

**LOCAL PLANNING AND ENVIRONMENT ADVISORY COMMITTEE**  
**19 November 2013 at 7.00 pm**

Further to the recent despatch of agenda and papers for the above meeting, please find the following item(s) which were marked as 'to follow':

10. **Offord Neighbourhood Plan** - Appendix A

(Pages 1 - 6)

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 Director or 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)**

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Sevenoaks District Council

Proposed Neighbourhood Plan Area Consultation Statement - Sevenoaks

**Introduction**

This document provides a record of the publication which took place regarding the Sevenoaks proposed Neighbourhood Plan Area and related Neighbourhood Planning bodies. The formal publication period provides members of the public and other key stakeholders an opportunity to submit comments on the proposed neighbourhood plan area and proposed neighbourhood planning body.

It sets out the methods used to publicise the publication process along with the main findings from the publication. As this was only a publication process, the response rate was not expected to be high.

The Council publicised the Sevenoaks proposed Neighbourhood Plan Areas for 6 weeks, from 1<sup>st</sup> October 2013 to 11<sup>th</sup> November 2013.

This consultation included the following information submitted by the Parish Councils:

1. A map identifying the area to be covered
2. A statement explaining why the area is appropriate to be designated as a Neighbourhood Area
3. A statement that the organisation making the application is the relevant body to bring forward a Neighbourhood Plan.

The Council also published:

- The name of the proposed Neighbourhood Area
- Details of how to respond to the consultation and make representations
- The deadline for the receipt of those responses and representations

This information was published on the Sevenoaks District Council consultation portal, accessed via the Sevenoaks District Council website. Stakeholders on the consultation portal database who have expressed an interest to be notified of any progress with the Sevenoaks Neighbourhood Plan, and representatives for all known Residents Associations across Sevenoaks Town were notified of the consultation on the proposed Neighbourhood Area designation. Neighbouring Parish Councils, District Cllrs of Sevenoaks, and District Cllrs of the neighbouring parishes were notified of the consultation via email.

**Comments**

Two comments have been received. These are summarised in the table below, along with an Officer response. The full comments are attached and follow this table.

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Respondent	Comment Summary	Officer Response
<p>Sevenoaks Cycling Forum (John Morrison)</p>	<p>This application is supported. Wish to see improvements made to sustainable transport and a modal shift away from car use. An obvious area for the Plan is the convenience and safety of pedestrian routes across the town, to be audited with the help of SDC and KCC and with community involvement.</p>	<p>Welcome support of the proposed Neighbourhood Area boundary.</p> <p>Identifying topic areas for the Neighbourhood Plan is not within the remit of this particular consultation. However, subsequent consultation and engagement opportunities will be conducted by the Town Council to discuss the potential content of the Plan.</p>
<p>Royal Mail c/o DTZ (Claire Davies)</p>	<p>There are no objections to the proposed Neighbourhood Plan Area. Royal Mail is keen to be involved in the development plan preparation process and to review development proposals where they might affect their property and land interests. The freehold Royal Mail properties of Sevenoaks Delivery Office, South Park; and Sevenoaks Rural Delivery Office, Vestry Road are located in the proposed Neighbourhood area for Sevenoaks. Should these come forward in the forthcoming Neighbourhood Plan as potential redevelopment sites, it is essential that the policy and/or supporting text of the Neighbourhood Plan explicitly states that the re-provision/ relocation of Royal Mail's operations will be required prior to redevelopment of the sites. Furthermore, in order for these sites to be brought forward for redevelopment, relocation will need to be viable for and commercially attractive to Royal Mail.</p>	<p>Welcome support of the proposed Neighbourhood Area boundary.</p> <p>Officers would not object in principal to the appropriate redevelopment of this site should it come forward within the Neighbourhood Plan. However, this is not within the remit of this particular consultation.</p>

**Appendix A**

Name	Title	First name	Surname	Company / Organisation Name	Question:1 Comments on the proposed Neighbourhood Area designation
Royal Mail Properties c/o DTZ (Claire Davies)	Sir/Madam	Claire	Davies	Royal Mail Properties c/o DTZ	<p>ROYAL MAIL GROUP LIMITED:</p> <p>PROPOSED SEVENOAKS NEIGHBOURHOOD AREA DESIGNATION</p> <p>We are instructed by Royal Mail Group Ltd (Royal Mail) to comment on the proposed Sevenoaks Neighbourhood Area Designation (October 2013).</p> <p>Background</p> <p>Royal Mail, formerly Consignia plc, is the successor to the former statutory corporation, The Post Office. Although its management operates independently, Royal Mail is wholly owned by the Government through the Secretary of State for Business, Innovation and Skills. Its services are regulated by Ofcom. Its letters business, Royal Mail, is the operator of universal postal functions through the Royal Mail letterpost delivery and collections services, handling letters, postal packets and high value (registered) packets. Royal Mail Group also operates Parcelforce Worldwide, which is a parcels carrier. Post Office Limited (a "sister" company to Royal Mail) operates the national network of post offices and sub post offices.</p> <p>The United Kingdom letter post business has been fully liberalised since the Postal Services Act 2000 and Royal Mail now operates in a highly competitive market place. As such, it effectively operates like any other business and is continually seeking to find ways to improve the efficiency of its business (e.g. increased automation) and respond to the changes in communications technology (e.g. email and internet). Put simply, the nature of the mail industry has, and continues to change and Royal Mail's real estate needs to respond accordingly.</p> <p>Royal Mail Properties</p>

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Name	Title	First name	Surname	Company / Organisation Name	Question:1 Comments on the proposed Neighbourhood Area designation
					<p>Our clients are keen to be involved in the development plan preparation process and to review development proposals where they might affect their property and land interests. For your information, the following freehold Royal Mail properties are located in the proposed neighbourhood area for Sevenoaks:</p> <ul style="list-style-type: none"> <li>- Sevenoaks Delivery Office, South Park, Sevenoaks, TN13 1AA</li> <li>- Sevenoaks Rural Delivery Office, 12b Vestry Industrial Estate, Sevenoaks, TN14 5EL</li> </ul> <p><b>Representations</b></p> <p>Royal Mail have no objection to the establishment of a neighbourhood area in Sevenoaks. Given that Sevenoaks Delivery Office and Sevenoaks Rural Delivery Office are operational, should they come forward in the forthcoming Neighbourhood Plan as potential redevelopment sites, it is essential that the policy and/or supporting text of the Neighbourhood Plan explicitly states that the re-provision/relocation of Royal Mail's operations will be required prior to redevelopment of the sites.</p> <p>This will ensure that Royal Mail's operations will not be prejudiced and that they can continue to comply with their statutory duty to maintain a 'universal service' for the UK pursuant to the Postal Services Act 2000.</p> <p>Furthermore, in order for these sites to be brought forward for redevelopment, relocation will need to be viable for and commercially attractive to Royal Mail. The proceeds from the disposal of the sites will need to yield both sufficient value to fund the purchase and fit-out of new sites and the relocation of their operations thereto. There will also need to be a commercial</p>

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					<p>attractiveness that would incentivise the business to relocate the operations. In addition, it would be essential that any new facility is provided prior to the demolition of that existing, to ensure Royal Mail's continuity of service.</p> <p>We formally request that Royal Mail is consulted on forthcoming stages in the preparation of the Sevenoaks Neighbourhood Plan. All correspondence for Royal Mail should be sent to DTZ.</p> <p>I therefore look forward to being notified of the emerging document in due course.</p>
Sevenoaks Cycle Forum (John Morrison)	Mr	John	Morrison	Sevenoaks Cycle Forum	<p>I support this application. While planning and development are the main focus, I would like to see the Town Council use its powers to improve sustainable transport and a modal shift away from car use. One obvious area of study is the convenience and safety of pedestrian routes across the town. These can be audited with the help of SDC and KCC and with community involvement.</p>

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## Sevenoaks District Council

### Proposed Neighbourhood Plan Area Consultation Statement - Otford

#### Introduction

This document provides a record of the publication which took place regarding the Otford proposed Neighbourhood Plan Area and related Neighbourhood Planning body. The formal publication period provides members of the public and other key stakeholders an opportunity to submit comments on the proposed neighbourhood plan area and proposed neighbourhood planning body.

It sets out the methods used to publicise the publication process along with the main findings from the publication. As this was only a publication process, the response rate was not expected to be high.

The Council publicised the Otford proposed Neighbourhood Plan Area for 6 weeks, from 25 July 2013 to 5 September 2013.

This consultation included the following information submitted by the Parish Council:

1. A map identifying the area to be covered
2. A statement explaining why the area is appropriate to be designated as a neighbourhood area
3. A statement that the organisation making the application is the relevant body to bring forward a Neighbourhood Plan.

The Council also published:

- The name of the proposed neighbourhood area
- Details of how to respond to the publicity and make representations
- The deadline for the receipt of those responses and representations

This information was published on the Sevenoaks District Council website. Neighbouring Parish Councils, District Cllrs of Otford, and District Cllrs of the neighbouring parishes were notified of the consultation via email.

#### Comments

Otford No comments were received.