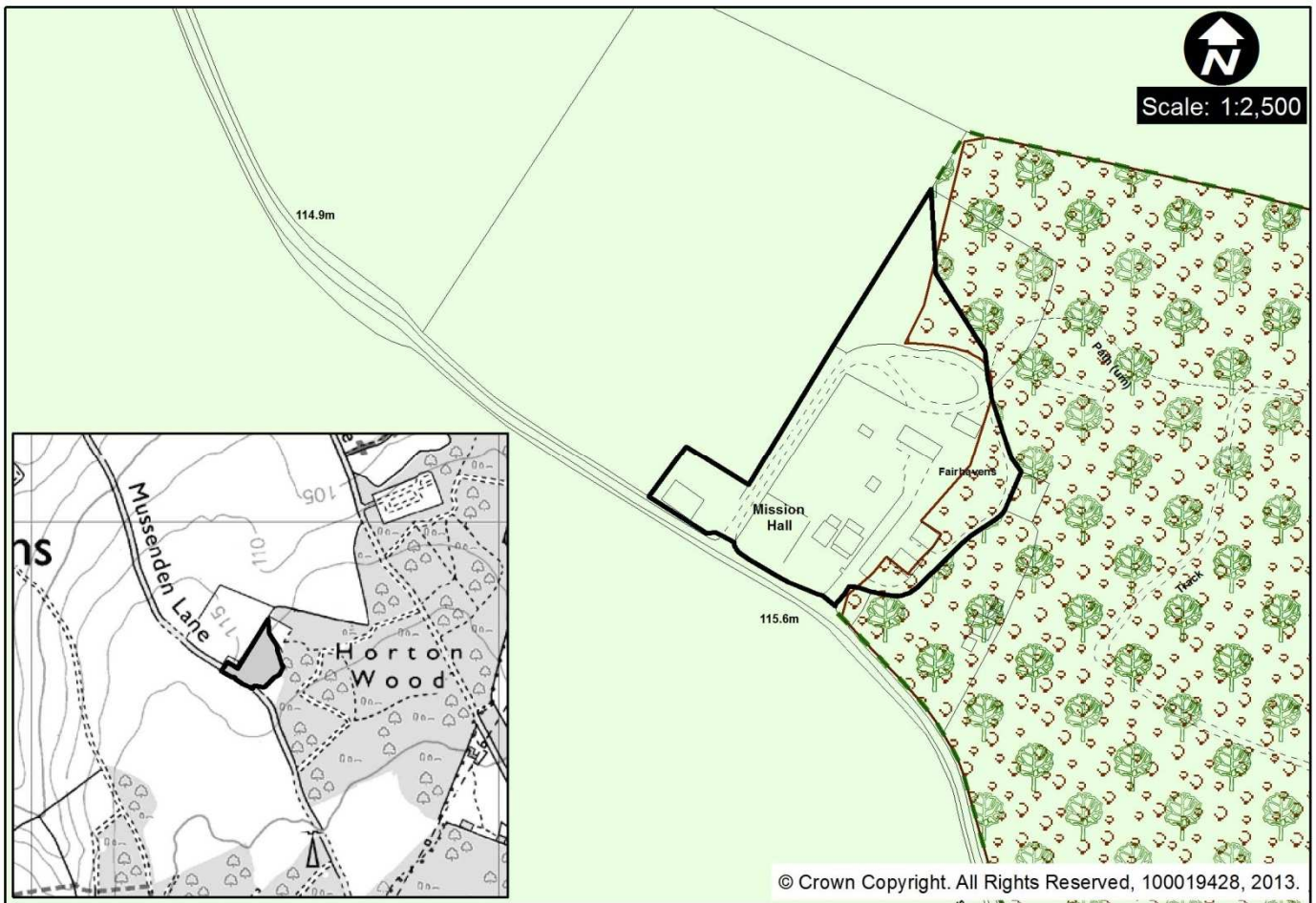
Consult on potential to allocate?



Potential Capacity	Total of 8 permanent pitches. (1 existing permanent permission and 7 additional pitches)
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Site Address: Fairhavens, Mussenden Lane, Horton Kirby



Site Description:	The site is between Horton Kirby and Fawkham Green, It lies on the edge of Horton Wood which is designated ancient woodland and a local wildlife site. Site area is 0.86ha. It contains both grassed areas and areas of hardstanding and lies on lower ground than that to the north west.			
Relevant Planning History	Application Details		Application History	
	96/01063/HIST The use of land as a residential caravan site for the stationing of no more than four caravans at any one time, as amended by letter received 20/8/96.		Approved 20/09/1996 Lawful Development Certificate for use for four caravans (not restricted to Gypsy and Traveller use)	
Constraints:	Green Belt	Flood Risk	Topography	Connection to local services
	This site lies fully within the Metropolitan Green Belt.	The SFRA and Environment Agency Mapping indicated that this site is not within Flood Zones 2 and 3 and is not liable for flooding.	Relatively flat but sloping towards the west.	Site is fairly remote and would require access by car. 1.7km from the hamlet of Fawkham Green, 2.1km from The Service Village of Horton Kirby and 2.8km from the

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				Local Service Centre at New Ash Green.
	Noise and Air Quality	Privacy of Site for Occupier	Landscape (e.g. AONB), Biodiversity	Designate Heritage Assets (incl. Scheduled Monuments, Listed Buildings, Registered Parks and Gardens, Conservation Areas)
	No potential Air or Noise quality issues.	Site some distance from other residential properties and some screening.	Adjoins Horton Wood which is Ancient Woodland and a Local Wildlife Site.	Adjoins Horton Wood which is ancient woodland.
Impact:	Impact on local character and identity of local surroundings	Impact on amenity for existing residents		Vehicle and pedestrian access
	Mobile Homes (not restricted for Gypsy and Traveller use) already on site, additional units would be placed within the existing built up site area which is unlikely to substantially affect the visual impact of the site. This will, however, be a matter to be considered through determination of any planning application.	Site some distance from other residential properties		Existing access from Mussenden Lane. This is a rural lane with no pavements.
Suitability:	Site with existing mobile homes (not restricted for Gypsy and Traveller use). Site area is suitable for 5 Gypsy and Traveller pitches. Any pitches should not adjoin or impact upon the local wildlife site or ancient woodland designations. Recommendation to consider as additional site option.			
Deliverability:	This site was submitted by the landowner for Gypsy and Traveller pitches through the May 2014 Site Options Consultation.			

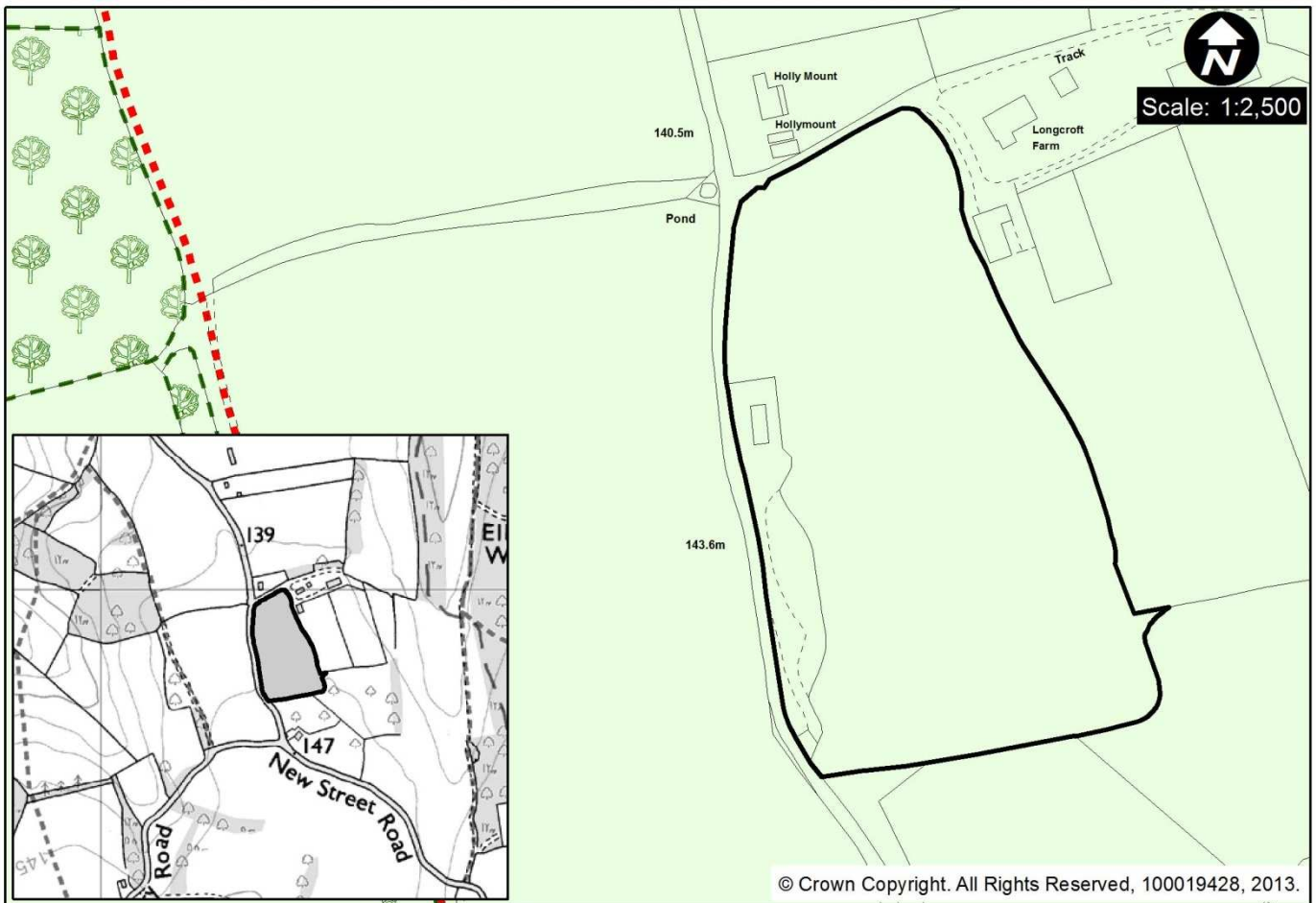
Consult on potential to allocate?



Potential Capacity	Total of 5 permanent Gypsy and Traveller pitches. (Site also has permission for 4 mobile homes not restricted to Gypsy and Traveller use)
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Site Address: Fordwood Farm, New Street Road, Hodsoil Street



<p>Site Description:</p>	<p>This site is approximately 2.44ha and has temporary planning permission for the stationing of 1 mobile home and 1 touring caravan (1 pitch). The site lies within an area of scattered and sporadic development, with dwellings to the north, and a farm to the south. The site is grassed, well-screened from road with access to south and existing mobile home to rear (north) of site.</p>	
<p>Relevant Planning History</p>	<p>Application Details</p>	<p>Application History</p>
	<p>03/00623/FUL</p> <p>Change of use to residential, stationing of one mobile home and one touring caravan for a Gypsy Family.</p>	<p>Refused and Appeal Dismissed</p> <p>Reasons for refusal include inappropriate development that would be harmful to the maintenance and openness of the Green Belt, and detract from the rural character of the countryside.</p>
<p>05/00126/ENF</p> <p>Without planning permission the making of a material change in the use of the land by the change from agriculture to use for the stationing of caravans for residential purposes.</p>	<p>Appeal Allowed and Enforcement Notice quashed (24/04/06)</p> <p>Planning permission granted by appeal for the stationing of no more than 1 mobile home and 1 touring caravan at any one time for a temporary period of 3 years. No other buildings, structures, containers or lorry bodies shall be erected or placed on the land. No more than one commercial vehicle shall be</p>	

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		parked on the land.		
	09/00822/CONVAR Change of use from agricultural land to agricultural with standing caravan for residential purposes.		Approve (25/03/14) Temporary permission for a further 2 years for 1 mobile home and 1 touring caravan to vary the condition for the permission granted by the earlier appeal.	
Constraints:	Green Belt	Flood Risk	Topography	Connection to local services
	The site is within the Metropolitan Green Belt.	The SFRA indicates that the site is not within Flood Zones 2 and 3 and is not liable to flooding.	Relatively flat grassed site	The site is in a fairly remote location. Nearest settlement is New Ash Green approximately 1.4km away
	Noise and Air Quality	Privacy of Site for Occupier	Landscape (e.g. AONB), Biodiversity	Designate Heritage Assets (incl. Scheduled Monuments, Listed Buildings, Registered Parks and Gardens, Conservation Areas)
	The site is not located within an AQMA nor are there any unacceptable noise constraints.	Well screened from road by extensive hedging but it is understood that views into the site exist from the dwellings to the north / north-east	The site is not in an AONB and has no national or local nature conservation designations.	The site does not contain any designated Heritage Assets nor would it affect the setting of any such assets.
Impact:	Impact on local character and identity of local surroundings	Impact on amenity for existing residents		Vehicle and pedestrian access
	Site is screened in the wider landscape but it is understood that views of the site are available from the dwellings to the north / north-east. Making the site permanent may provide an opportunity for the Council to secure	Neighbouring properties at some distance and not likely to be any significant privacy/overlooking issues		Existing vehicular access is from New Street Road, which was considered to be adequate by the Inspector of the 2006 Appeal, and no issues raised by Kent Highways. Pedestrian access would be from the same point. However this is a rural

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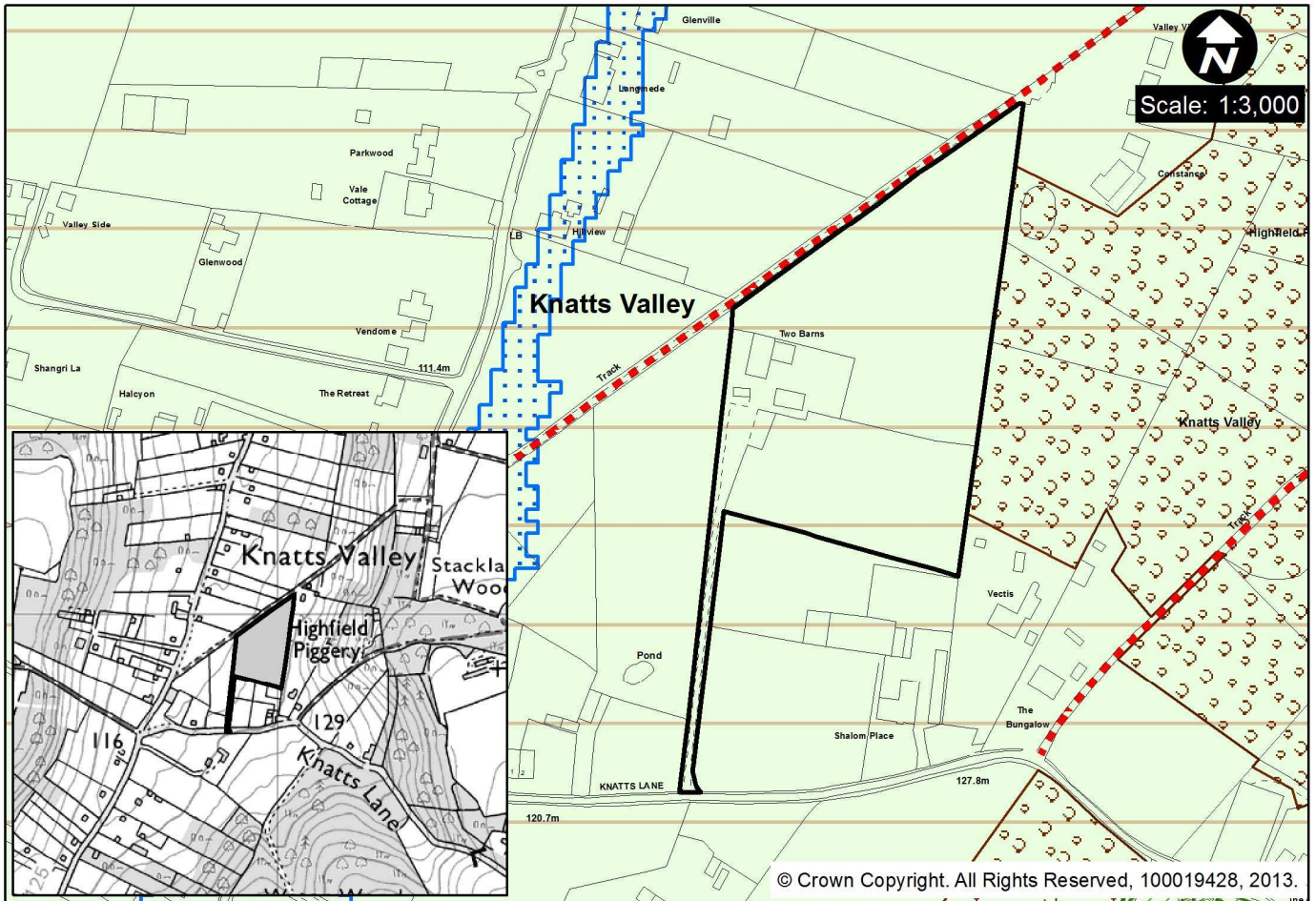
	improved screening, if necessary.		lane and there are no pavements or PROWs in close proximity.
Suitability:	Site is in the green belt and a fairly remote location. However, it is not constrained by any landscape/heritage designations, it is an existing (temporary) site and is well screened. The size of the site means it is capable of accommodating additional pitches and it is recommended that this is considered as an additional site option.		
Deliverability:	The site is available. It currently has temporary planning permission for a standing caravan until March 2016. The landowners put forward the site for allocation of 3 additional pitches through the May 14 Site Options Consultation.		

Consult on potential to allocate?



Potential Capacity	Total of 4 permanent pitches (1 existing temporary pitch and an additional 3 pitches)
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Site Address: Two Barns, Knatts Lane



Site Description:	Site is approached along narrow access track from Knatts Lane. Site is predominantly grassed, sloping eastwards up the hill. Site is vegetated on boundary, including track boundary to north			
Relevant Planning History	Application Details		Application History	
	97/00291/HIST Siting of mobile home for a gypsy family on own site.	Refused 21/05/1997 Reasons included impact on the openness of the Green Belt and detrimental to the character of the local area and the AONB		
00/00975/FUL Continued use of land to station one mobile home and one touring caravan for a gypsy family together with incidental building operations.	Refused 20/10/2000 Reasons included impact on the openness of the Green Belt and detrimental to the character of the local area and the AONB Allowed on appeal 15/01/2001 Personal permanent permission granted.			
Constraints:	Green Belt	Flood Risk	Topography	Connection to local services
	This site lies fully within the Metropolitan Green Belt	The SFRA and Environment Agency Mapping indicates that the site is not within Flood Zones 2 and	Land rises to the east. Eastern boundary of sites fairly well landscaped reducing visibility of	Knatts Valley is a remote location. West Kingsdown is approximately 1.3km from the site

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		3 and is not liable to flooding.	site. This is a large site able to accommodate additional pitches	
	Noise and Air Quality	Privacy of Site for Occupier	Landscape (e.g. AONB), Biodiversity	Designate Heritage Assets (incl. Scheduled Monuments, Listed Buildings, Registered Parks and Gardens, Conservation Areas)
	None	Existing site. Site set back from properties on Knatts Lane and separated from properties on Knatts Valley Road by track (PROW). Additionally, planting on site boundary provides privacy screening	Sites lies within the Kent Downs AONB. Adjacent to Knatts Valley LWS. Some views into site from rising land to east, but existing site has mature planting on boundary. Limited views into site from PROW	AONB.
Impact:	Impact on local character and identity of local surroundings	Impact on amenity for existing residents	Vehicle and pedestrian access	
	The existing site is of limited visibility and development should have a limited impact on the character of the surroundings	Limited impact. Site is set back from adjacent properties and screening on boundary	Existing track access from Knatts Lane	
Suitability:	Existing site well landscaped with mature shrubbery to boundaries, with limited visibility or impact on adjacent properties. Site is within AONB and some views into site from higher ground to the east, but this is somewhat mitigated by site planting. Site considered to be of sufficient size and potentially suitable to accommodate additional pitches. Any additional pitches must be placed away from, and not have a detrimental impact on the adjoining Local Wildlife site.			
Deliverability:	The site is available. The site was put forward by the landowners during the May 14 Site Options Consultation.			

Consult on potential to



allocate?

Potential Capacity	Total of 5 permanent pitches (1 existing permanent and 4 additional)
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Site Address: Seven Acres Farm, Hever Road, Edenbridge



<p>Site Description:</p>	<p>This is a temporary site containing 7 pitches and is approximately 2.55ha. The site is situated along a busy rural road, and abuts the railway line. It is situated in close proximity to a public Gypsy and Traveller site at Romani Way.</p>	
<p>Relevant Planning History</p>	<p>Application Details</p>	<p>Application History</p>
	<p>05/01966/FUL Change of use to residential and stationing of six mobile homes, six utility rooms and six touring caravans for gypsy family.</p>	<p>Approved at appeal (09/11/06) Inspector granted permission for 3 years to the named applicants. No more than 6 mobile homes and 6 touring caravans to be stationed on the site at any one time.</p>
	<p>09/02953/FUL Change of use for stationing of caravans for residential use with associated development (new access, driveway and retain extension to existing hard standing and septic tanks)</p>	<p>Approved (17/09/10) No more than 6 mobile homes and 6 touring caravans to be stationed on the site at any one time. Permission is temporary for a period of 3 years.</p>
<p>13/02565/FUL A mixed use application for the retention of a barn for B1 use and the use of land for the stationing of caravans for residential purposes for 7 gypsy pitches together with the formation of additional hard standing</p>	<p>Approved (26/02/14) Temporary permission is granted for 3 years for the named applicants for the stationing of 7 caravans for residential purposes together with additional ancillary hardstanding, and the retention of a barn for B1 use.</p>	

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	ancillary to that use.			
Constraints:	Green Belt	Flood Risk	Topography	Connection to local services
	This site lies fully within the Metropolitan Green Belt	The SFRA indicates that the site is within Flood Zone 3b (functional floodplain). However, updated Flood Map information from the Environment Agency confirms that the site is actually located fully within Flood Zone 1 and therefore the land use is considered to be appropriate.	The site is relatively flat.	Site is considered to be fairly well connected to local services provided at Edenbridge Town centre; however these would be access by road as there is not a footpath available.
	Noise and Air Quality	Privacy of Site for Occupier	Landscape (e.g. AONB), Biodiversity	Designate Heritage Assets (incl. Scheduled Monuments, Listed Buildings, Registered Parks and Gardens, Conservation Areas)
	Site is situated close to the railway line, but the railway line is situated in a significant cutting, reducing any potential noise impacts. The site is not considered to experience significant air quality issues.	Site is not particularly well screened. However Hever Road contains landscaping along the highway boundary which proves a degree of screening of the site from the road.	The site is not within an AONB and has no national or local nature conservation designations.	The site does not contain any designated heritage assets nor would it affect the setting of any such assets.
Impact:	Impact on local character and identity of local surroundings	Impact on amenity for existing residents		Vehicle and pedestrian access
	This is a relatively prominent site in the landscape with views in and out of the site, and can be viewed from several locations along	Site is not considered to impact on existing residents due to the distance from other properties. The site is however situated in close		Existing vehicular access from Hever Road is considered to be suitable. However this is a busy road and there is no pedestrian pavement.

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	Hever Road.	proximity to the public traveller site on Hever Road.	
Suitability:	<p>The site is located along a busy road leading into Edenbridge Town, so is considered to be fairly well connected to the local service centre.</p> <p>The site is also located outside of any AQMAs and is not subject to any nature or heritage designations.</p> <p>Whilst the NPPF does not consider gypsy and traveller sites to be appropriate development within the Green Belt, this site has been established in the Green Belt for 7 years and in all other respects is considered suitable for 12 pitches.</p> <p>Substantial weight is given to any harm to the Green Belt in Sevenoaks District but in the light of the need to meet the objectively assessed need for Gypsy and Traveller pitches, the advantages of permanently allocating the existing site as a caravan site by persons defined as Gypsies and Travellers (with potential mitigation measures such as further landscaping and screening to conserve local character, and sustainable drainage mitigation measures, following further advice to be sought from the EA) is considered a potentially suitable option when assessed against the criteria for suitability.</p>		
Deliverability:	<p>The site is available. It currently has temporary planning permission for 7 pitches until February 2017.</p> <p>The landowners indicated that the site could accommodate an additional 10 pitches. However, given the comments expressed from the settled and G&T communities about how smaller sites are easier to integrate, the site is considered suitable for an additional 5 pitches, totalling 12 pitches on this site.</p> <p>A Phase 1 contaminated land assessment may be required as there is a former landfill on the site.</p>		

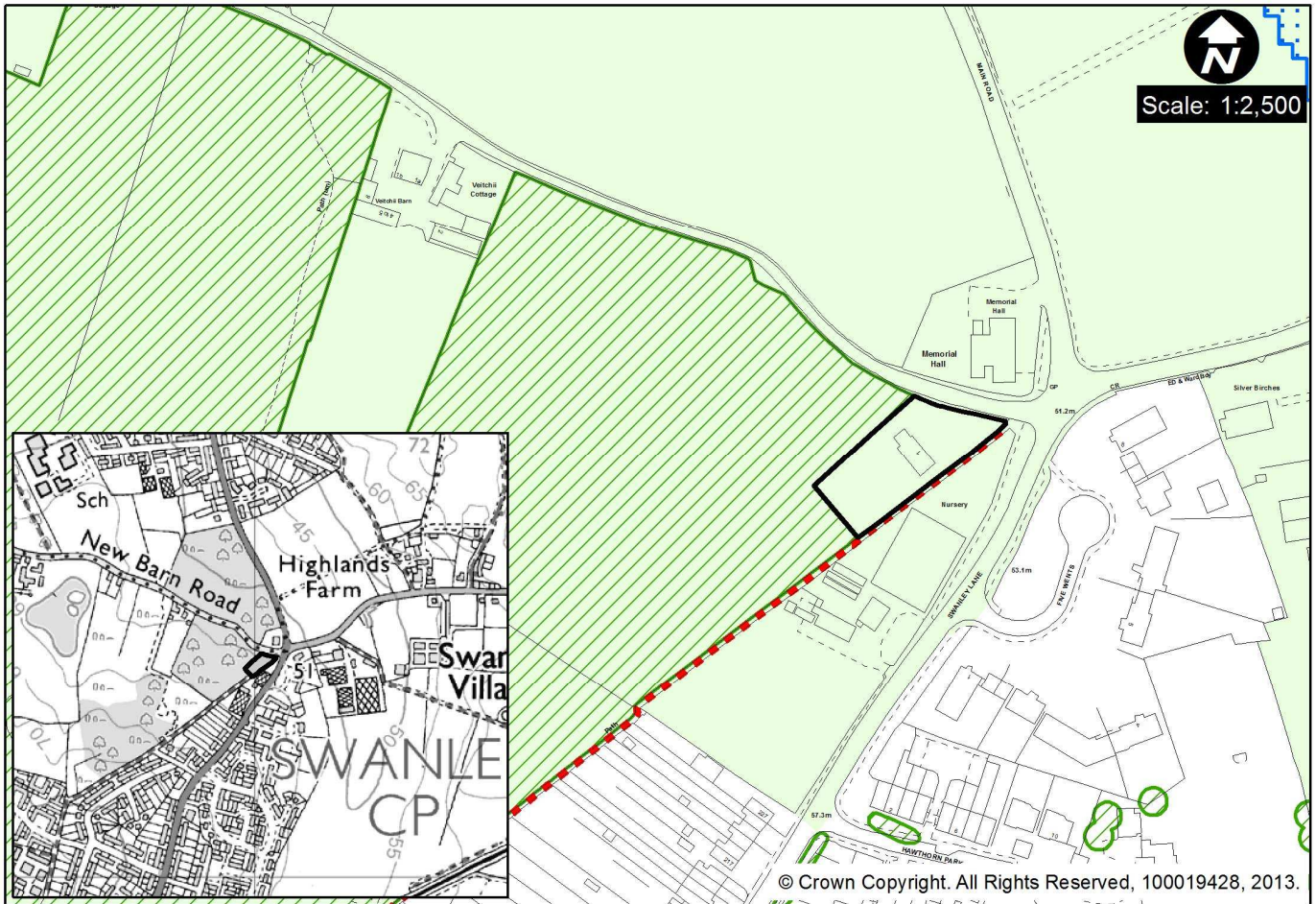
Consult on potential to Allocate?



Potential Capacity	12 total permanent pitches. (7 existing temporary and 5 additional pitches)
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Part 2 – Sites Not Included in Consultation Document

Site Address: Footpath Nursery Bungalow, New Barn Road, Swanley

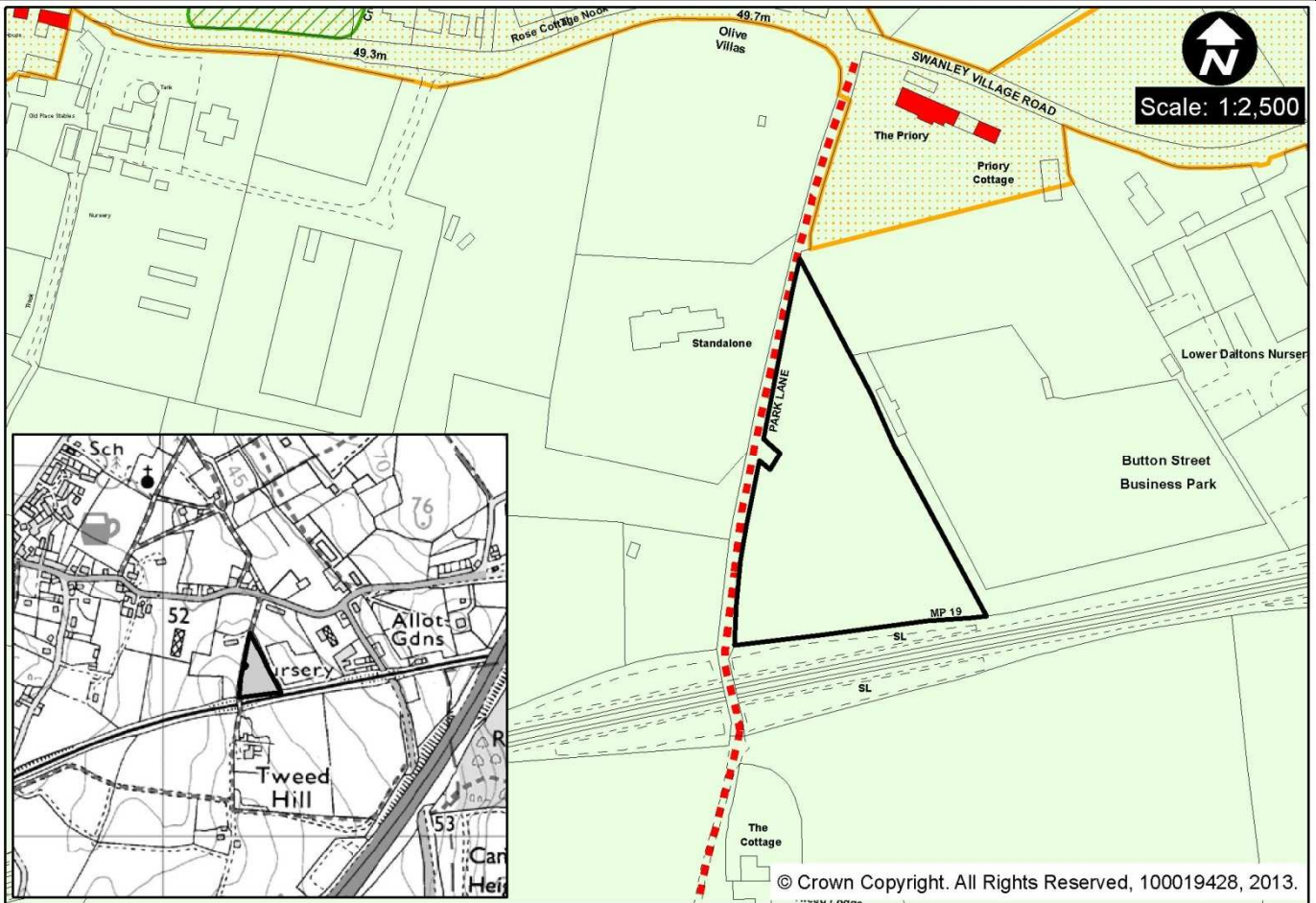


Site Description:	The site lies on the edge of Swanley within the Metropolitan Green Belt. The site is adjacent to protected woodland.			
Relevant Planning History	Application Details		Application History	
	08/01345/FUL Change of Use from Residential Dwelling to Residential Dwelling and mobile home for a Gypsy family		Refused 01/03/2010 Reasons for refusal include the impact on the openness of the Green Belt and harm to the adjacent dwelling.	
Constraints:	Green Belt	Flood Risk	Topography	Connection to local services
	Yes. The site is a sensitive Green Belt location between Swanley and Hextable.	No	The site is relatively flat.	Site lies on the edge of Swanley.
	Noise and Air Quality	Privacy of Site for Occupier	Landscape (e.g. AONB), Biodiversity	Designated Heritage Assets (incl. Scheduled Monuments, Listed Buildings, Registered Parks and Gardens, Conservation Areas)

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	None	A bungalow already exists on site and a previous decision has found that the development of pitches on the site will have a negative impact on it.	Adjacent to a PROW and protected trees.	None
Impact:	Impact on local character and identity of local surroundings	Impact on amenity for existing residents	Vehicle and pedestrian access	
	Any additional pitches are likely to have a detrimental impact on the character of the local area.	A bungalow already exists on site and any additional pitches will have a negative impact on the amenity of that property.	Access from New Barn Road. No highways objection to previous application.	
Suitability:	The allocation of this land for Gypsy and Traveller pitches is not proposed. This part of the Green Belt is strategically important to maintain the separation between Swanley and Hextable. It has also been found in previous decisions that the development of Gypsy and Traveller pitches on the land will have a negative impact on the existing dwelling.			
Deliverability:	Site has been put forward by the owner but is not considered as an option at this stage.			

Site Address: Land at Park Lane, Swanley Village



<p>Site Description:</p>	<p>Site to east of Park Lane and north of railway line. Site bounded by fencing and mature planting. Site laid out with some hard-standing and flat grassed paddock area.</p>			
<p>Relevant Planning History</p>	<p>Application Details</p>		<p>Application History</p>	
	<p>06/02550/FUL Change of Use to residential, stationing of two mobile homes, a touring caravan and associated hardstanding.</p>		<p>Refused 25/05/2007 Reasons for refusal include the impact on the openness of the Green Belt and the effect on the Conservation Area and local landscape character</p>	
	<p>07/02075/FUL Change of Use to residential, stationing of two mobile homes (with associated mobility ramps), two touring caravans, a car port and associated hardstanding (Resubmission of SE/06/02550/FUL). 13/03843/CONVAR Removal of conditions 3 (Residency), 4 (Occupation restriction) and 6 (Siting) of planning permission SE/07/02075/FUL</p>		<p>Approved 20/02/2008 Granted personal permission.</p>	
<p>Constraints:</p>	<p>Green Belt</p>	<p>Flood Risk</p>	<p>Topography</p>	<p>Connection to local services</p>
	<p>Yes</p>	<p>No</p>	<p>Flat site. Predominantly</p>	<p>Site adjacent to Swanley village</p>

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			grassed. In terms of space, has capacity to accommodate additional pitches	(hamlet with limited facilities)
	Noise and Air Quality	Privacy of Site for Occupier	Landscape (e.g. AONB), Biodiversity	Designate Heritage Assets (incl. Scheduled Monuments, Listed Buildings, Registered Parks and Gardens, Conservation Areas)
	Rear of site adjacent to railway	Existing site well landscaped with mature shrubbery to boundaries	Not in AONB. Adjacent to a PROW.	Site adjacent to a Grade 2 Listed Building (The Priory) and Swanley Village conservation area. However, site well screened from both and unlikely to have any impact
Impact:	Impact on local character and identity of local surroundings	Impact on amenity for existing residents	Vehicle and pedestrian access	
	The site is of limited visibility and development would have a limited impact on the character of the surroundings. Potential impact on PROW.	Site is already in existence. Limited neighbouring properties (The Priory, Standalone, Tweed Estate). Unlikely to be any privacy / over-looking issues from site.	Existing access from Park Lane (road is in poor condition)	
Suitability:	Existing site well landscaped with mature shrubbery and fencing to boundaries, not in the AONB and with limited visibility or impact on adjacent properties. Site is not considered to have an adverse impact on the adjacent listed building and conservation area and therefore site considered to be potentially suitable to accommodate additional pitches.			
Deliverability:	This proposal has not been taken into account because it is inconsistent with the Council's understanding of the personal circumstances of the current occupiers and the planning reasons recently put forward to vary conditions relating to the current permission.			

Site Address: Land North of Pilgrim's Oast, Otford

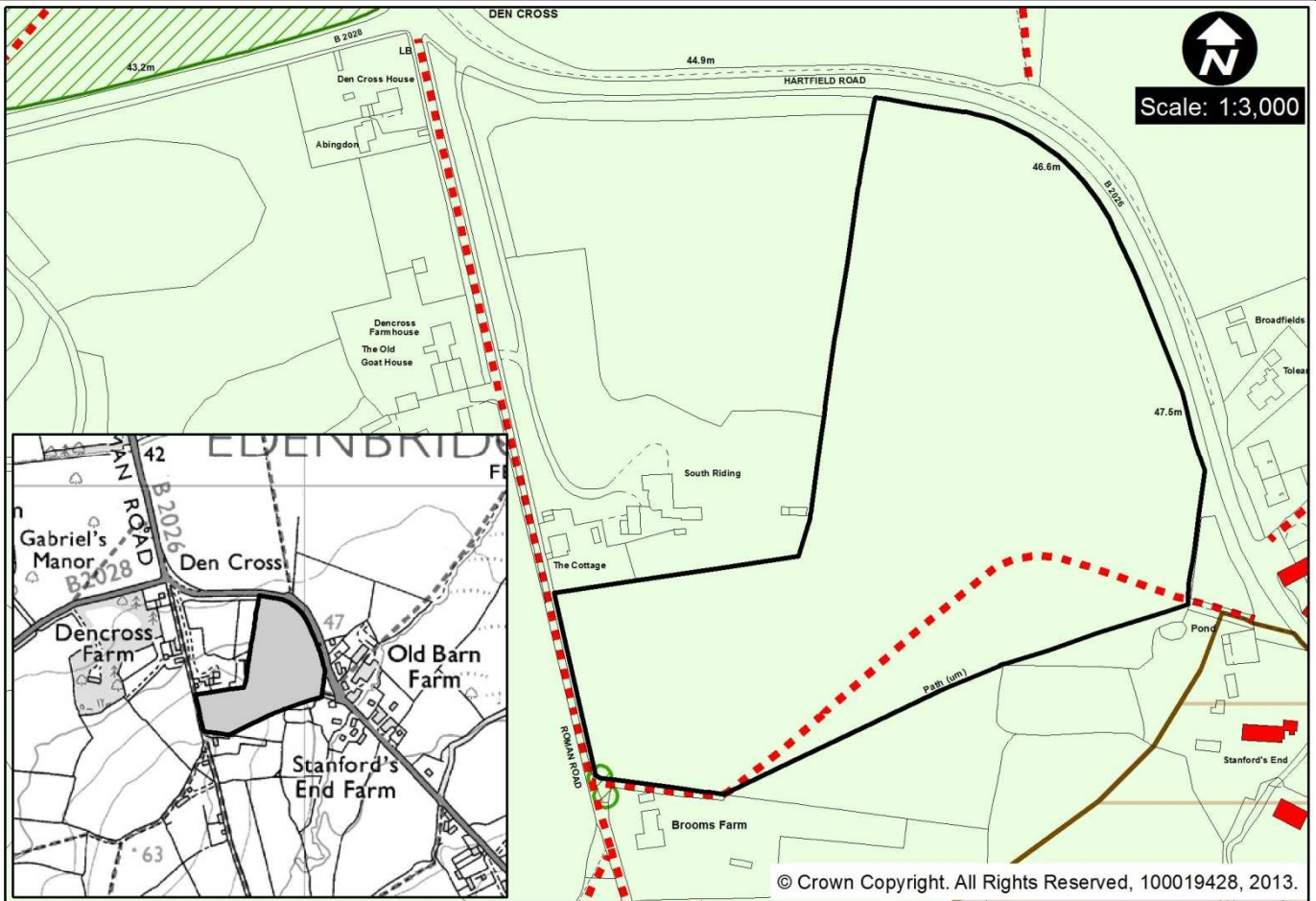


Site Description:	Greenfield site within the built confines of Otford. The site is designated protected open space under Local Plan Policy EN9 and Policy GI2 in the emerging Allocations and Development Management Plan.			
Relevant Planning History	Application Details	Application History		
	08/00642/FUL and 08/01780/FUL Erection of 4 Bed Detached House with associated Parking.	Refused 08/05/2008 and 28/08/2008 Reasons for refusal include the EN9 open space designation, the detrimental impact on local character and potential traffic and access implications. Appeal Dismissed 11/02/2009		
	10/00541/FUL Erection of a 4 bedroom dwelling house with integral garaging.	Refused 07/05/2010 Reasons for refusal include the EN9 open space designation and the detrimental impact on local character Appeal Dismissed 22/11/2010		
13/00562/FUL Erection of single subterranean Class C3 dwellinghouse	Refused 22/04/2013 Reasons for refusal include the EN9 open space designation, the detrimental impact on local character and surrounding trees. Appeal Dismissed 07/02/2014			
Constraints:	Green Belt	Flood Risk	Topography	Connection to local services

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	No	No	Flat site. Predominantly grassed. In terms of space, has capacity to accommodate pitches	Site within Otford
	Noise and Air Quality	Privacy of Site for Occupier	Landscape (e.g. AONB), Biodiversity	Designate Heritage Assets (incl. Scheduled Monuments, Listed Buildings, Registered Parks and Gardens, Conservation Areas)
	Close to railway.	Site would be very prominent from the highways and neighbouring properties.	Adjacent to a PROW and the AONB.	None
Impact:	Impact on local character and identity of local surroundings	Impact on amenity for existing residents	Vehicle and pedestrian access	
	The site is very prominent from the highway through Otford. Development of the site could have a detrimental impact on the local character.	Pitches would be very visible from the highway.	Access from the main highway on a sharp bend. This was cited as a reason for refusal for a residential property in a previous planning decision.	
Suitability:	This site lies within an area designated as open space by the adopted Local Plan policy EN9 and emerging Allocations and Development Management Plan Policy GI2. The planning history of the site indicates the importance that the Council and Planning Inspectors have placed on this land remaining open. For this reason, and the potential impact on the adjacent AONB, the site is not considered to be a suitable option to potentially provide any Gypsy and Traveller pitches.			
Deliverability:	Site has been put forward by the owner but has been assessed as unsuitable.			

Site Address: Little Foxes Farm, Marsh Green



Site Description:	The 4.22ha site comprises open land on the edge of Edenbridge. The site is not well screened from the main road.				
Relevant Planning History	Application Details		Application History		
	09/01419/FUL Erection of two stables and a feed store/tack room. Construction of new vehicular access and hard standing on land north of Brooms Farm.		Approved 27/08/2009		
Constraints:	Green Belt	Flood Risk	Topography	Connection to local services	
	This site lies fully within the Metropolitan Green Belt	The SFRA and Environment Agency Mapping indicates that the site is not within Flood Zones 2 and 3 and is not liable to flooding.	The site is relatively flat.	The site appears to be remote but is less than 1km from the edge of Edenbridge.	
	Noise and Air Quality	Privacy of Site for Occupier	Landscape (e.g. AONB), Biodiversity	Designated Heritage Assets (incl. Scheduled Monuments, Listed Buildings, Registered Parks and Gardens, Conservation	

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				Areas)
	No apparent issues.	This site is very open with little screening.	The site does not lie within the AONB but is near the edge. A PROW crosses the site.	Part of the site lies within an area of archaeological potential related to the Roman Road.
Impact:	Impact on local character and identity of local surroundings	Impact on amenity for existing residents	Vehicle and pedestrian access	
	The impact on local character would depend on where the pitches were proposed within the site and how well screened they are.	This would depend on where the pitches were proposed within the site.	<p>Roman Road is a single track road, with limited passing places. It is understood this is a private road outside of the site ownership.</p> <p>Kent Highways have advised that neither of the existing entrances on Hartfield Road would be suitable for a Gypsy or Traveller site, due to inadequate visibility on to the 50mph road.</p>	
Suitability:	Taking account of the advice of Kent Highways and the potential access issues from Hartfield Road and Roman Road, this site is not considered suitable for Gypsy and Traveller Pitches.			

Local Planning & Environment Advisory Committee Work Plan 2014/15

23 October 2014	27 January 2015	24 March 2015	Summer 2015
<p>CIL Governance Arrangements</p> <p>SCI Adoption</p> <p>ADMP update</p> <p>Budget: Service Reviews and Service Change Impact Assessments (SCIAS)</p> <p>Waste Collection – Separate collection of recyclables</p> <p>Crematoria in the District</p>	<p>Local listing of buildings of historic interest</p> <p>Update on climate change matters</p> <p>Sustainable Drainage (SuDS) with an invitation to the Kent County Council Officer Bronwyn Phillips</p> <p>Westerham Conservation Area Management Plan</p> <p>ADMP and Green Belt SPD adoption</p> <p>Local Enforcement Plan</p>	<p>Council’s Affordable Housing Policy including its successes and problems and viability arguments with an Authority Monitoring Report to contribute to that item</p> <p>Service Performance</p>	

Conservation Area Management Plans

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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