



Sevenoaks
DISTRICT COUNCIL




CABINET
12 April 2012 at 7.00 pm
Conference Room - Council Office

AGENDA

Membership:

Chairman: Cllr Fleming

Cllrs Mrs. Bosley, Mrs. Bracken, Mrs. Clark, Mrs. Davison, Mrs. Hunter and Ramsay

1. **Minutes of the meetings of the Cabinet held on 8 March 2012** (Pages 1 - 4)
2. **Declarations of interest**
3. **Questions from Members (maximum 15 minutes)**
4. **Matters referred from Council**
None
5. **Matters referred from the Performance and Governance Committee and/or Select Committees**
(Paragraph 5.20 of Part 4 (Executive) of the Constitution)
None
6. **The Developing Vision** (Pages 5 - 8)

Councillor Peter Fleming
7. **Partnership Working Between Dartford Borough Council (DBC) and Sevenoaks District Council (SDC) in relation to Environmental Health Services** (Pages 9 - 14)

Christine Nuttall
8. **Property Review - Disposal of Toilets, Leigh And Swanley** (Pages 15 - 18)
Jim Latheron
9. **Planning: Revised Charging for Pre-Application Enquiries** (Pages 19 - 26)

Jim Kehoe
10. **Sevenoaks Residential Character Assessment** (Pages 27 - 88)
Alan Dyer
11. **Big Community Fund Applications** (Pages 89 - 94)
Lesley Bowles

 Indicates a Key Decision  Indicates a matter to be referred to Council

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)

CABINET

Minutes of the meeting of the held on 8 March 2012 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

Cllrs. Mrs. Clark, Mrs. Davison, Mrs. Hunter, Ramsay and Mrs. Bracken

Apologies for absence: Cllrs. Mrs. Bosley

Cllr. Fittock was also present.

79. Minutes of the meetings of the Cabinet held on 9 February 2012

Resolved: That the minutes of the Cabinet meeting held on 9 February 2012 be approved and signed as a correct record.

80. Declarations of interest

In relation to Item 8, Community Grant Allocations 2012/2013, Councillors Ramsey and Mrs Clark declared personal interests as the HAWK scheme was run by their parishes.

Councillor Mrs Davison declared a prejudicial interest in Item 8, Community Grant Allocations 2012/2013, and left the meeting for the duration of this item.

81. Questions from Members (maximum 15 minutes)

There were no questions from Members.

82. LDF Timetable

The Portfolio Holder for Planning and Improvement introduced a report explaining the need to amend the timetable for publishing the Allocations and Development Management DPD so that it took full account of the NPPF and enabled further consideration to be given to key development sites. The report also outlined other changes to the LDF timetable, including the production of a Charging Schedule for the Community Infrastructure Levy and planning for gypsies and travellers.

The Chairman questioned the amount of partnership working with neighbouring authorities to ensure the smooth implementation of the Community Infrastructure Levy (CIL). The Principal Planning Officer provided assurances that work was ongoing with other local authorities in Kent. It was also noted that the Council will have greater control over CIL receipts compared to the current S106 planning obligations arrangements.

The Chairman noted that the Gypsy and Traveller DPD would not be completed until August 2014 and questioned the action that would be taken by Sevenoaks District

Council until the DPD had been implemented. The Principal Planning Officer reported that an interim policy of granting temporary consent of up to three years had been implemented. The Portfolio Holder for Planning and Improvement highlighted that the new Gypsy and Traveller DPD would replace the Gypsy Needs Assessment.

Resolved that the revised Local Development Scheme be agreed to help ensure the Allocations and Development Management DPD is sound, to bring forward a Community Infrastructure Levy Charging Schedule and provision for gypsies and travellers in a timely way and to keep the Local Development Scheme up to date.

83. West Kent Equality Partnership - Aims and Commitments for 2012-16

The Portfolio Holder for Safe Communities introduced a report setting out aims and commitments for the West Kent Equality Partnership. The Partnership was formed in 2010 between Sevenoaks District Council, Tonbridge and Malling Borough Council and Tunbridge Wells Borough Council. The Partnership developed a joint response to the requirement to publish equality objectives intended to support improved partnership working and to allow authorities to report shared outcomes against common objectives. The Chief Executive reported that the Aims and Commitments for 2012-2016 had been approved by Tunbridge Wells Borough Council and would shortly be considered by the Tonbridge and Malling Borough Council Scrutiny Committee.

The Portfolio Holder for Safe Communities stressed that that the commitments outlined in the report applied to all Councillors and Staff within the District and should be reflected within the new Code of Conduct regime.

Resolved that to ensure the Council complies with its obligations under the Equality Act 2010:

- (a) the West Kent Equality Partnership Aims and Commitments for 2012-16 be adopted; and
- (b) authority be delegated to the Portfolio Holder for Safe and Caring Communities to respond to any comments by the Social Affairs Committee, in order to comply with the statutory timescale.

84. Community Grant Allocations 2012/2013

The Portfolio Holder for Community Wellbeing introduced a report setting out information about the Community Grant Scheme and summarising applications received by the Council from voluntary organisations for funding during 2012/13. The aim of the Community Grant Scheme was to support voluntary organisations that, through their work, contributed to the priorities set out in the Sustainable Community Action Plan 2010-13. The grant guidelines were reviewed during 2010/11 and revised guidelines were agreed by Cabinet on 30 September 2010.

The grant scheme was publicised widely across the District within the voluntary sector, through town and parish councils, libraries and in the press in September

2011. The total budget available for distribution in 2012/13 was £153,331, including £98,540 for the Citizen's Advice Bureaux in the District. A total of 38 Grant applications were received, representing total grant requests of £105,672. A full list of grants recommended to voluntary and youth groups was attached to Appendix C to the report.. An Equalities Impact Assessment had been undertaken and the allocations scheme was assessed as compliant.

The Chairman noted that grants had been allocated to a range of organisations and that the organisations worked hard to provide exceptional value for money. The Chairman reported that he was proud to be able financially to continue to support voluntary organisations within the District and congratulated the organisations on the excellent work that they did to support the most vulnerable people in the District.

Resolved that the Grants, as set out in Appendix C to the report, be approved subject to the following conditions:

- (i) that performance indicators are adhered to and monitored;
- (ii) that appropriate recognition of the this Council's funding contribution is made in all their publicity; and
- (iii) where services are provided over a wider area than the District boundaries, organisations will be required to hold grant aid from this Council in a restricted fund for the benefit of Sevenoaks District residents.

85. Big Community Fund Applications

This item was deferred to the next meeting.

IMPLEMENTATION OF DECISIONS

This notice was published on 12 March 2012. The decisions contained in minutes 82 and 85 take effect immediately. The decisions contained in minutes 83 and 84 take effect on 20 March 2012.

THE MEETING WAS CONCLUDED AT 7.25 PM

CHAIRMAN

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THE DEVELOPING VISION: “PRIDE IN THE DISTRICT OF SEVENOAKS BY WORKING WITH THE COMMUNITY AS A WHOLE, TO SUSTAIN AND DEVELOP A FAIR, SAFE AND THRIVING LOCAL COMMUNITY”

Cabinet – 12th April 2012

Council – 24th April 2012

Report of the: Leader of the Council

Status: For Decision

Key Decision: Yes

This report and appendices supports the key aims of the Council’s

- i) Community Plan;
- ii) Vision of Balanced Communities;
- iii) Local Development Framework; and
- iv) Value for Money and 10-year budget programme.

Portfolio Holder Cllr. Fleming

Recommendation to Cabinet: It be resolved that Members recommend the developing Leader’s Vision to Full Council for approval and adoption.

Recommendation to Full Council: It be resolved that Members adopt the developing Vision for the District Council.

REASON FOR RECOMMENDATION: To agree the three Core Values which will guide and define the current and emerging District Council policies for the Sevenoaks District.

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Introduction

- 1 The District Council has had a strategic vision (the key aims referred to in the beginning of the report) which has been developed over the last few years and the main message is: “To lead the whole community in meeting its needs and to work in partnership to improve the quality of life within the District“. This Vision has not changed and has helped to provide a strong local leadership, effective working with partners, value for money and quality services, with a robust Local Development Framework. In the context of this District Council I have therefore been reviewing this Vision.
- 2 At our last Council meeting, we confirmed our 10-year budget and noted that our first year objectives had been achieved and our second year is on track. Against that financial framework and other changes such as the Localism Act and the Welfare Reform it was felt timely to review and develop this Vision. The developing Vision will reflect the emerging needs of the whole community and the District Council is committed to working closely with local people and partners to achieve this. The District Council will be honest and open and will provide quality services. The District Council shares the local people’s sense of pride in the District, which is a unique place.

Developing Vision

- 3 The developing Vision is summarised as: “Pride in the District of Sevenoaks by working with the community as a whole, to sustain and develop a fair, safe and thriving local community”.
- 4 The following are the three related Core Values that will guide and define the District Council’s policies for the District and local area:

i) Fairness

In the current climate the District Council ,like everyone ,will need to take difficult decisions. We will consider very carefully how our decisions impact on residents, to ensure that although some may be difficult, we will always seek to be fair and balanced. We will particularly consider those who are vulnerable and depend on us for support.

ii) Integrity

We will be open and honest with local people, partners, local businesses and our staff. We aim never to make promises we cannot keep and when we get something wrong we will admit our mistake and learn from that experience to get it right next time. We value above all else, the trust of the local people.

iii) Quality

We will concentrate on doing the things that matter to local people. We will constantly find innovative ways, work harder and smarter to provide the highest possible quality services.

5 These three Core Values develop the Vision with the resulting five promises:

i) We will provide value for money

The District Council has had its funding severely cut so there is less to go round. We will continue to spend the local council tax payers' money as carefully as possible. We will look to get things right the first time, drive hard bargains with suppliers, work in partnership and be innovative and resourceful to provide value for money.

ii) We will work in partnership to keep the Sevenoaks District safe

The District Council is one of the safest places in the United Kingdom. We work hard with partners, such as the Police and other agencies to keep it that way. We are vigilant and continuously looking at ways to reduce crime and make the District even safer.

iii) We will continue to collect rubbish efficiently and effectively

Collecting rubbish on a weekly basis and ensuring the streets are kept clean is a basic requirement and affects everyone. We know it matters to local people and we will ensure it continues to the high standard all residents expect. We will not reduce the service, as others have, in an attempt to save money. We will keep providing a high quality service and we will keep collecting rubbish weekly

iv) We will protect the Green Belt

The Sevenoaks District is 93% Green Belt and this is of paramount importance to local people. Through our planning processes and the LDF we will protect and defend this for the present and future generations.

v) We will support and develop the local economy

A thriving local economy is key to the quality of life in our District and an important source of employment for many local residents. Along with partners we will work with our local businesses to support and help them grow to ensure the District enjoys a good reputation as a place to work and do business. In addition, we will also make sure there are different housing options available.

Key Implications

Financial

The objectives of the developing Vision will be delivered from existing budgets and bids for external funding will be made where appropriate.

Legal, Human Rights etc.

This Vision is compatible with the provision of the Human Rights Act 1998 (HRA) and is not likely to result in any HRA implications.

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Resource (non-financial)

The Vision will be delivered using existing resources and there will be no additional non-financial implications.

Value For Money and Asset Management

The Vision will support value for money with efficient effective quality services. Working in partnership helps to reduce costs and make savings.

Equality Impacts

The Vision treats everyone fairly and appropriately. In the individual components of the Vision, equality impact assessments are undertaken accordingly.

Sustainability Checklist

Completed and available by request.

Conclusions

The developing Vision will enhance the four key aims already embedded in District Council policies and plans, such as the Sustainable Community Action Plan.

The three Core Values will guide and define the current and emerging District Council policies for the District and local areas.

The five key promises will ensure that the Core Values and aims are delivered and will demonstrate that the District Council has integrity and is committed to improving the quality of life for people in the local community.

Risk Assessment Statement

By not having an up-to-date Vision, there would be a lack of political and strategic direction reflecting current times and emerging issues.

Background Papers: Community Plan, Balanced Communities and previous Vision.

PARTNERSHIP WORKING BETWEEN DARTFORD BOROUGH COUNCIL (DBC) AND SEVENOAKS DISTRICT COUNCIL (SDC) IN RELATION TO ENVIRONMENTAL HEALTH SERVICES

Report of the: Deputy Chief Executive & Director of Corporate Resources

Status: For Decision

Key Decision: Yes

Executive Summary: To agree the scheme of delegations in relation to the joint working arrangements between Sevenoaks District Council and Dartford Borough Council in relation to Environmental Health Services.

This report supports the Key Aim of Effective Management of Council Resources

Portfolio Holder Cllr. Mrs. Bracken

Head of Service Head of Legal and Democratic Services, Christine Nuttall
Head of Environmental and Operational Services, Richard Wilson

Recommendation to Cabinet and Council : It be RESOLVED that:

Cabinet agrees and recommends to Council:

- (a) that Cabinet (in relation to executive functions) and Council (in relation to council functions) authorises the Managing Director being the Head of Paid Service at DBC to exercise the powers and functions as set out in the Appendix to this report and the necessary amendments to the Constitution.
 - (b) that Cabinet (in relation to executive functions) and Council (in relation to council functions) amend its Scheme of Delegation so as to authorise the Chief Executive being the Head of Paid Service at SDC to exercise the powers and functions delegated by DBC as set out in the Appendix to this report and the necessary amendments to the Constitution.
-

Reason for recommendation: To put in place the necessary Partnership Working delegations to protect the legal position of both Councils.

Introduction

- 1 It was agreed by Cabinet on the 13th October 2011 that the proposed operating model for the joint provision of Environmental Health Services with Dartford Borough Council be approved. Matters were also presented to Council on the 29th November 2011.

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- 2 The Local Government Act 1972 (s.113) allows a local authority to enter into an agreement with another authority to place its officers at the disposal of the other authority, subject to consultation with the staff although staff consent is not required.
- 3 Staff who are made available under such an arrangement are then treated as officers of the other authority for the purposes of their functions, although they remain an employee of their original authority for employment and superannuation purposes.

Delegations

4. The Local Government Act 1972 s.101 provides a local authority with the power to make arrangements for the discharge of its functions by a committee, sub-committee or officer of the local authority or by another local authority. When an executive function is involved the relevant powers are in section 19 and 20 of the Local Government Act 2000.
5. It is necessary for the Councils to delegate and empower each other to discharge certain Agreed Functions via its Heads of Paid Service and these are to be set out within the Partnership Working Arrangements.
6. As the functions will involve both executive and non-executive functions the arrangements need to be approved by both Cabinet and Council, with Council approving the necessary changes to the Constitutional scheme of Delegation as set out within the Appendix to this report.
7. Such arrangements do not prevent each authority making the delegation from exercising the functions itself.

Key Implications

Financial

8. The financial implications and saving of the Environmental Health Service joint working arrangements was set out in the Report to Cabinet on the 13th October 2011 and the Report to Council on the 29th November 2011.

Community Impact and Outcomes

- 9 Achieving significant savings whilst protecting service standards will be a clear benefit to residents of Dartford and Sevenoaks.

Legal, Human Rights etc.

- 10 Delegation of functions need to be put in place in order to delegate the responsibility for the day to day operation of the shared services to the Heads of Paid Service. However, Council will still retain the responsibility for employing their own staff within the service.

Equality

- 11 There are no specific activities covered in this report that would need a Equalities Impact Assessment.

Conclusions

- 12 Amending the Scheme of Delegations will facilitate the instances of increased collaboration allowing the Head of Paid Service of each Council to undertake particular functions of the shared service and to sub delegate such functions to other officers including officers placed at the Councils' disposal, as if that officer were an officer employed directly by the Council.

Risk Assessment Statement

- 13 The risks to the delivery of the joint working arrangements were separately assessed within the Business Case presented to Cabinet on the 13th October 2011.

Appendices: Appendix A: Amendments to the Constitution

Background Papers: Reports to Cabinet 13th October 2011 and Council on the 29th November 2011.

Contact Officer(s): Christine Nuttall ext 7245

Richard Wilson ext 7262

Dr Pav Ramewal

Deputy Chief Executive & Director of Corporate REsources

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ADDITIONS TO PART 13 - OFFICER RESPONSIBILITIES AND DELEGATIONS

2. Management Structure

Delegations to Dartford Borough Council

2.8 Pursuant to enabling legislation Council and Cabinet have delegated to Dartford Borough Council via its Head of Paid Service the discharge of all functions with regards to the Environmental Health Service as may be more particularly identified in the Partnership Working Arrangements. Council and Cabinet have also agreed to place at the disposal of Dartford Borough Council for the purposes of their functions the services of officers employed by Sevenoaks District Council.

11. Delegation to the Chief Executive

(l) Pursuant to enabling legislation this Council via its Chief Executive has received and shall discharge all the functions of Dartford Borough Council with regard to the Environmental Health Service as may be more particularly identified in the Partnership Working Arrangements and Dartford Borough Council have agreed to place at the disposal of Sevenoaks District Council for the purposes of those functions the services of officers employed by Dartford Borough Council.

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PROPERTY REVIEW – DISPOSAL OF TOILETS, LEIGH AND SWANLEY

Cabinet 12th April 2012

Report of the: Corporate Resources Director

Status: For Decision

Also considered by: Performance and Governance Committee 28th June 2011

Key Decision: No

This report supports the Key Aim of Effective Management of Council Resources

Portfolio Holder Cllr. Ramsay

Head of Service Head of Legal and Democratic Services – Mrs Christine Nuttall

Recommendation – That

(a) the former Public Toilets at Leigh be sold to Kent County Council acting on behalf of Leigh County Primary School for the sum detailed in the report and subject to such other terms and conditions that the District Council's legal advisors deem necessary to protect the Council's interests, and

(b) the former Public Toilets at Swanley including the accommodation leased to the taxi office be sold to Swanley Town Council for the sum detailed in the report and subject to such other terms and conditions that the District Council's legal advisors deem necessary to protect the Council's interests

Reason for recommendation: to transfer a surplus property to ensure that it benefits a local use.

Introduction

LEIGH TOILETS

(1) At its meeting held on the 28th June 2011 the Performance & Governance Committee considered a report recommending the sale of the Leigh toilets to Time to Talk (a voluntary sector tenant of the District Council's Cobden Road Centre). Following the publication of that report the local school also expressed a desire to purchase the toilets for inclusion into the school's accommodation.

(2) Performance & Governance recommended that, subject to any other conditions that the Council's legal advisors considered necessary to protect the Council's interests, it be

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recommended to Cabinet that the Leigh public toilets be transferred to Leigh Primary School at the District Valuers figure.

(3) At its meeting held on the 21st July 2011 the Cabinet resolved That the disposal of the Leigh public toilets be re-evaluated within the next 3 months in light of the Cabinet's discussion and the views expressed by the Performance and Governance Committee and recommendations brought back to the Cabinet within that timescale.

(4) Following the July Cabinet protracted discussions and negotiations have ensued with initially Time to Talk and latterly Kent County Council./ Time to Talk are now actively pursuing, with the assistance of officers, alternative accommodation within the urban area of Sevenoaks.

(5) The District Valuer has valued the District Council's unencumbered freehold interest in Leigh toilets at £11,500 and Kent County Council have agreed that figure.

SWANLEY TOILETS

(6) At its meeting held on the 28th June 2011 the Performance & Governance Committee resolved hat, subject to any other conditions that the Council's legal advisors considered necessary to protect the Council's interests, the Public Toilets, Station Road, Swanley be offered to the Town Council at a negotiated figure to be agreed with the relevant Portfolio Holder and if this was not successful, to dispose of to the tenant at the District Valuers figure or by auction.

(7) At its meeting held on the 21st July 2011 the Cabinet resolved That the disposal of the Swanley public toilets be re-evaluated within the next 3 months in light of the Cabinet's discussion and the views expressed by the Performance and Governance Committee and recommendations brought back to the Cabinet within that timescale.

(8) In accordance with previous practice where a town or parish council wish to take over a closed District Council toilet that transfer will be at nil cost but in the case of the Swanley toilets 25% of the accommodation is leased by a taxi office at an annual rent of £2,750. Swanley Town Council have agreed to pay the District Council £17,500 as reimbursement for lost future income which would have been generated by the taxi office lease

Other Options Considered and/or Rejected

(9) Leigh Toilets - Time to Talk are actively seeking alternative accommodation. It is not considered appropriate to offer this property for sale on the open market as the building is attached to a primary school.

(10) Swanley Toilets – the outcome proposed above conforms with the recommendation of the Performance & Governance Committee's wishes.

Key Implications

Financial

(11) The disposal of this property will reduce the District Council's revenue budget in respect of maintenance, insurance and non domestic rates and contribute to the District Council's capital reserves.

Community Impact and Outcomes

(12) The impact of closing the toilet to the public formed part of the budget review 201/11, following which the toilets were closed

Legal, Human Rights etc.

(13) No legal nor human rights issues have been identified

Resource (non-financial)

(14) No additional non financial resource issues have been identified

Value For Money and Asset Management

(15) The disposal of this property ensures that vacant /unused buildings are not retained in public ownership. No suitable District Council uses have been identified in respect of this property.

Equality Impacts

(16) All impacts were considered as part of the 2010/11 budget review

Conclusions

(17) Given that the property is not required for any District Council purpose disposal is considered the only option.

Risk Assessment Statement

(18) Leigh & Swanley Toilets - The risk associated with retaining the property with no identifiable use is that it will fall into disrepair and become a financial burden of the owner.

(19) Leigh Toilets - Disposal on the open market is not considered appropriate given the property's proximity to a primary school.

(20) Swanley Toilets- The taxi office was purpose built as part of the then new toilet development following the former taxi offices demolition as part of the Goldsel Road bridge improvement in 1990. There is no ready market for that accommodation should the taxi office cease trading.

(21) Leigh & Swanley Toilets - Disposal to another local authority is financially a low risk as that body cannot be declared bankrupt or cease trading.

Appendices

Nil

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Background Papers: Property Review Public Toilets 2011 file
Performance & Governance Committee minutes
Cabinet minutes

Contact Officer(s): Jim Latheron Extn 7209

Dr. Pav Ramewal
Deputy Chief Executive and Director of Corporate Resources

PLANNING: REVISED CHARGING FOR PRE-APPLICATION ENQUIRIES

CABINET – 12 APRIL 2012

Report of the: Deputy Chief Executive and Director of Community and Planning Services

Status: For Decision

Also considered by: Environment Select 20 March 2012

Key Decision: Yes.

- a) Be significant in terms of its effects on the communities living or working in an area comprising two or more Wards in the District.

Executive Summary

This report proposes to increase charges for pre-application enquiries and to extend the scope of pre-application enquiries that are offered and charged for. It is recommended that fees be charged in accordance with the schedule at Appendix A.

This report supports the Key Aim of efficient use of resources.

Portfolio Holder Cllr. Mrs Davison

Head of Service Jim Kehoe, Head of Development Services

Recommendation:-

- (a) That the increased charges for Planning pre-application enquiries and extended scope of pre-application enquiries that are charged for, as set out at Appendix A, be approved until further notice; and
- (b) That the Director of Community and Planning in consultation with Portfolio Holder be authorised to apply and publicise the Council's approved charges; to agree individual charges in particular where Appendix A indicates that these are 'negotiable'; and to prepare or revise procedures and guidance to ensure that the charges are applied effectively.

Reason for recommendation: To attract a fee income that is consistent with the Council's agreed spending plans.

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Introduction

- (1) Charges for pre-application enquiries were introduced in June 2008 and have remained unchanged since then. The Council's current charges are shown at Appendix B.
- (2) Charging was introduced to recover the sometimes significant costs associated with dealing with these types of enquiries, but the Planning Service as a whole is not intended to make a profit.
- (3) Raising charges should result in increased income and contribute to covering the service's overall costs.
- (4) Since 1st April 2011 over 900 pre-application enquiries have been received. Pre-applications are registered and categorised based on the corresponding planning application e.g. Major, Minor and Other. Fees are levied accordingly. Enquiries should be answered within 28 days for Major proposals and 21 days for all others. Of the 900 applications for advice over 550 were for those enquiries which are exempt from charging e.g. Householder enquiries.
- (5) Seeking pre-application advice is encouraged by the Council and a significant amount of Officer time is spent on registering and dealing with enquiries.
- (6) Fee comparisons have been made with other Councils. Details of these are attached at Appendix C. The main conclusion is that there are substantial variations in the level of charges and the method of calculation. Where charges exist they are generally higher than our current charges particularly for Major and Minor applications. Charging is less widespread for householder applications.
- (7) It is intended to extend the scope of fee charging to include some of those we currently do not charge for and increase the existing fees. A summary of the existing and proposed charges is set out below in Table One:

TABLE ONE

Type	Existing charge (+ VAT)	Proposed charge (+ VAT)
Large Major	Negotiable	Negotiable (including £375 per hour for meetings).
Major	£250	Negotiable (including £375 per hour for meetings).
Minor	£100	£150
Other	£50	£75
Householder meeting	Not Available (Nil)	£50

Householder advice	written	Free	Free (first letter)
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- (8) One significant change would be the introduction of the facility for ‘householders’ to book an appointment with a Planning Officer to obtain pre-application advice. This would incur a fee of £50. This facility is commonly requested by householders, especially those with little or no experience of the Planning system and is not currently available. It is in the best interests of the Council that discussions take place prior to submission of a formal planning application. This will help avoid delays in the determination process and the necessity to submit amendments or a revised application.

Implementing and Monitoring

- (9) It is proposed that the new charges will be effective early in 2012/2013, probably by 1st June 2012. Publicity will be carried out and Staff, Members and Parish/Town Councils will be informed in advance of this, aimed at giving at least two weeks notice of the actual date.

Other Options Considered and/or Rejected

- (10) One alternative option would be to leave charges unchanged which would not deliver increased income and would not offer additional contributions to the cost of the service. Other options would be to set the change in fees at a different overall level, or to set a revised ‘mix’ of fee increases within the same overall total.

Key Implications

Financial

- (11) This report seeks to ensure that the Council’s budgeted income is met.
- (12) In 2011/2012, the income from Pre-Applications charged is budgeted at around £42,152 and the actual forecast for 2011/2012 is around £30,000.
- (13) The Council’s spending plans for 2012/2013 do include an increase in these Pre-Application fees. If Pre-Application charges are introduced as proposed, it is estimated that the income from them will rise to a total of around £65,000 to £70,000 per year.

Community Impact and Outcomes

Community Outcomes and Sustainability Implications

- (14) Neutral as there is no change in planning policy.
- (15) Registered Social Landlords and Parish/Town Councils will continue to receive free advice.

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Legal, Human Rights etc.

- (16) The Local Government Act 2003 (and subsequent legislation) allows District Councils to charge for discretionary services.

The key points for consideration on charging are as follows:-

- Authorities are under a **duty** to secure that taking one year with another the income from charges do not exceed the cost of provision.
- Authorities must already have the power to provide the service. This includes discretionary services provided under the wellbeing powers in the Local Government Act 2000.
- The recipient of the discretionary service must have agreed to its provision and to pay for it.
- This does not apply to services that are mandatory or has a duty to provide.
- Does not override any (existing or future) provisions in primary or secondary legislation which (a) expressly prohibits an authority for charging for a discretionary service; or (b) confers a power to charge for a discretionary service.

Resource (non-financial)

- (17) This will be an increase in staff time, due to likely increased customer expectations and in administering the system.

Value For Money and Asset Management

- (18) This proposal will lead to increased income.

Equality Impact

- (19) The screening shows that a full Equality Assessment is not needed.
- (20) Householders wishing to alter or extend a dwelling for a disabled person living there will continue to be exempt from charges.

Sustainability Checklist

- (21) No impact.

Conclusions

- (22) One alternative option would be to leave charges unchanged which would not deliver increased income and would not offer additional contributions to the cost of the service. Other options would be to set the change in fees at a different overall level, or to set a revised 'mix' of fee increases within the same overall total.

- (23) It is recommended that pre-application fees be increased to the amounts set out in Appendix A.

Risk Assessment Statement

- (24) The main risk is that increasing and widening the fees may reduce take up and anticipated income. We will respond by publicising the benefits of the service at the launch and monitoring impact on take up.

Appendices

Appendix A - Proposed Charges;

Appendix B – Current Charges;

Appendix C – Pre-Application Charges made by other Councils.

Background Papers:

Cabinet Pre-Application advice and charging 20th December 2008.

Contact Officer(s):

Jim Kehoe x 7196

Kristen Paterson

Deputy Chief Executive and Director of Community and Planning Services

PRE-APPLICATION CHARGES – PROPOSED

	FEE
PRE-APPLICATION – VERY LARGE MAJORS	Negotiable (including £375 per hour for meetings) + vat
PRE-APPLICATION ADVICE - MAJORS	Negotiable (including £375 per hour for meetings) + vat
PRE-APPLICATION ADVICE - MINORS	£150 + vat
PRE-APPLICATION – OTHERS EXC. HOUSEHOLDERS AND LISTED BUILDINGS	£75 + vat
PRE-APPLICATION HOUSHOLDERS	Meeting - £50 + vat Written – Free (first letter)
PRE-APPLICATION – LISTED BUILDING	Free

APPENDIX B

PRE-APPLICATION CHARGES – EXISTING

	FEE	AUTHORITY FOR CHARGING	FEE BASIS
PRE-APPLICATION – VERY LARGE MAJORS	Actual cost calculated on each proposal	Discretionary charging – local government act 2003	Cost recovery (to be reviewed after 12 months)
PRE-APPLICATION MEETINGS/MAJOR	£250 + vat	Discretionary charging – local government act 2003	Cost recovery (to be reviewed after 12 months)
PRE-APPLICATION LETTERS MINORS	£100 + vat	Discretionary charging – local government act 2003	Cost recovery (to be reviewed after 12 months)
PRE-APPLICATION – OTHERS EXC. HOUSEHOLDERS AND LISTED BUILDINGS	Free	Discretionary charging – local government act 2003	Cost recovery (to be reviewed after 12 months)
PRE-APPLICATION HOUSHOLDERS	Free	Discretionary charging – local government act 2003	
PRE-APPLICATION – LISTED BUILDING	Free	Discretionary charging	
CERTIFICATE OF LAWFUL DEVELOPMENT (EXISTING)		Town and Country Planning (Fees for applications and deemed applications) Regulations 1989	National fees regime
CERTIFICATE OF LAWFUL DEVELOPMENT (PROPOSED)		Town and Country Planning (Fees for applications and deemed applications) Regulations 1989	National fees regime

Kent Districts – Current Pre-Application Charges

Charges Per Hour: Districts in Kent (sample based on Districts that charge).

	Large Major	Major	Minor	Householder
	£	£	£	£
Low Charge	250.00	250.00	120.00	60.00
High Charge	600.00	500.00	335.00	60.00
Typical Charge	411.00	342.00	235.00	60.00
Current Sevenoaks District Council	250.00	250.00	250.00	0.00

Note:- Data is indicative only due to differences in definitions, most include vat except Sevenoaks DC which excludes vat.

S:\SDC\Planning & Transportation\Directorate\Tina\Jim\Cabinet 12.4.12\Cabinet 12.4.12 - FINAL V9 without track changes Planning - Revised Charging for Pre-Application Enquiries.doc

SEVENOAKS RESIDENTIAL CHARACTER AREA ASSESSMENT SPD - LOCAL DEVELOPMENT FRAMEWORK

CABINET - 12 APRIL 2012

Report of the: Director of Community and Planning Services

Status: For approval

Also considered by: LDF Advisory Group (7 December 2011)
Environment Select Committee (20 March 2012)

Key Decision: No

Executive Summary:

The Residential Character Area Assessment for Sevenoaks has been prepared to identify the distinctive local characteristics of the residential areas in different parts of the Sevenoaks urban area and includes guidance on achieving high quality design that responds to local character, in line with policies in the Council's adopted Core Strategy.

The document was developed in conjunction with local residents associations, amenity/historical groups and ward members, who participated in 'walkabouts' in their areas in autumn 2011, to identify positive and negative features in the local streetscene. The draft document was subject to six weeks public consultation (5 January – 16 February 2012), which included three exhibitions to publicise the report and an article in the Chronicle. 51 comments were received from 18 respondents, which are summarised in this report. The vast majority of the comments received were positive and supportive of the aims and content of the document, with a number of suggestions to supplement details in different areas of the report.

This report presents the finalised post-consultation document for approval. It has been revised to incorporate comments received during consultation as per the schedule attached to this report. This report seeks approval to adopt this document as a Supplementary Planning Document (SPD), which will form part of the SDC Local Development Framework (LDF). It will then be a material consideration in determining planning applications in that part of Sevenoaks to which it applies.

The schedule of consultation comments and proposed amendments is attached as Appendix 1 to this report and the full revised report is available electronically and in the members room.

This report supports the Key aims of a green environment and safe and caring communities of the Community Plan

Portfolio Holder Cllr. Mrs Davison

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Head of Service

Head of Development Services – Mr Jim Kehoe

Recommendation :

That Cabinet be recommended

(a) the revised Sevenoaks Residential Character Area Assessment be adopted as an SPD and that it be printed and published.

(b) copies be made available for sale at a price to be agreed by the Portfolio Holder.

Reason for recommendation: The SPD will assist in achieving the detailed objectives of the Core Strategy.

1 Introduction

1.1 The Residential Character Area Assessment for Sevenoaks has been prepared to identify the distinctive local characteristics of the residential areas in different parts of the Sevenoaks urban area and includes guidance on achieving high quality design that responds to local character, in line with policies in the Council's adopted Core Strategy. This document was subject to public consultation and this report provides a summary of the consultation comments received and how the document has been revised to incorporate and respond to these comments. It is proposed that this document is adopted as a Supplementary Planning Document (SPD), which will form part of the SDC Local Development Framework (LDF) and will be a material consideration in determining planning applications in that part of Sevenoaks to which it applies.

1.2 The preparation of Residential Character Area Assessments is a commitment in the Council's adopted Core Strategy.

2 Area

2.1 The area covered by this document is the Sevenoaks urban area, which includes the developed area of Sevenoaks town, Riverhead, Dunton Green, Bessels Green and Chipstead (see Appendix 2). The boundary coincides with the inner edge of the Green Belt around the developed area. The SPD does not cover Conservation Areas, for which there are separate Appraisals and Management Plans, or commercial areas.

3 Planning Policy Background

3.1 The Adopted Core Strategy (February 2011) states that all new development should be designed to a high quality and should respond to the distinctive local character of the area in which it is situated and that account should be taken of guidance adopted by the Council in the form of local Character Area Assessments. Government guidance advocates that Local Planning Authorities should develop a shared vision with their local communities of the type(s) of residential environments they wish to see and develop design policies that set out the quality of development that will be expected for the local area. The SPD helps identify the local distinctive character and design guidance to assist the Council in making decisions about the appropriateness of development proposals.

4 Character Areas Assessments

4.1 Tony Fullwood Associates have assisted SDC in preparing the Residential Character Area Assessment. An initial appraisal was undertaken of all areas of the town covered by the SPD and it was evident that a number of areas shared similar characteristics. From this assessment it was possible to identify a typology of 15 character areas:

Victorian/ Edwardian, Inter War Linear Development, Inter War Planned Development, Garden City Influenced Planned Development, Formal Semi-detached Layout, Formal Detached, Formal Avenue, Informal Lane, Open Plan, Bungalows, Compact Terraced and Apartments, Compact Townhouses and Apartments, Clustered Cul-de-sac Developments, Mixed Character and Town Centre Fringe Mixed Use Area.

4.2 The Residential Character Area Assessment for Sevenoaks identifies and defines 170 areas within the town, which fall into these 15 typologies. The assessment identifies positive and negative features within the character areas and includes relevant design guidelines for new development. The intention is that this information will be used to guide the nature of future development and will ensure that the residential character of individual areas within the town is retained and protected. The assessment covers residential typology, architecture and design, street layout and plot size, open space and landscaping, and other elements that contribute or detract from the character of the individual residential areas.

5 Community Involvement and Consultation

5.1 Community involvement in the preparation of the SPD has followed the District Council's adopted Statement of Community Involvement (SCI). There has been close stakeholder involvement in preparing the SPD in order to develop a shared vision with the local community of the type(s) of residential environments they wish to see and to develop appropriate design guidance. Local knowledge has been crucial to this process, to help identify important local features and to develop design principles that will guide future residential development.

5.2 Prior to the drafting of the SPD, several local stakeholder events were held:

- briefing sessions with local Ward Councillors, local amenity and resident groups, Sevenoaks Town Council, Chipstead Parish Council, Chevening Parish Council, Dunton Green Parish Council, Sevenoaks Conservation Council and Sevenoaks Society.
- a series of walkabouts were held involving local amenity and resident associations, local Ward Councillors, Town and Parish Councillors and the Planning Portfolio holder to observe and record the key features which made up the character of individual areas.

5.3 The draft document was considered by the LDF Advisory Group on 7 December 2011 who agreed the consultation draft and suggested that, due to the size of the document, local members should be provided with those sections that related to their ward. The document was then subject to formal public consultation from 5th January to 16th February 2012. Consultation methods included:

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- Three public exhibitions were held to publicise the document (14/01, 19/01 and 20/01).
- Notices and an article were placed in the Chronicle,
- Details were sent to statutory consultees, our LDF mailing list and all the groups involved in the walkabouts
- The documents were available on our website and in libraries and council offices.

6 Consultation Responses and Proposed Amendments

6.1 In total, 51 comments were received from 18 respondents, which are summarised below. The vast majority of the comments received were positive and supportive of the aims and content of the document, with a number of suggestions to supplement details in different areas of the report. A summary of all the consultation comments received and the Council's response to these comments is attached at Appendix 1.

6.2 In terms of the split of respondents:

6 responses from local groups (residents associations / historical groups)

5 responses from district / town / parish councillors

4 responses from members of the general public

3 responses from national stakeholders

6.3 The response schedule splits the comments received into general comments and then considers comments received on areas within each of the 15 typologies set out above. In relation to general comments, support for the document was received from the Sevenoaks Society, the Sevenoaks Conservation Council, Sevenoaks Town Council, and a number of residents associations.

6.4 Several parish councils queried the reference to backland development in the document. Backland development is defined as development on land that lies to the rear of existing properties and is normally associated with small scale development (usually one or two plots). There is nothing against the principle of such development in national guidance or the LDF, and therefore no change is recommended to the text.

6.5 A query was also raised regarding the reference to landmark buildings, which are defined for various reasons (such as scale, location, use, materials). Some landmark buildings are listed buildings and many were identified on the walkabouts as locally important to the character of an area. One parish council also raised the issue of the Sevenoaks Urban Area, but this was established in the adopted Core Strategy (Feb, 2011) and therefore is outside the remit of this document.

6.6 The Environment Agency requested reference to the use of permeable surfaces where new driveways are proposed, which has now been included in the document. Natural England supported the document and noted that the document covers public realm and trees, but with less focus on habitats and biodiversity. The document is concerned principally with the physical character of the area but supports the Core

Strategy which covers the issue of biodiversity and a network of habitats in greater detail including Policy SP 11 (Biodiversity). Age Concern sought the retention of bungalows, but this is outside the remit of this document and is covered by Core Strategy: Policy SP 5, which seeks a range of housing types and sizes.

6.7 The reference to Lord Greatness has been removed from the document, as the reliability of the source document has been queried. A number of typographical errors were also pointed out which have been corrected in the final version of the SPD.

6.8 Boundary changes have been made in two areas, to include a small residential area (Quarry Cottages, London Road), which was originally excluded from the SPD due to the adjacent commercial area, and Bullfinch Close area in Chipstead has been sub-divided, as requested by Chevening Parish Council – please see Appendix 3.

6.9 In relation to comments on each of the area typologies, the following comments were received:

A Victorian/ Edwardian – factual date amendment

B Inter War Linear Development – comments from White Hart RA in relation to adjacent protected woodland. The belt of trees is located outside the character area and, because of the disposition of buildings and the sloping gardens, is not prominent when viewed from the public realm of the Weald Road area. For this reason, the tree belt is not mentioned with section B05. However the belt of protected trees is located within the G01 White Hart Area and is depicted on the Townscape Map for this area.

C Inter War Planned Development – no comments

D Garden City Influenced Planned Development – a number of factual and editorial amendments

E Formal Semi-detached Layout – factual amendments

F Formal Detached – additional reference to insertion of over dominant dormers as a negative features (in Montreal Park Area), and the views of the parkland as a positive feature (in St Mary's Drive)

G Formal Avenue – White Hart Estates RA made detailed comments about the White Hart area. The area description has been amended to reflect the roads covered by the area. Detached garages forward of the building line, particularly those close to the front boundary, were raised as a negative feature in this area and additional wording and photograph to this effect has been added. New development which does not reflect the characteristic set back from the road or allow spacing between buildings, is already referenced under negative features, but an additional photograph illustrating such cramped development has been inserted. References to the characteristic low boundary walls and hedging and the presence of semi-detached housing (on Shenden Way) have also been inserted. The document references the surrounding countryside, rural character and views into the countryside. However, since the document covers the built up area of the town, the document does not refer specifically to Green Belt / AONB designations which affect land beyond the built up area. Negative comments were made on the height and style of roof architecture. The walkabout indicated a variety of roof styles within the area. The SPD notes that the building heights in the White Hart area are

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varied. The issue of roof heights within the area is also compounded by the subtle and dramatic changes in topography across the area. This results in a varied roof profile within and between streets. For this reason, it would be unreasonable for design guidance in this area to limit all properties to existing ridge heights or to state an in principle preference against front dormer windows.

H Informal Lane – Packhorse Road RA made detailed comments about the Packhorse Road area. The area description has been amended to reflect the roads covered by the area and additional historical context has been added. Reference to the restrictive covenants on the land has been inserted in the introductory section (6) and the text on Sunrise nursing home has been clarified. General traffic noise has been inserted as a detractor and reference to the adjacent Bessels Green Conservation Area has been added. Westerham Road has not been removed from the section (H08) as it exhibits most of the characteristics of this character type including large individually designed well screened detached houses set well back from the road with generally a minimal impact on the street scene. Hedges and trees abut this part of the road and development is generally well hidden by vegetation and narrow entrances. Parts have no footway and an informal edge, which complements its rural character. In relation to building heights, the reference to ‘two storeys with some bungalows’ is factually correct and has not been amended. The issue of backland development was raised by the RA, which suggested that this type of development should be discouraged. There is nothing against the principle of such development in national guidance or the LDF. For the SPD to oppose backland development in principle would be contrary to the planning policies and guidance which this document sets out to supplement. Such development need not result in the loss of the feeling of spaciousness between the properties and would be judged on its impact on the distinctive character of the area as set out in the SPD rather than a calculation of density. The addition of ‘should therefore be resisted’ as suggested would not add to the design guidance and therefore no change is recommended to the text.

I Open Plan – factual amendment

J Bungalows – no comments

K Compact Terraced and Apartments – issue of commuter parking in the Sidings (Dunton Green) was raised. Whilst commuter parking is considered a negative factor by residents, in visual terms, the parking issue is not considered significant to the area and therefore no change is recommended to the text.

L Compact Townhouses and Apartments – no comments

M Clustered Cul-de-sac Developments – no comments

N Mixed Character – an additional detractor (commercial buildings) has been added to the Rye Lane section in Dunton Green. An additional positive feature (view of the North Downs) has been added to the Seal Road section. Chevening Parish Council has requested the Bullfinch Close area to be sub-divided to reflect different characters within the area, and this amendment has been made to the document – please see Appendix 3.

O Town Centre Fringe Mixed Use – the inclusion of this area was welcomed by the RA.

6.10 Following public consultation, the document has been amended to reflect stakeholder comments. The revised document was reported to Environment Select

Committee for consideration, who noted a minor typographical error in section H14, but otherwise fully supported the adoption of the SPD. The document is now reported to Cabinet to agree the adoption of the document. The Council will publish the final document on our website and in document format that will be available in all Council offices and libraries. A summary of all the consultation comments received and the Council's response to these comments will also be made available to the public.

7 Other Options Considered and/or Rejected

7.1 The options are to agree, vary or reject the document. It is considered that the document is appropriate to assist in achieving the detailed objectives of the Core Strategy.

8 Key Implications

Financial

The cost of producing the Sevenoaks Residential Character Area Assessment SPD is met within the approved LDF budgets.

Community Impact and Outcomes

The preparation of this document had close regard to the Community Strategy vision. The document as a whole is consistent with the Core Strategy DPD and Community Strategy and contributes either in a leading or supporting role to the implementation of many of the Community Strategy priorities. Overall the document will facilitate the implementation of the Core Strategy, which should lead to a wide range of positive outcomes for the community.

Legal, Human Rights etc.

The preparation of an LDF is a requirement under planning legislation. The document is a Supplementary Planning Document (SPD), which provides additional guidance in relation to policies contained in Development Plan Documents (DPD). There are requirements regarding notification of interested parties and the production of a statutory notice at the adoption stage and these procedures will be followed.

Equality Impacts

An updated Equality Impact Assessment was carried out for the Core Strategy in accordance with Council policy. The SPD is in conformity with the Core Strategy.

9 Conclusion

9.1 It is recommended that the Sevenoaks Residential Character Area Assessment SPD is adopted as an appropriate document to assist in achieving the detailed objectives of the Core Strategy.

10 Risk Assessment Statement

10.1 The SPD must be in accordance with the Core Strategy and other parts of the development plan and national planning guidance. In accordance with the Council's Statement of Community Involvement, SDC will seek to adopt the document as an SPD.

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Independent examination by the Planning Inspectorate is not required as the SPD is not a Development Plan Document.

Background Papers:

Appendix 1 – Schedule of consultation comments and responses – hard copy

Appendix 2 – Map of area covered–hard copy

Appendix 3 – Four new proposed sections–hard copy

Appendix 4 - Sevenoaks Residential Character Area Assessment SPD – electronic copy

Contact Officer:

Hannah Gooden Ext 7178

Kristen Paterson, Community and Planning Services Director

**APPENDIX 1
DRAFT SEVENOAKS RESIDENTIAL CHARACTER AREA ASSESSMENT SUPPLEMENTARY PLANNING DOCUMENT (SPD)
RESPONSE TO CONSULTATION**

Respondent	Representation	Response (italics indicate recommended amendments to text)
General Comments		
The Sevenoaks Society	<p>Our Planning Committee, in particular, has spent some considerable time reviewing this document and the Society has even gone so far as to buy a copy for easier reference and for those members of the Committee who do not have access to the internet. We consider that the Planning Department is to be congratulated on an excellent piece of work and for taking on one with such a large scope. You have created a document which will not only have great value in planning decision terms, but is also an important document of record as to the variety of the built environment in 2011 in Sevenoaks. Besides its comprehensiveness we are pleased to see that the assessments go beyond a simple recitation of materials and architectural styles to take on landscape, townscape and spatial character. Also that the areas are not treated as isolated entities but acknowledge views and relationships to adjoining areas and to the wider landscape.</p> <p>The Design Guidance offered varies from the moderately prescriptive to positive encouragement for improvement and our concerns are that the developers may cleave to the former and attempt to tick all the boxes without having the imagination to embrace the opportunities for the latter. Councillors making planning decisions will doubtless be pleased to have the SRACA for guidance. The Sevenoaks Society would encourage them to aim for</p>	<p>Support noted</p> <p>The District Council will keep the case for a panel under review but the constitution of such a body is independent of this SPD.</p>

	<p>high quality of design and build, to recognise that Sevenoaks is a town which has a diverse character and to look to add modern examples of good design to those from previous centuries. Let us hope when the next residential area character assessment is made that the buildings erected in the next twenty years will be seen to be amongst the most sought after and treasured in the town and that we will not have bequeathed any disastrous developments such as those enumerated in this excellent report. We would strongly suggest that with the publication of this report that it is an appropriate time to set up an architect's design panel to assist Councillors and Officers.</p> <p>Please convey our appreciation to the members of your Planning Department and Tony Fullwood Associates regarding this project.</p>	
Sevenoaks Conservation Council	<p>I write on behalf of the Sevenoaks Conservation Council in relation to the above SPD. I would like to compliment the District Council on the SPD which seems to me to be a very thorough and well researched document and which should prove to be a valuable tool when considering planning applications. There are a number of policies in the Core Strategy which refer to the character of the area, and this SPD ensures that the relevant information about the character of individual residential areas will be available as a material consideration. As with all policies, much will depend on the way in which the SPD is implemented. It is important that it should be applied reasonably flexibly and not as a rigid set of rules. I should mention that this letter has not been approved by the Sevenoaks Conservation Council because our next meeting is not until after the expiration of the SPD consultation period. If any contrary or additional view is expressed at our next meeting on 21 March 2012, I will ensure that it is brought to your attention. Unless you hear to the contrary, would you please therefore treat this letter as containing the view of the Sevenoaks Conservation Council.</p>	Support noted
Sevenoaks Town Council	<p>After much consideration Sevenoaks Town Council wish to express their general support for the Draft Sevenoaks Residential Character Area Assessment SPD. While there are a few minor points of</p>	Support noted. The value of open space to the character of areas is reflected throughout the SPD. The wider value of

	<p>contention (noted below) Councillors felt that the document will be a valuable resource to aid in the planning decision making process. Particular praise was given for the high levels of community engagement prior to the drafting of the document. As a general comment Councillors would like to see the analysis of Open Spaces strengthened to aid in the assessment of their "worth" to the local community in future planning decisions.</p>	<p>the open space is for other parts of the LDF to examine including the Allocations and Development Management DPD.</p>
Knole Paddock Residents' Association	<p>The vast majority of our members have been notified of the draft Residential Character Area Assessment SPD and have had the opportunity of seeing the documents on-line and commenting either directly or via this Residents' Association. We are pleased to say that the chapters pertaining to the roads within our area (Plymouth Drive, Plymouth Park, Chartway, Knole Way and Warren Court) have met with our residents' approval and we therefore hope that this welcome document will be adopted within the anticipated timescale.</p>	Support noted
Acorns Residents Association	<p>It is good now to be included in the scheme - leaving the area out originally left it open to abuse.</p>	Support noted
Packhorse Road Residents Association	<p>We note that the introduction to the document emphasises the importance of local planning authorities developing a shared vision with their local communities. We believe that acceptance of the Residents Association's comments would help achieve this.</p>	Noted
White Hart Estates Residents Association	<p>We commend SDC on this initiative and look forward to the adoption of the Residential Character Area Assessment SPD. Once adopted, we expect the Sevenoaks Town Council Planning Committee and Sevenoaks District Council Planning Officers to use the design guidelines to assess planning applications and to refuse applications that do not conform to the guidelines.</p>	Support noted
Chevening Parish Council	<p>The PC is concerned at the various references to back land development within the various design guidance notes, being opposed to the practice in general.</p>	<p>Backland development is defined as development on land that lies to the rear of existing properties and is normally associated with small scale development (usually one or two plots). There is nothing against the principle of such</p>

		<p>development in national guidance or the LDF. For the SPD to oppose backland development in general would be contrary to the planning policies and guidance which this document sets out to supplement.</p>
<p>Chevening Parish Council</p>	<p>The PC questions the need for "landmark buildings" within the Parish at all; there are plenty in the Conservation Areas already. They were recommended in the draft for 101 Nursery Place, 118 Chipstead Park, 119 Chesterfield Drive and 120 Springshaw Close. A clearer definition of such structures is needed and a firm statement that any such building should not be out of scale with the rest of the area.</p>	<p>The SPD identifies a number of landmark buildings within the character areas – and gives the reasons for so defining the buildings (such as scale, location, use, materials). Some landmark buildings are listed buildings. Many have been identified on the walkabouts as locally important to the character of an area.</p> <p>The SPD does not want to stifle the opportunity for future landmark buildings which can lift a design from the ordinary and may be justified on the basis of a sound urban design appraisal of their context and a perceived environmental uplift to the quality of the area. There may be townscape reasons when the scale of a building can be increased such as at a junction, or to create a feature at the end of a vista (see for example Gordon Cullen – The Concise Townscape; Responsive Environments – Bentley et al). For these reasons, particularly in areas of fairly monotonous townscape, or on the principal routes, the SPD accepts the principle for new landmark buildings.</p>

<p>Dunton Green Parish Council</p>	<p>This study ignores the totality of Dunton Green as a rural settlement and tries to propagate the idea that the area of the village which is subject to the assessment is part of northern Sevenoaks. Dunton Green is NOT part of the town of Sevenoaks and Dunton Green Parish Council continues to object to the fact that part of the village is now referred to as 'Sevenoaks Urban' whilst the rest of the village is still identified as a rural location (although NOT included in the Village Appraisal document).</p> <p>P12, last paragraph Within the wider built up area, the historic village centres have maintained their identity with the centres of Riverhead, Dunton Green, Bessels Green and Chipstead protected by Conservation Areas.' Dunton Green Parish Council is unaware that the centre of the village is a Conservation Area. Could SDC please confirm when the village centre was made a Conservation Area? Or, correct the statement to indicate that Dunton Green village centre is unprotected and is not a Conservation Area.</p>	<p>In order to become a material planning consideration of weight in determining planning applications, this Supplementary Planning Document is part of the District Council's Local Development Framework. The Parish Council does not appear to accept that for the purposes of the Local Development Framework, the Sevenoaks urban area is defined as Sevenoaks town, Riverhead, Dunton Green, Bessels Green and Chipstead. This definition is already part of the adopted Core Strategy. It is not possible for the SPD to contradict the Core Strategy which it is intended to supplement.</p> <p>Nevertheless, the SPD refers to the distinctive character areas of Dunton Green. The SPD incorrectly identifies that Dunton Green centre has Conservation Area status.</p> <p>Recommended Change: Section 6 Origins and Development of Sevenoaks, Riverhead, Dunton Green, Bessels Green and Chipstead. Amend wording to read: <i>Within the wider built up area, the village centres have maintained their identity with each of the centres of Riverhead, Dunton Green, Bessels Green and Chipstead having an historic core.</i></p>
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<p>Environment Agency</p>	<p>We have no real concerns with the contents of the document, but would like to recommend that where new driveways proposed whether for existing properties or new developments, these are permeable. This will reduce surface water runoff that could otherwise result in pluvial (surface water) flooding.</p>	<p>The SPD supports the Core Strategy which covers the issue of permeability in greater detail including Policy SP 2 (Sustainable Development Sustainable Construction and Low-Carbon Energy Generation).</p> <p>An increased tendency for the creation of hard standing usually for off-street car parking can increase flooding and associated water pollution. With climate change and increased amounts of hard surfacing in urban areas, the Government has changed permitted development rights to allow residents to pave over front gardens of more than 5 square metres without planning permission only if the surface is made of porous materials such as permeable paving or gravel, or unless provision is made to direct run-off water from the hard surface to a permeable surface within the grounds of the dwelling.</p> <p>The District Council would wish to see the use of permeable materials if hard surfacing is required. Natural materials such as gravel can also assist in softening the appearance of the garden area. Greater permeability should also increase soil moisture levels which would benefit street and garden trees</p> <p>Recommended Change: Within the design guidance sections of</p>
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		<p>the SPD add an additional sentence about surface treatment: Where off street parking is proposed within front curtilages, boundaries with neighbouring properties should be retained and enhanced and the maximum length of front boundary retained to help enclose the road space, define the boundary between public and private space and help reinforce the character of an area. <i>Wherever possible permeable surfaces should be used which are in keeping with the character of the property and its curtilage.</i></p>
<p>Natural England</p>	<p>The document sets out a valuable and comprehensive record of residential character, and provides a robust context for judging development and other changes. However, the document mainly focuses on the public realm. Whilst there are references to trees in back gardens and their value to streetscape, the value of back gardens in wider landscape terms and as components in a complex network of habitats, seems to be missing. In some cases, the assessment of residential character concludes that there may be potential for backland development. The words “balance in favour of the landscape dominating the built form should be retained” that occur in the Design Guidance in relevant cases, are welcomed. However some assessment of backland opportunities in terms of their value to the wider landscape/townscape (in addition to local streetscape and residential character) and their value as part of the network of urban habitats is important.</p>	<p>Support noted.</p> <p>The SPD is concerned principally with the physical character of the area but supports the Core Strategy which covers the issue of biodiversity and a network of habitats in greater detail including Policy SP 11 (Biodiversity). This seeks opportunities for the enhancement of biodiversity through the creation, protection, enhancement, extension and management of sites and through the maintenance and, where possible, enhancement of a green infrastructure network to improve connectivity between habitats.</p> <p>The Allocations and Development Management DPD will set out proposals for the Green Infrastructure Network</p>

		which will include, areas of value for biodiversity, opportunities and locations for biodiversity enhancement (including creation of new habitats) taking account of defined Biodiversity Opportunity Areas, open space sites identified for retention under the policy, new areas of open space taking account of the findings of the Open Spaces Study, opportunities for linking open spaces and areas of biodiversity value to improve connectivity for people and wildlife and targets for implementation and proposals for effective long term management of sites forming part of the network.
Age Concern	I have looked and read the assessment report, thank you for the opportunity in being able to comment. One area that I am concerned about is the loss of bungalows in the area. Many bungalows in Sevenoaks District are being developed into two or even three storey homes, which impacts on neighbours and the community. Bungalows were originally developed, many years ago, almost as lifetime homes, which suite older people or those with disabilities, if all the bungalows disappear, this is a resource lost to the district and for future generations of older or disabled people. I would therefore support any proposals to restrict planning and development in connection with bungalows.	The purpose of the SPD is not to support the retention of any particular house type based on the needs of older or disabled people. This issue is covered by other plans within the LDF including the Core Strategy: Policy SP 5: Housing Size and Type.
Historical Reference		
Gillian Patterson; Derek Medhurst	While examining the LDF document, I noticed a couple of inaccuracies that I hope you will be able to correct: 1) In sections C12, D05, K14 and K15, the document refers to Lord Greatness. As far as I have been able to find out, Lord Hillingdon owned the land in question. 'Greatness' is the name of a residential area in northern Sevenoaks, derived from 'sandy heathland' as it was called in the 9th century. There does not seem to have been a Lord	Lord Greatness is referred to in several Town Council documents but always with the same quotation about giving land in the 1920s, so probably all quoting from the same source. However there is no citation so the source could be incorrect.

	<p>Greatness in the history of Sevenoaks.</p> <p>I'll be looking to find out just who 'Lord Greatness' was who is reputed to have donated the land in the 1920s. In nearly 60 years of living hereabouts I've never heard of him and have never seen the name in any local history book!</p>	<p>Recommended Change: Section 6 Origins and Development of Sevenoaks, Riverhead, Dunton Green, Bessels Green and Chipstead and Historical Context section of Character Areas C12, D05, I21, K14 and K15: Delete 'by Lord Greatness'</p>
Boundary		
Jenny Barnes	Area missing - Quarry Cottages, London Road by Halfway House pub. 1900/Vict/Edw railway cottages.	<p>An additional character area is recommended to cover this area which was originally excluded from the SPD due to the adjacent commercial area.</p> <p>Recommended Change Add additional Character Area A15 Quarry Cottages, London Road (see separate Appendix).</p>
A Victorian/ Edwardian		
Sevenoaks Town Council	A06 Bayham Road Area: STC believe the houses towards the end of Knole Road are early 1950s, and not 1960s as stated.	<p>Factual amendment is proposed to the text in F08 Knole Road where it is considered this reference appears:</p> <p>Recommended Change: Amend F08 Knole Road to: The Knole Road cul-de-sac development was built in the late 1950's as an extension of the existing road on orchards to the rear of Seal Hollow House (now Quaker House).</p>
B Inter-War Linear Development		
White Hart Estates Residents Association	<p>B05 Weald Road</p> <p>We agree that B05 is correctly classified as Inter-War Linear Development.</p> <p>Locally Distinctive Contextual Features</p>	<p>Site visits, aerial photography and TPO records show the strip of trees is located outside the character area and, because of the disposition of buildings and the sloping gardens, is not prominent when</p>

	<p>We think that the important strip of Protected Woodland forming part of the back gardens of Weald Road and Brattle Wood properties at the southern half of Weald Road should be mentioned.</p> <p>Please see our detailed suggestions in the Appendix A</p> <p>Local Positive and Negative Features Again, we think that the important strip of Protected Woodland forming part of the back gardens of Weald Road and Brattle Wood properties at the southern half of Weald Road should be mentioned.</p> <p>Please see our detailed suggestions in the Appendix A</p> <p>Design Guidance Again, we think that the important strip of Protected Woodland forming part of the back gardens of Weald Road and Brattle Wood properties at the southern half of Weald Road should be mentioned.</p> <p>Please see our detailed suggestions in the Appendix A</p> <p>Please note that the words in <i>italics</i> are our suggested additions to the relevant section.</p> <p>P124 – Under Open Space/Vegetation: Front boundary garden hedges and trees. <i>Important strip of Protected Woodland forming part of the back gardens of Weald Road and Brattle Wood properties at the southern half of Weald Road.</i></p> <p>P125 – Locally Distinctive Positive Features, new paragraph: <i>Important strip of Protected Woodland forming part of the back gardens of Weald Road and Brattle Wood properties at the southern half of Weald Road.</i></p> <p>P126 – Under Design Guidance, new last paragraph: <i>There should be no interference with the Protected Woodland at the rear of the</i></p>	<p>viewed from the public realm of the Weald Road area. For this reason, the tree belt is not mentioned with section B05.</p> <p>Nevertheless, the strip of protected trees is located within the G01 White Hart Area and is already depicted on the Townscape Map for this area. Trees to rear gardens which act as a backdrop to the houses are also mentioned in the Locally Distinctive Contextual Features and Locally Distinctive Positive Features Sections for this area. The relevant Design Guidance already contains reference to retention of mature trees and hedges which contribute to the character of the area.</p>
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	<i>properties on Weald Road.</i>	
D Garden City Influence Planned Development		
Councillor Hunter	D02 Solefields Road Area: Page 203: Reference is made to balconies but no picture is included	The original picture has become omitted from the document during production and will be reinstated. Recommended Change: Reinstate photograph
Dunton Green Parish Council	D03 Lusted Road Historical context. 'A development of semi detached housing constructed on previously open land around 1960.' These properties were, in fact, built after WW2 in 1946/1947. The houses are NOT a 1960s development. This needs to be corrected.	Factual amendments are proposed to the text. Recommended Change: Amend Historical Context: A development of semi detached housing constructed on previously open land <i>in the late 1940s</i> Amend Age of Buildings: <i>Late 1940s</i>
Dunton Green Parish Council	D04 Crescent Cottages. Block of text next to second photograph (starts 'Three of the terraces area arranged...'). There is a comment that in the last sentence that '...parking on the open space detracts from the character.' Dunton Green Parish Council has installed a number of no parking signs around the perimeter of the open space here and there no longer appears to be any parking on the open space. However, as this was an observation made at the time of the assessment SDC may feel that it is still valid to leave it in.	This was an observation made at the time of the assessment and it is proposed to retain the text.
Derek Medhurst	D05 Orchard Close Page 215 of the document claims it's about Orchard Close, Greatness Lane and Orchard Drive. There is no Orchard Drive here.	Factual amendment is proposed to the text. Recommended Change: Delete references to Orchard Drive and replace with Orchard Close
Sevenoaks Town Council	D07 Hillingdon Rise Area STC believe the low number terraces on Hillingdon Rise (towards Little Wood) are older than stated in the document (1950's if not pre-	Factual amendment: Recommended change: Amend Historical Context to:

	war)	The terraced housing in Little Wood was built in the early 1950s.
Councillor Dickens	D08 Bradbourne Vale Road. Would not the parking 'situation' be a negative feature?	The parking situation is more a matter of traffic management. The impact of traffic is already mentioned as a negative feature.
E Formal Semi-Detached Layout Character Areas		
MJ Miles	E05 Church Fields: p 250 Churchfields also includes some flats (= numbers 11-22) but only 2 storey. p 252 Re Churchfields you mention under Design Guidance the open space at the west end of Woodfield Rd. This is nowhere near Churchfields but in Bradbourne Park Rd (so this should be on p 729?) But there is a green amenity space opposite 11-22 Churchfields which should be protected.	Factual amendment to add reference to flats and delete reference to Woodside Road. Recommended Change: Amend Type of buildings to: Semi-detached, terraced houses and flats Amend design Guidance to <i>The amenity open space opposite 11-22 Churchfields should be protected</i>
F Formal Detached		
Councillor Hunter	F06 Downsview Road. P. 278 Downsview and Croft Way development started pre-war. P. 280 The semi's were police houses	Factual amendments are proposed to the text Recommended Change: Amend Historical Context to: Downsview Road and Croft Way were started pre war on open land adjoining Brittain's Lane as part of a westward expansion of the Sevenoaks urban area primarily in the 1950s and early 1960s. Amend text box page 280 to: At the western end of Downsview Road, two pairs of semi detached former police houses are built in a simpler style with plain red brick elevations, flat porch covers

		supported on brick pillars and shallow tiled gabled roof.
MJ Miles	F07 Montreal Park Area. p 287 An additional negative feature could be the recent appearance of dormers on some properties which tend to give the appearance of a third storey and affects the unity of this area.	There is some evidence of a limited number of over dominant dormers on some properties. Recommended Change: Add additional Negative Feature: <i>Some over-dominant dormer extensions</i> Amend Design Guidance to: The characteristic designs and roofline should be respected
MJ Miles	F10 St Mary's Drive Area p 297 I wonder why number 11 St Mary's Drive (The Stone House) has not been included in the shading in your map? I understand that this is an older house - certainly pre 1960. pp 298 and 299. The "recreation ground" you mention is presumably the bowling green and cricket ground which is to the west of the end of St Mary's Drive. The south side of St Mary's drive looks over the Riverhead Parkland which has no recreational facilities, just open parkland with trees, stream, ponds etc. It does not appear to be named as such on your map (p297).	11 St Mary's Drive is located outside the built up area of Sevenoaks within the Green Belt and is therefore not included within the SPD. The text in relation to the recreation ground and parkland should be clarified. Recommended Change: Page 298 Area Characteristics text box amend to: There is a vista into the Conservation Area to the north and short views southwards over the parkland. Locally Distinctive Positive Features: Amend to: There are vistas and short views from St Mary's Drive of St Mary's Church steeple, the Conservation Area and the parkland.
G Formal Avenue Character Areas		
White Hart Estates Residents Association	Suggest amendments shown in italics: P327 – Individually designed mostly 2 storey, and <i>fairly substantial</i>	The term 'fairly substantial' is a relative term and therefore adds little to the

	<p>detached houses are set well back along wide avenues with wide grass verges and pavements and are visible above <i>low</i> walled, hedged and treed front boundaries.</p> <p>Add to end of 2nd paragraph: contribution to the character of this area <i>and its semi rural nature</i>.</p>	<p>description of the area for planning purposes particularly when the houses are not of uniform size.</p> <p>The boundary walls are characteristically low within the area and the term is a helpful addition to the description.</p> <p>The term 'semi-rural' is not recognised as an accurate description of the formal avenues character areas for planning purposes. The areas retain a suburban character which comprises detached houses set well back along wide verdant avenues where buildings do not contain the space. The verdant character to the roads is already described within the SPD.</p> <p>Recommended Change: P327 – Amend to: Individually designed mostly 2 storey, detached houses are set well back along wide avenues with wide grass verges and pavements and are visible above <i>low</i> walled, hedged and treed front boundaries.</p>
Councillor Hunter	G01 White Hart Area Photos and narrative do not always match up.	<p>The original layout of text and photographs has been amended during production and will be reinstated.</p> <p>Recommended Change: Ensure clear relationship between photographs and text boxes</p>
White Hart Estates	G01 White Hart Area;	The setting of the White Hart area is

<p>Residents Association</p>	<p>We agree that G01 is correctly classified as having the characteristics of a formal avenue area.</p> <p>The Green Belt of Sevenoaks Common and Conservation Area of Knole Park immediately surrounding the White Hart Area to the South, East and West should be mentioned. We think that more emphasis could be put on the protected nature of the surrounding woodland and Common.in the Locally Distinctive Features and Local Positive and Negative Features – see detailed suggestions in the Appendix A.</p> <p>Parkland Close is within the area and should be listed on page 329; Letter Box Lane and Beechmont Road are on the boundary and should also be included in the list on page 329</p> <p>Local Positive and Negative Features</p> <p>We think that detached garages forward of the building line and, in particular, those close to the front boundary, are unattractive negative features.</p> <p>We think that the sub-division of plots to replace a single house with two houses of similar design is a negative feature</p> <p>We also think that existing roof heights and roof architecture should be respected.</p> <p>Please see our detailed suggestions in the Appendix A</p> <p>Map p329 – The meaning and significance of the green areas on the map should be made clear. For example, are they intended to show areas of woodland or a concentration or strip of trees? It should be made clear whether any of these areas represent Protected Woodland.</p>	<p>already referred to in area G01 White Hart Area:</p> <p>‘The area is largely surrounded by countryside and the surrounding roads such as Letter Box Lane have a rural character.’</p> <p>There is also reference to the views from the area into the surrounding countryside. Nevertheless, the SPD covers the built up area of the town and, although the introduction of the Green Belt and the Area of Outstanding Natural Beauty is mentioned in the section on the historic development of the town, the document does not refer specifically to these designations which affect land beyond the built up area.</p> <p>The additional roads referred to should be included in the list on page 329.</p> <p>There is evidence in this area that garages forward of the building line, particularly those close to the front boundary can result in a detracting feature from the overall character of the area and that additional wording and photograph to this effect should be added.</p> <p>In relation to the points about detached garages forward of the building line and the sub-division of plots, there is already reference in the Negative Features to some new development which has not</p>
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	<p>p. 330 Remove “and three storey” from Building heights Add text in italics: Remnant woodland survives within the estate; <i>some areas of it are protected.</i></p> <p>Hedges and trees to front and rear gardens, <i>with hedges on side boundaries</i>, trees which act as a backdrop to the houses, <i>and are an important feature of the local landscape character.</i></p> <p>p. 331 1st para - ...set well back on a (<i>delete the word relatively</i>) regular building line footways and verges and a (<i>delete the word relatively</i>) regular building line</p> <p>2nd para - ...and <i>a couple of</i> semi detached houses are set back from the west side of Shenden Way 332 – The photo of the entrance to Cade Lane on top right does not seem to fit in with the theme – delete?</p> <p>334 – Brattle Wood (bottom right) is a significant copse of historic <i>protected</i> woodland</p> <p>335 – 1st para - ...and provide a magnificent setting of historic <i>Conservation</i> landscape</p> <p>336 - 17th Century posting inn</p> <p>337 – Positive features</p> <p>Individually designed mostly 2 storey detached houses <i>of low density</i> are set back from the road along a regular (<i>delete the word relatively</i>) building line with gaps between buildings <i>giving an open, semi rural feel</i> as well as some wooded areas, <i>some of which are Protected</i></p>	<p>respected the characteristic set back from the road or allowed spacing between buildings. Additional photographs illustrating cramped development and prominent garage supplied by the Residents Association should be added together with appropriate text.</p> <p>It is not accepted that even with some new development the character of the area is being urbanised. An urban character is created when buildings contain the space such as a Victorian terraced street. The White Hart area retains a suburban character which comprises detached houses set well back along wide verdant avenues where buildings do not contain the space.</p> <p>The map shows the general location and shape of tree groups. The text explains in more detail the role and value of various groups of trees.</p> <p>It would be inaccurate to remove three storeys from the building height when there is some development of this height within the area. The reference in the text already illustrates that there is only some three storey development. ‘Two storeys with some bungalows and three storey’.</p> <p>The corollary of some trees being protected (including those in Brattle</p>
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	<p>The edge of the area <i>on the south, east and west</i> is characterized by <i>the Green Belt area of trees and woodland of Sevenoaks Common</i> and the historic Landscape of Knole Park</p> <p><i>Low brick or stone wall boundaries topped by hedging, or hedged boundaries or hedged boundaries front and side</i></p> <p>337 - Negative features</p> <p>Add new first point – <i>Some new development is out of scale with the area and can give the impression of undesirable urbanization by virtue of size, height, mass and siting</i></p> <p>Some new development has not respected the characteristic set back from the road or allowed <i>adequate</i> spacing between buildings</p> <p>338 – Design Guidance</p> <p>Add the following three new points:</p> <p><i>The characterful Kentish pitched and angled roofs of properties in the area should be retained and flat topped, shallower, pitched roofs avoided. Existing ridge heights of properties should generally be respected and maintained to maintain the balance of the dwelling and loft extensions should not detract from the characteristic roof profile of a street</i></p> <p><i>Roof lights, particularly on front elevations, should be the preferred alternative to the use of dormers or roof extensions, particularly in areas where there are no dormers already</i></p> <p><i>The sub-division of plots to replace a single house with two houses of similar design should not be permitted. In rare cases where a plot is of commensurate scale in relation to its neighbours and the</i></p>	<p>Wood) is that others are not. As the SPD seeks to protect all those trees identified as important to the character, it is unnecessary to sub-divide the protected status which is independent of the SPD.</p> <p>The additional description of hedges on side boundaries is accurate and further illustrates the character of the area. Reference should be made in the Positive Features section.</p> <p>The singling out of one feature which is important to the character of the area in the Locally Distinctive Contextual Features diminishes the others and in planning terms may be counterproductive in relation to those other features.</p> <p>Maps and site inspections indicate that there is not a regular building line within the area. It would be inaccurate to describe the building line as anything other than ‘relatively regular’.</p> <p>There are two semi-detached properties on Shendon Way and the text could be amended to state this.</p> <p>The photograph of the entrance to Cade Lane is accurately described in the text.</p> <p>The term ‘historic Conservation landscape’ has no clear definition in</p>
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	<p><i>replacement houses are single detached properties and can be well-spaced between themselves and with regard to neighbouring houses, the design should be individual to each house.</i></p> <p>Amend the following two points:</p> <p>Garages should be of a scale, form, materials and location that fit unobtrusively with the house, surrounding garden and the character of the street. <i>Detached garages forward of the building line should not be permitted unless there are mitigating circumstances arising from the topography of the plot</i></p> <p>Any backland development should be served by narrow and hedge lined access drives</p> <p>Mature trees and hedges or wall and hedge boundaries – <i>both front and side</i> – which contribute to the character of the area should be retained. <i>Close board fencing should be avoided.</i></p>	<p>planning terms. The area of Knole Park is outside the remit of the SPD but is already protected by Metropolitan Green Belt and Area of Outstanding Natural Beauty designations.</p> <p>The official listed building description of the White Hart Public House describes the building as a 18th Century posting inn.</p> <p>It is unlikely that the density of a proposal per se would be the determining factor in judging the acceptability of a proposal. Consequently, the SPD focusses on the characteristics of the area rather than a calculation of relative density which are not specified in the document (other than in error on p 184). The latter error is to be deleted.</p> <p>In relation to positive features further details to boundaries help clarify their role in the character of the area and should be added to the text.</p> <p>In relation to negative features adequate spacing between buildings is an issue in this area and the text should be amended accordingly.</p> <p>In relation to the proposed additional design guidance, the height or style of roof is not mentioned in the contextual</p>
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Detractors – additional photographs and comments proposed by the Residents Association:



Houses of a similar or identical design built on sub-divided plots with no space between themselves and neighbouring houses are out of character with the area.



Detached garages in front of the building line, particularly if they are close to the front boundary, can appear dominant in the street scene and, if more are allowed, will urbanise the character of the area.

analysis or features of the area. Indeed, the walkabout and site visits indicate a variety of roof styles within the area. The SPD notes that the building heights in the White Hart area are varied. The issue of roof heights within the area is also compounded by the subtle and dramatic changes in topography across the area. This result is a varied roof profile within and between streets. For this reason, it would be unreasonable and unjustifiable for design guidance in this area to limit all properties to existing ridge heights or to state an in principle preference against front dormer windows.

Similarly there is nothing in national guidance or the LDF against the principle of the sub-division of plots to replace a single house with two houses such development. For the SPD to oppose such development in principle would be contrary to the planning policies and guidance which this document sets out to supplement. In relation to development affecting roofs or the subdivision of plots, the Design Guidance within the SPD already states:

- The scale, height and mass of new development should fit unobtrusively within its setting and should not appear cramped on the site or out of context with the character of the street

		<p>Detached garages forward of the building line are not encouraged by the Design Guidance of the SPD which already states:</p> <ul style="list-style-type: none">• Development should be set back from the road and respect the relatively regular building line• Garages should be of a scale, form, materials and location that fit unobtrusively with the house, surrounding garden and the character of the street <p>In relation to backland or any other type of development, the addition of the term 'any' is superfluous.</p> <p>In relation to the retention of mature trees and hedges or wall and hedge boundaries which contribute to the character of the area, the addition of 'both front and side' is superfluous as the role of trees within all locations is stated as important within this character area. The proposed suffix would also miss the protection of trees in rear gardens which are also noted as important.</p> <p>Recommended Change: Amend to: Comprising The Rise; Garth Road; Brattle Wood; White Hart Wood; Shenden Way; Turners Gardens;</p>
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		<p>White Hart Close; Cade Lane; Tonbridge Road; Parkland Close; Letter Box Lane and Beechmont Road</p> <p>Detractors Add additional photograph depicting a prominent garage and accompanying text box: <i>Where visible, the introduction of detached garage buildings to the front of the house towards the front of the building curtilage can appear dominant in the street scene and change the verdant character to the roads where houses are set well back behind landscaped front gardens and walled, hedged and treed front boundaries.</i></p> <p>Add additional photograph depicting development on a sub divided plot and accompanying text box: <i>Closely abutting two storey houses on sub-divided plots in a prominent location without adequate space between them or landscaped boundaries can appear out of character with the area.</i></p> <p>p. 331 2nd para – Amend to: ...and two semi detached houses are set back from the west side of Shenden Way</p> <p>p 337 – Positive features. Amend to:</p>
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		<p>Low brick or stone wall boundaries topped by hedging, or hedged boundaries or hedged boundaries front and side</p> <p>p. 337 - Negative features Amend to: Some new development has not respected the characteristic set back from the road or allowed adequate spacing between buildings</p> <p>p 184 Delete from text box at a medium density</p>
<p>H Informal Lane</p>		
<p>Councillor Hunter</p>	<p>H05 Kippington Road Area p. 375, South Park should be Brittain's Lane</p>	<p>Factual amendment is proposed to the text: Recommended Change: Amend Wood Drive, off South Park to Wood Drive off Brittain's Lane</p>
<p>Packhorse Road Residents Association</p>	<p>H08 Packhorse Road The area is stated as covering Packhorse Road and Westerham Road but it appears that it also includes The Old Carriageway, some houses on The Old Garden and a part of Homedean Road and so we would suggest that it is appropriate to define the area accordingly. In addition as the area is included in the Informal Lane section we question that it is appropriate to include Westerham Road, which is mainly part of the A25 and as such not in any way of the same character as Packhorse Road. If Westerham Road is not to be excluded it should be made clear that the appearance of the two roads is very different and it should be clarified as to which comments relate to Packhorse Road and which relate to Westerham Road.</p>	<p>The area includes The Old Carriageway, some houses on The Old Garden and part of Homedean Road and the text should be amended accordingly.</p> <p>It is appropriate to include the section of Westerham Road within the same character area as the rest of H08 Packhorse Road as it exhibits most of the characteristics of this character type including large individually designed well screened detached houses set well back from the road with generally a minimal impact on the street scene. Hedges and trees about this part of the road and</p>

	<p>Under the various sections we would comment as follows:</p> <p>Historical Context We would suggest that the word “infilled” on line 3 is substituted with the word “developed” as we believe that this is the meaning that the document is seeking to convey. It may also be worth adding “The houses are built in the former grounds of Chipstead Place and the junction where the road intersects with the A25 was the main entrance to Chipstead Place. Some houses back on to the former Chipstead Place tennis courts which now house Chipstead Tennis Club”</p> <p>Locally Distinctive Contextual Features Under Building Heights we suggest the reference to bungalows is deleted as there are no bungalows on Packhorse Road. If there are bungalows in some of the other roads we would suggest that the wording is revised to indicate their location.</p> <p>Area Characteristics We would recommend the additional wording at the end of the last sentence on page 396 “The appearance has been achieved by the properties being developed in line with the original covenants which required one house per plot built behind a defined building line.”</p> <p>On page 398 the existing comment about the Sunrise nursing home makes no sense. We would recommend that it is deleted and the following wording substituted “The height, design, stepped building, roof line and the much larger footprint of the nursing home close to the corner of Westerham Road does not fit with the general character of the area and therefore should not be taken as a precedent for future development in this area.” (You will recall that SDC refused this planning application)</p> <p>Detractors Please add an additional item “Garages or similar structures close to the front boundaries or in front gardens.”</p>	<p>development is generally well hidden by vegetation and narrow entrances. The northern part of Westerham Road has no footway and an informal edge complements its rural character. As with other informal lanes, Westerham Road skirts the edge of Sevenoaks beyond which limited development is visible. The character of the part of the road included within the character area is unified not by the buildings themselves, but the verdant landscape framework and the discrete appearance of buildings. The illustrated text boxes already distinguish between individual roads and make clear their distinctive features.</p> <p>In relation to the historical context, the text correctly describes the process of infilling since the 1960s. The proposed additional historic context would add to the description of the area and should be added to the text.</p> <p>The reference within Building heights to ‘Two storeys with some bungalows’ is factually correct. The section does not emphasise bungalows as a principal building type. Indeed, the Locally Distinctive Positive Features section describes ‘large individually designed 2 storey detached houses are generally set back from the road behind hedged and treed front gardens’.</p>
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	<p>Locally Distinctive Positive Features Please delete the word “generally” from the first line of the second point. On point 4 please add the words “and where appropriate should be protected by TPOs.” Please also add the following points Packhorse Road is not adopted and is individually owned by each resident and maintained by the residents, collectively. Packhorse Road is bounded by 2 conservation areas to the north and the south and by the hard line boundary of a Green Belt area and Area of Outstanding Natural Beauty, to the west</p> <p>Negative Features For the second point please delete “on A25”</p> <p>Design Guidance In the first sentence of the first point please delete “infilled” and substitute “developed”. Please also delete the second sentence and substitute it with “Backland development should be discouraged as it will adversely impact on the feeling of spaciousness between the properties; it will increase the density of the properties in this area and therefore it will be contrary to the attractiveness and character of the area.” In the third point please add the words “and should therefore be resisted” at the end of the sentence. Delete the fifth point under “In proposing new development within the Packhorse Road Character Area” regarding backland development.</p>	<p>Covenants are not a material planning consideration and are not therefore referred to within the individual character areas of the SPD. Nevertheless, they are part of the historical development of parts of Sevenoaks and reference to the Packhorse Road covenants should be made in section 6 of the SPD.</p> <p>In relation to the Sunrise nursing home, the larger footprint is broken up by the design, stepped building and roof line and materials and will be screened by landscaping to allow the building to more successfully respond to the character of this part of the road. Some revised text would help to clarify this point.</p> <p>In terms of an additional detractor, there is little evidence of garages or similar structures close to the front boundaries or in front gardens and for this reason, this is not recorded as a detractor to the character of the area.</p> <p>In relation to Locally Distinctive Positive Features the word generally can accurately be deleted from the second bullet point.</p> <p>The creation of TPOs is a matter for individual appraisal and justification outside of the SPD process.</p> <p>The setting of the Chipstead</p>
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		<p>Conservation Area is already referred to in this section but reference to the built up area covered by the Bessels Green Conservation Area should be added. The SPD covers the built up area of the town and although the introduction of the Green Belt and the Area of Outstanding Natural Beauty is mentioned, the document does not refer specifically to these designations which affect land beyond the built up area. .</p> <p>If the traffic noise is perceived to be a negative feature beyond the A25, then it is appropriate to delete the specific reference to the A25.</p> <p>In relation to design guidance, backland development is defined as development on land that lies to the rear of existing properties and is normally associated with small scale development (usually one or two plots). There is nothing in national guidance or the LDF against the principle of such development. For the SPD to oppose backland development in principle would be contrary to the planning policies and guidance which this document sets out to supplement. Such development need not result in the loss of the feeling of spaciousness between the properties and would be judged on its impact on the distinctive character of the area as set out in the SPD rather than a calculation of density.</p>
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		<p>The addition of 'and should therefore be resisted' as suggested would not add to the design guidance.</p> <p>Recommended Change: Amend to Comprising Packhorse Road, Westerham Road, <i>The Old Carriageway, The Old Garden and Homedean Road (part)</i></p> <p>Amend Historical Context to: Historically, Packhorse Road was where the packhorses plying the London to Hastings route were kept. Packhorse Road and this section of Westerham Road were laid out in the 1920s but the main development took place in the 1930s and has gradually been infilled to the present day. <i>The houses were built in the former grounds of Chipstead Place whose main entrance was at the junction of Packhorse Road and the A25. Some houses back on to the former Chipstead Place tennis courts which now house Chipstead Tennis Club.</i></p> <p>Amend Section 6 Origins and Development of Sevenoaks, Riverhead, Dunton Green, Bessels Green and Chipstead to: However in other areas, such as Kippington, <i>Packhorse</i> and Oakhill Roads, individual plots were sold for</p>
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		<p>development often with covenants specifying the minimum value of the house and set back from the road.</p> <p>Amend text box to nursing home photograph to: <i>Although the footprint of the nursing home is larger than surrounding development, the property is located at the junction of two important roads where increased scale can be justified. The larger footprint is also broken up by the design, stepped building and roof lines and materials and will be screened by landscaping which allows the building to more successfully respond to the character of this part of the road.</i></p> <p>Amend text box page 397 to: Individually designed detached houses on Westerham Road are set well back from the road and are accessed from narrow drives ensuring that the properties are unobtrusive behind a landscaped frontage. This part of the character area abuts the Bessels Green Conservation Area.</p> <p>Amend Negative Features second point to: Traffic noise</p>
Councillor Hunter	H14 Oak Avenue Area p. 417, the grammar is wrong in the historical context box	Amended text would clarify the historical context:

		<p>Recommended Change: Amend text as follows: The area to the north of Grassy Lane and Oak Avenue were initially laid out above the railway line in the 1930s and <i>have gradually been</i> redeveloped and infilled <i>up</i> to the present day.</p>
I Open Plan		
Councillor Hunter	I09 Beaconfields p.. 468, houses were built late 1960s, my house was built in 1968, not 1970s.	<p>Factual amendment is proposed to the text: Recommended Change: Amend: Age of buildings to: Late 1960s - early 1970s</p>
K Compact Terraced Character Areas		
Councillor Hunter	K03 Julians Close p. 556, the grammar is wrong, "They are" not "have flat frontage"	<p>Amended text would clarify the meaning: Recommended Change: Amend to: <i>The generally flat fronted facades are given relief by brick pillars supporting flat concrete porch canopies and white framed wide windows.</i></p>
Dunton Green Parish Council	L03 The Sidings. Negative Features 'No significant detractors.' This is not entirely true. The Sidings and Station Approach is plagued by commuter parking during the week. The Sidings is mostly affected by parking of vehicles on and around the junction with Station Approach which, given resident complaints, would be viewed as a negative factor. If The Sidings was visited at the weekend this issue would not have been apparent as this is very much a weekday issue for residents.	<p>Whilst commuter parking is considered a negative factor by residents, in visual terms, the parking issue is not considered significant to the area.</p>
N Mixed Character		
Dunton Green Parish Council	N06 London Road/ Vicarage Lane. Views. The amenity open space referred to is the Rose Garden.	<p>Factual amendment is proposed to the text: Recommended Change: Amend text box to: The <i>Rose Garden</i> amenity open space</p>

		(foreground)
Dunton Green Parish Council	<p>N07 London Road/ Kingswood Road Area. "Views. 'Panoramic views of open countryside extend northwards from Station Road.' There are NO panoramic views in any direction from Station Road. The photograph taken is from Rye Lane and the description is only applicable to Rye Lane. Station Road ceases at the railway bridge and becomes Rye Lane as you move eastwards (towards the entrance of the old WKCS site) beyond the railway bridge. Detractor. 'The commercial buildings along Station Road have little landscaping to screen the buildings and extensive hard standing.' This commercial building is NOT in Station Road, it is in Rye Lane.</p>	<p>Factual amendment is proposed to the text: Recommended Change: Amend Views to: Panoramic views of open countryside extend northwards from Rye Lane.</p> <p>Amend Detractor to: The commercial buildings along Rye Lane</p>
Gillian Patterson	<p>N09 Mill Lane/ Seal Road I live in section N09, in one of the 1932 semi-detached houses on the north side of Seal Road. I would be grateful if you could add the following details to this section of the document: Positive feature: panoramic view of North Downs, visible from car park on corner of Seal Road/Grove Road, and a feature of nos 120/122/124 Seal Road. Probably from North Downs View as well. To be preserved. Negative feature: very narrow pavement on north side of Seal Road (extending westwards to Bat and Ball junction). I also have a query regarding the mill in section N09 - is it listed, and if not, are there measures in place to keep its external appearance intact?</p>	<p>The width of the pavement is not a matter for the SPD though the impact of traffic generally on the character of the area is mentioned.</p> <p>The view is captured on the Townscape Map for A08 - Seal Road/ Greatness Road/ Grove Road but should be replicated on the B09 Townscape Map and added as a Locally Distinctive Positive Feature with its retention added as part of the Design Guidance.</p> <p>The Mill has been de-listed but the SPD seeks to retain the character of the original building.</p> <p>Recommended Change: Add to the Townscape Map View arrow to North Downs from Seal Road/Grove Road. Add an additional Locally Distinctive</p>

		<p>Positive Feature: <i>View of the North Downs from Seal Road/Grove Road junction.</i> Add additional Design Guidance: <i>The view of the North Downs should be protected</i></p>
<p>Chevening Parish Council</p>	<p>Area N10 Bullfinch Close Area Should be sub-divided into North and South, to reflect this different character of development at each end of the road.</p>	<p>As with some other parts of the town, subdivision into smaller areas has allowed a closer definition of character. There is an opportunity to subdivide Area N10 into four separate character areas</p> <p>Recommended Change Revise Character Area N10 into: <i>N10 - Chipstead Lane (Mixed Character Area)</i> <i>D09 – Bullfinch Close west (Garden City Influence Planned Development)</i> <i>K19 Bullfinch Close west (Compact Terraced and Apartments)</i> <i>M12 Bullfinch Dene (Clustered Cul de Sac Developments)</i> <i>(see separate Appendix)</i></p>

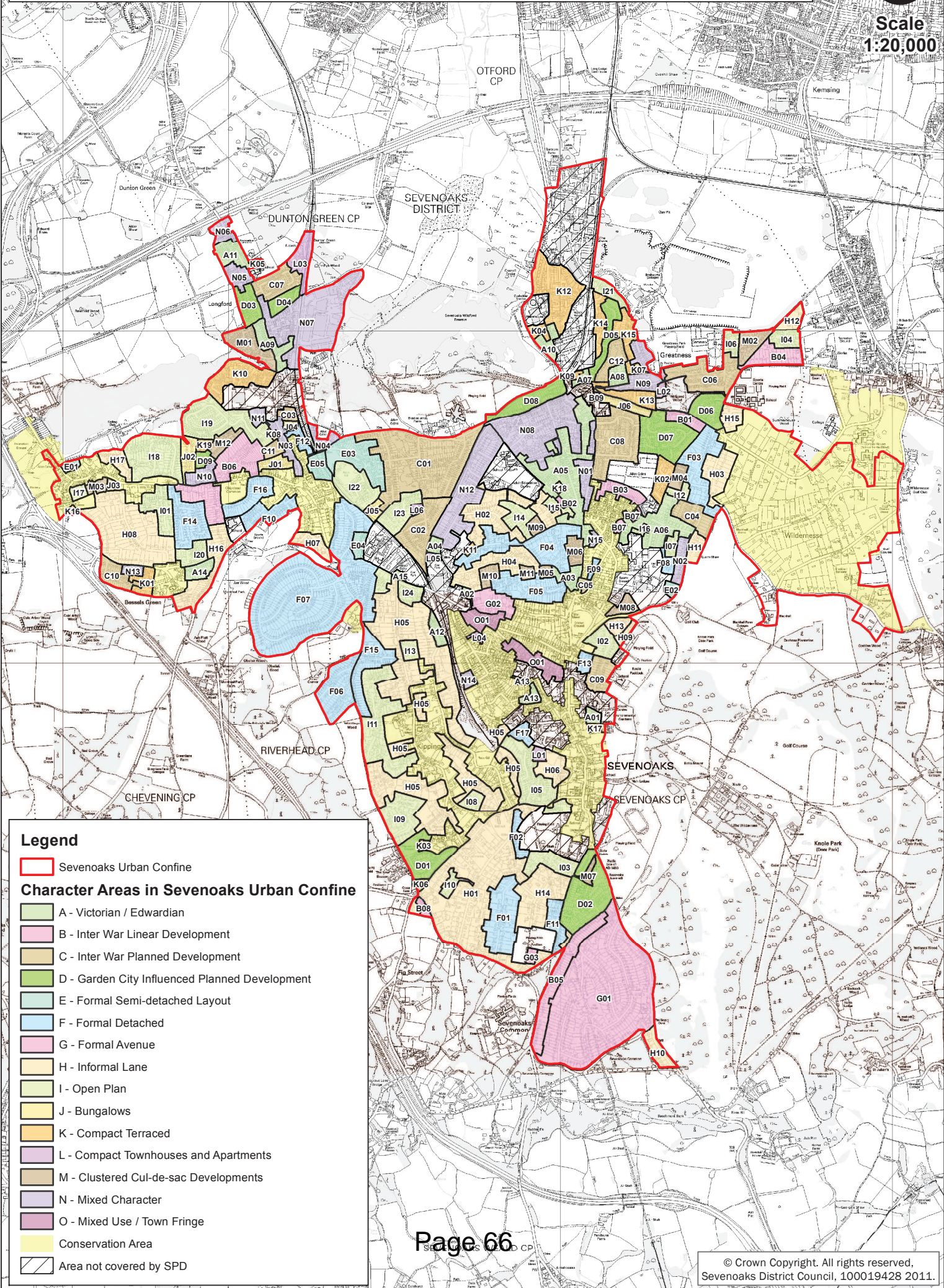
Appendix 2 – Map of areas covered

Sevenoaks Residential Character Areas

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Scale
1:20,000



Legend

- Sevenoaks Urban Confine
- Character Areas in Sevenoaks Urban Confine**
- A - Victorian / Edwardian
- B - Inter War Linear Development
- C - Inter War Planned Development
- D - Garden City Influenced Planned Development
- E - Formal Semi-detached Layout
- F - Formal Detached
- G - Formal Avenue
- H - Informal Lane
- I - Open Plan
- J - Bungalows
- K - Compact Terraced
- L - Compact Townhouses and Apartments
- M - Clustered Cul-de-sac Developments
- N - Mixed Character
- O - Mixed Use / Town Fringe
- Conservation Area
- Area not covered by SPD

Appendix 3 – New Proposed Sections

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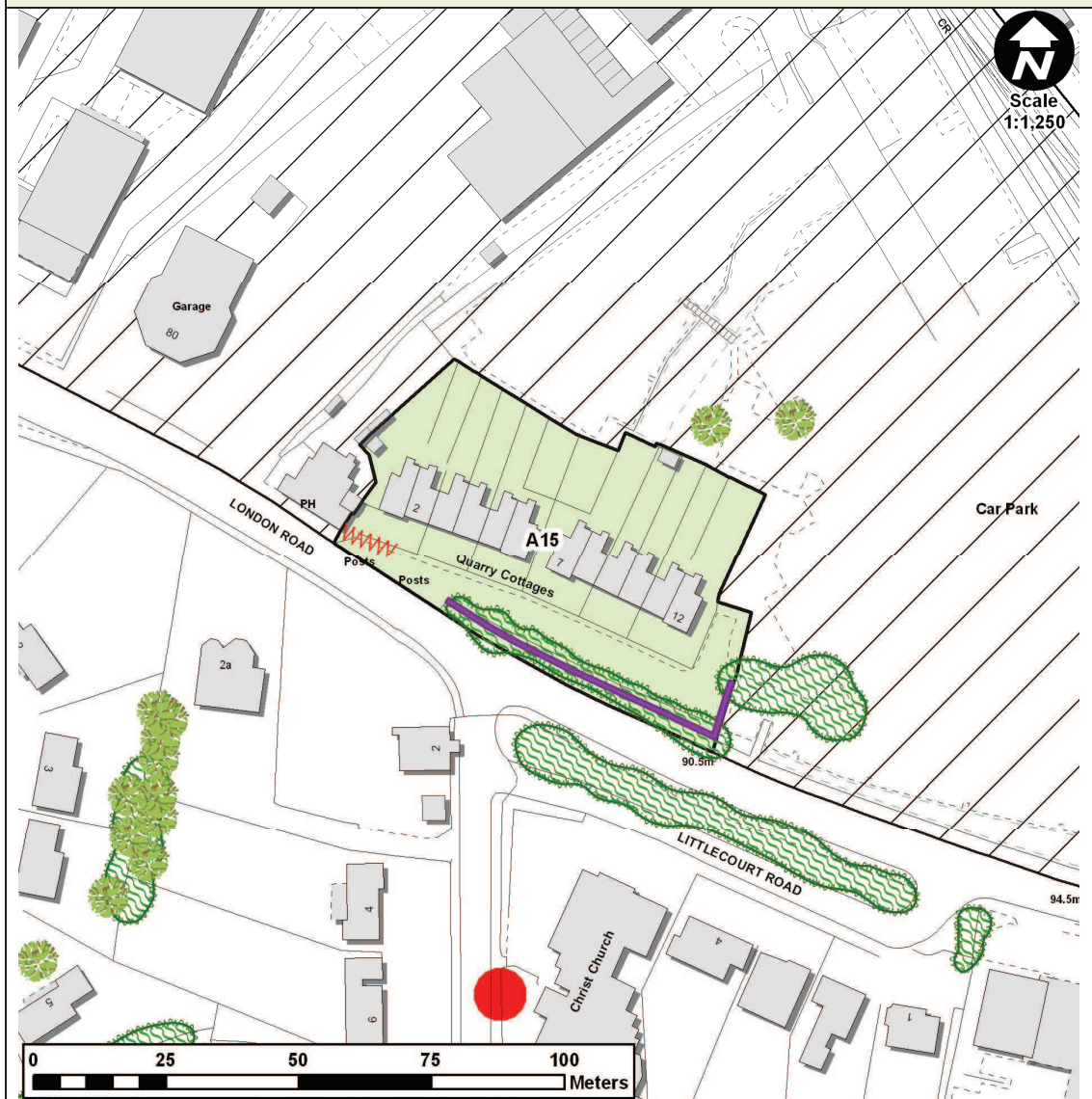
A15 - Quarry Cottages

Comprising Quarry Cottages

HISTORICAL CONTEXT

Cottages built in the early 1990s for railway workers around the same time as those within Holyoake Terrace. The private road is still owned by the train operating company.

TOWNSCAPE MAP



Locally Distinctive Contextual Features	
Age of buildings	Early 1900s
Type of buildings	Terraced cottages
Main uses	Residential
Building heights	2 storeys
Prominent building materials	Red brick, white painted pebble dashed render and red roof tiles
Predominant boundary treatments	Housing set back behind front gardens (often paved), low walled or fenced boundaries
Open space/ Vegetation	Some planting in front gardens, trees and planting along boundary with London Road. Some TPOs.

Area Characteristics



Two terraces of 6 dwellings side by side set on a regular building line. The cottages are set back from London Road along a private road still owned by the train operating company.

Both terraces use the same materials including red brick and white painted pebble dashed render.

Detailing



The ends of each terrace have gable fronts with detailing.

The end dwellings of each terrace have double chimneys to the side.

The tiles along the roof ridge have a distinctive pattern.

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Important Boundaries



The terraces are set back off London Road and separated by a low wall, fencing, trees and planting.

The private road previously led to the station car park, however it has now been blocked off and this presents an important boundary separating the cottages from the car park.

Detractors



The unattractive rusted bollards are unsightly and contrary to the character of the area.

Locally Distinctive Positive Features
Cohesive pair of terraces with matching design
Harmonious range of limited materials
Detailing on gables and roof ridge
Trees and planting provide important boundary and partial screening from London Road

Negative Features
Proximity to London Road with associated congestion and noise

Unattractive rusted bollards

Some replacement windows and doors

Design Guidance

The early 1900 terraced nature of this small area leaves very little scope for new development and the area is expected to remain relatively unchanged, as it has done since it was first built.

Any alterations to the dwellings should be in keeping with the original design. The type and colour of materials should be maintained including the white render, red bricks and red roof tiles with patterned ridge.

Traditional design windows and doors should be retained or reinserted.

The traditional height of boundary walls and fencing between housing should be retained.

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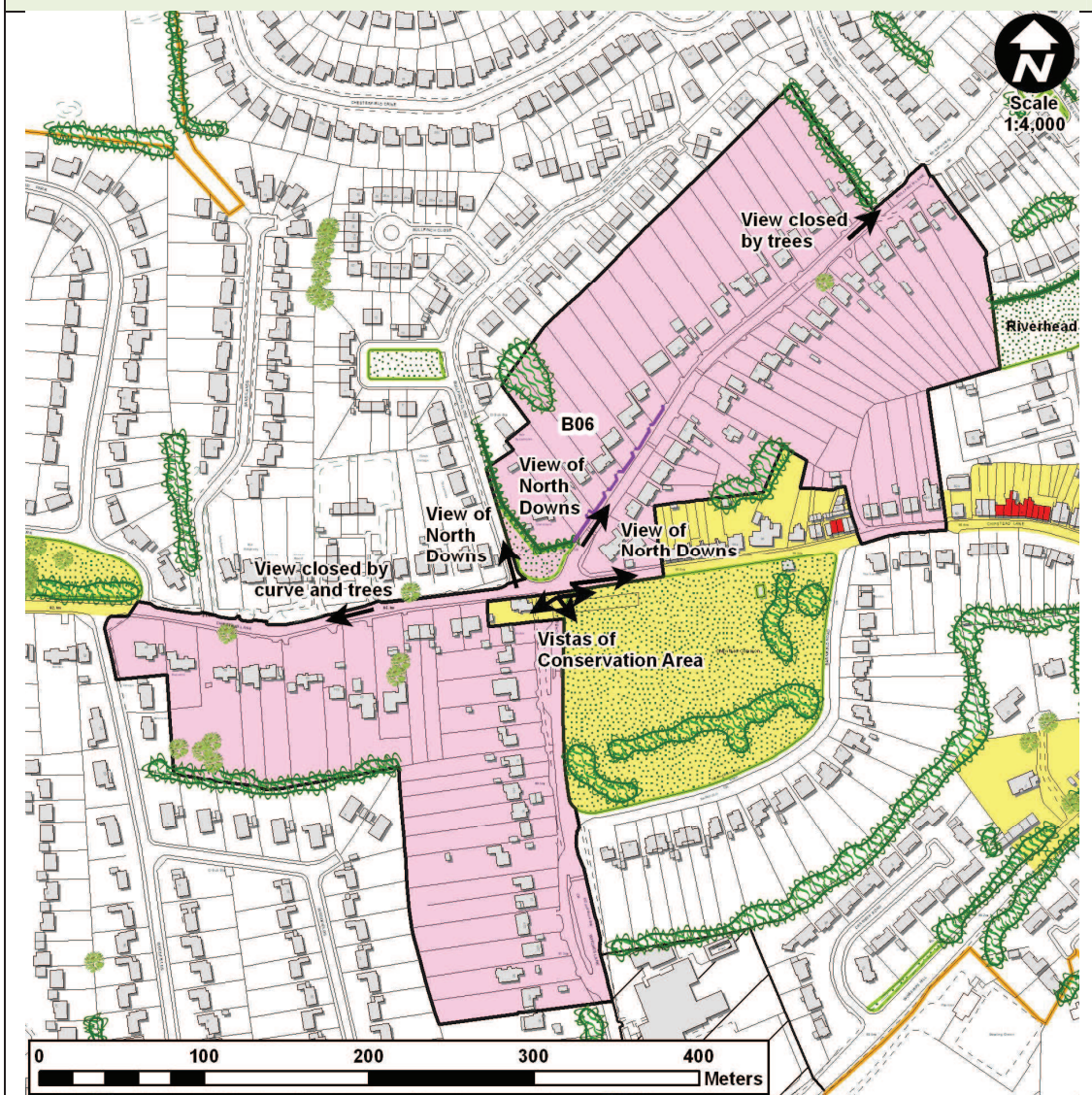
B06 – BULLFINCH LANE AREA

Comprising Bullfinch Lane (part), Witches Lane (part) and Chipstead Lane (part)

HISTORICAL CONTEXT

In the 19th Century this section of Chipstead Lane was a private driveway through the Chipstead estate. The lodge, still standing at the junction with Witches Lane, marked the entrance to the estate. Bullfinch Lane was then known as Sandy Lane. All three lanes were developed during the 1920s and 1930s.

TOWNSCAPE MAP



Locally Distinctive Contextual Features	
Age of buildings	1920 - 1930s
Type of buildings	Detached with some semi-detached
Main uses	Residential
Building heights	One and two storeys
Prominent building materials	Variety of bricks, white painted render, half timbering, hung tiles, brown roof tiles
Predominant boundary treatments	Hedges, stone and brick walls, wooden fences and railings
Open space/ vegetation	Area of grass and trees at entrance to Bullfinch Lane. Views over Chipstead Common.

Area Characteristics



Chipstead Lane and Bullfinch Lane are two gently curving historic lanes which meet at a junction by the Old Lodge (above left). The townscape at this point is open and elevated with long views to the north and east towards the North Downs and shorter views to the south and east across Chipstead Common (above right). From this point, Chipstead Lane (below left) and Bullfinch Lane (below right) dip away and are more enclosed in character with a variety of garden boundaries, trees and hedges enclosing the roads. The houses in Witches Lane are set on the west side of the road only, behind a deep verge and/or service road, facing over Chipstead Common. The set back of the buildings and low scale enhance the open character around the common.

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The row of one and two storey properties on Witches Lane are set back on a fairly regular building line behind hedged and treed front boundaries which complement the adjoining Chipstead Common open space.



Detached and a few semi-detached houses are set back from the street on a slightly uneven building line within deep plots enclosed by a variety of walls, hedges, wooden fences and railings. Many are partially obscured by high hedges. The houses are individually designed with a few repeats and retain many original features from the 1920s and 1930s including hipped roofs, front facing gables, curved and square bays, round windows, chimneys, porches including curved recessed porches, and a variety of decorative finishes including brick, painted render, half timbering, hung tiles, and contrast brickwork.



The interwar layout, architecture and design details have been particularly well retained in Bullfinch Lane giving a distinctive and cohesive character. There has been more alteration and infill development in Chipstead Lane and Witches Lane.





A row of white painted 1920s bungalows of uniform design with crested, castellated front porches and tall narrow chimneys, form a distinctive group in Bullfinch Lane.

The old wall enclosing the west side of Bullfinch Lane is an important townscape feature.

Landscape



A grassed open space at the southern end of Bullfinch Lane is an important landscape feature enhancing the setting of the Old Lodge and the Chipstead Common Conservation Area.

Locally Distinctive Positive Features

Detached, and a few semi-detached, houses set back from the road

Enclosed character of Bullfinch Lane and Chipstead Lane due to garden boundaries of walls, hedges (some high), fences and railings

Open, elevated character of Witches Lane enhanced by set back of single row of buildings behind gardens, verges and service road, looking over Chipstead Common

Variety of inter-war designs incorporating a range of features typical of the period including hipped roofs, gable ends, porches, chimneys, bay, round and leaded light windows. Retention of decorative finishes including a variety of brick, painted render, half timber, hung tiles and contrast brickwork

Distinctive group of bungalows in Bullfinch Lane

Long views towards the North Downs to the north and east

Shorter views and vistas across Chipstead Common, of tree belts and the adjoining Chipstead Conservation Area. Vista of the Old Lodge which provides a link with the history of the area

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Open space at the southern end of Bullfinch Lane

Wall at southern end of Bullfinch Lane.

Negative Features

Some dilution of character in Chipstead Lane and Witches Lane through alteration and infill development

Design Guidance

The grain of the area with substantially built up frontages leaves little scope for new development and the area is likely to remain largely unchanged over time.

There may be pressure for extensions to existing buildings.

In proposing new development within the Bullfinch Lane Area Character Area:

Development should be set back from the road

Traditional detailing should be retained

Open space at the southern end of Bullfinch Lane should be protected

The character of the wall at southern end of Bullfinch Lane should be retained

The setting of the adjoining Chipstead Conservation Area should be protected or enhanced

Views of the North Downs and Chipstead Common should be protected

D09 – BULLFINCH CLOSE WEST

Comprising Bullfinch Close (west)

HISTORICAL CONTEXT

The set piece square around the amenity open space is retained as the only remaining part of the 1950s properties previously located along Bullfinch Close which have been redeveloped in recent years.



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Locally Distinctive Contextual Features	
Age of buildings	1950's to present day
Type of buildings	Semi detached and terraced
Main uses	Residential
Building heights	Two storeys
Prominent building materials	Mainly white/ pastel render with brown tiles – some red brick
Predominant boundary treatments	Hedge and picket fence
Open space/ vegetation	Amenity open space at the centre of 1950s square. Views of the North Downs.

Area Characteristics



Two storey terraced and semi-detached houses with hipped, tiled roofs face on to the central amenity space.

The symmetrical designs of render and brick houses are set back on a relatively regular building line behind enclosed front gardens.

Trees frame the view and enclose the development to the west.

The development has no garages, with parking found around the green.

Landscape



The amenity open space at the centre of the 1950s 'square' is typical of the planned layouts of this period and provides a break in the built form and a contrast to the adjoining built up area.

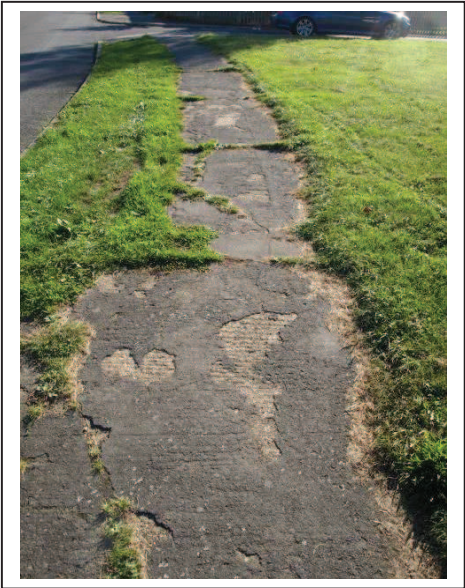
Views

A view of the North Downs is available to the north western corner of the site providing a backdrop and verdant setting to this set piece.



Detractor

The surface of the footpath at the edge of the amenity open space is in poor condition.



Locally Distinctive Positive Features
Unity of the two storey houses arranged around the green
Repeated building designs on a relatively regular building line give a uniform character and sense of place with little harm from unsympathetic additions, alterations or materials

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Consistent use of materials including white/ pastel render and red brick, brown plain tiled roofs and white window frames

The amenity open space at the centre of the 1950s 'square'

Landscaped front gardens are enclosed by hedgers and picket fences

Belt of trees to the west

Views of the North Downs

Negative Features

Surface of the footpath at the edge of the amenity open space

Design Guidance

The grain of the area with substantially built up frontages leaves little scope for new development and the area is likely to remain largely unchanged over time.

In proposing new development within the Bullfinch Road west Character Area:

The unity of the two storey houses arranged around the green should be respected

Development should be set back from the road

The harmonious palette of white/ pastel render, red brick and brown plain tiled roofs should be respected

The characteristic designs and roof profile should be respected

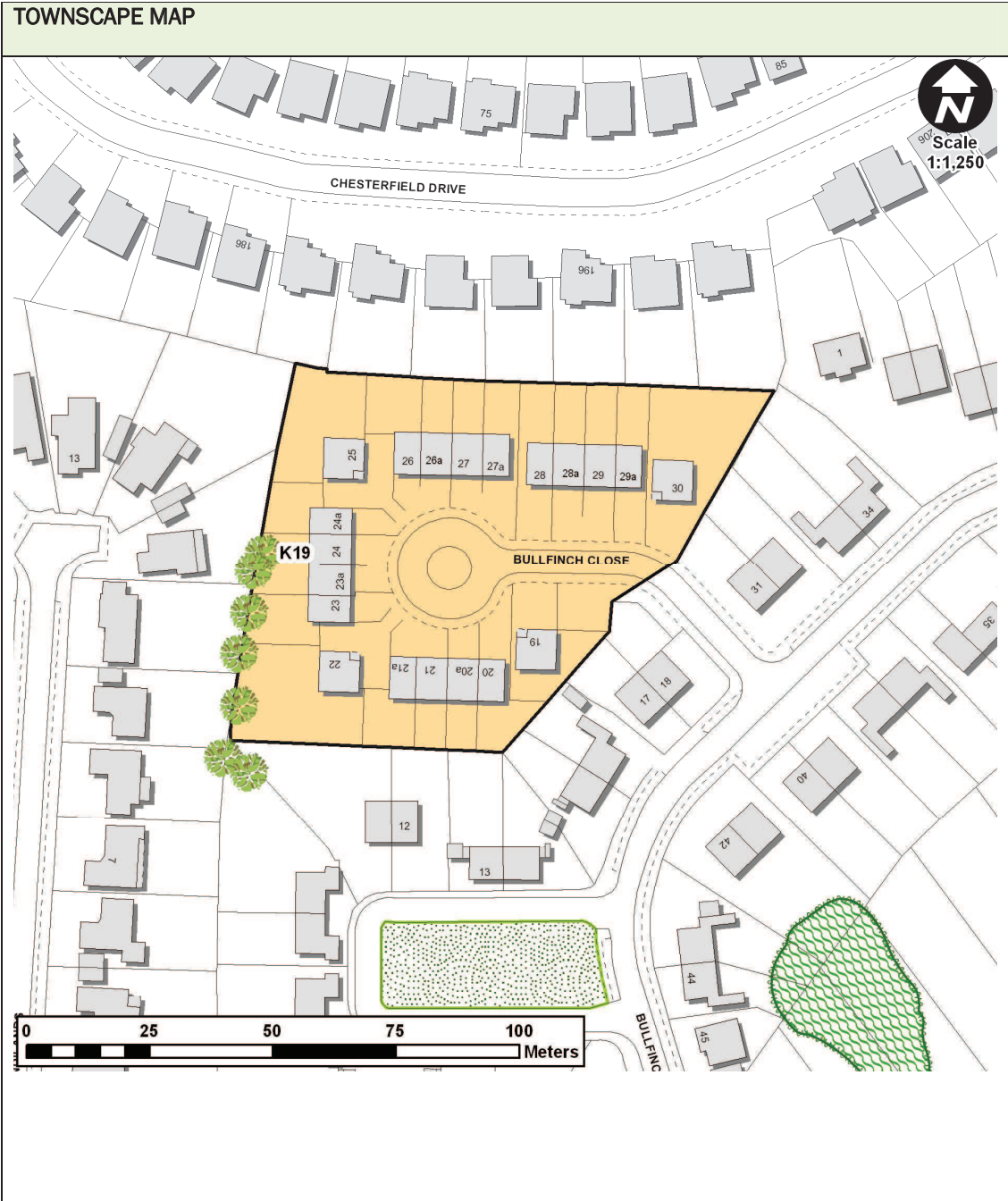
Mature trees, hedge boundaries and open space which contribute to the character of the area should be retained

Views of the North Downs should be protected

K19 BULLFINCH CLOSE WEST

Comprising Bullfinch Close (part)

HISTORICAL CONTEXT
The modern square has recently been developed as part of the redevelopment of the 1950s housing in Bullfinch Close.



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Locally Distinctive Contextual Features	
Age of buildings	1990's+
Type of buildings	Semi detached and terraced
Main uses	Residential
Building heights	Two storeys
Prominent building materials	Red and yellow brick and red tiled roofs
Predominant boundary treatments	None
Open space/ vegetation	None

Area Characteristics

Locally Distinctive Positive Features
Unity of the two storey houses arranged around the cul de sac turning head Repeated building designs on a regular building line give a uniform character and sense of place with little harm from unsympathetic additions, alterations or materials Consistent use of materials including red and yellow brick and red plain tiled roofs and white window frames

Mature trees which contribute to the character of the area should be retained



The redeveloped part of Bullfinch Close has echoes of the planned 1950's 'square' with symmetrical groups of two storey houses set back from the road on a regular building line with hipped roofs, use of a limited harmonious range of materials and arranged in a 'square' around the turning head of the cul de sac. The alternating use of contrasting red and yellow brick details adds interest to the design.

Some trees are visible above the roofline to the west.

Negative Features
No significant detractors

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Design Guidance

The grain of the area with substantially built up frontages leaves little scope for new development and the area is likely to remain largely unchanged over time.

In proposing new development within the Bullfinch Close west Character Area:

The unity of the two storey houses arranged around the cul de sac should be respected

Development should be set back from the road

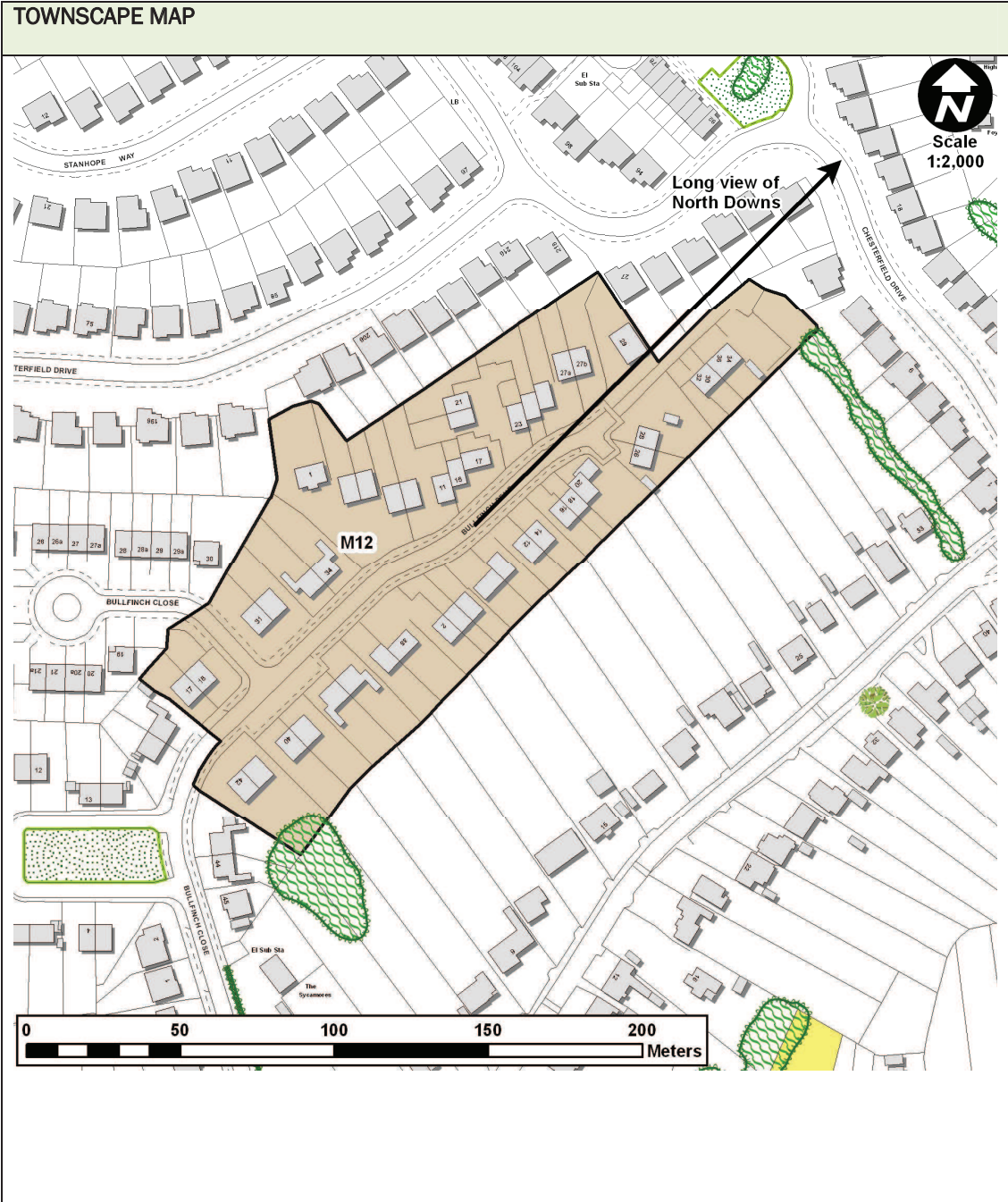
The harmonious palette of red and yellow brick and red plain tiled roofs should be respected

The characteristic designs and roof profile should be respected

M12 BULLFINCH DENE

Comprising Bullfinch Dene

HISTORICAL CONTEXT
The 1950s development of Bullfinch Close has been redeveloped in recent years.



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Locally Distinctive Contextual Features	
Age of buildings	1950's to present day
Type of buildings	Semi detached and terraced
Main uses	Residential
Building heights	Two storeys with one bungalow
Prominent building materials	Red/orange and yellow brick with red and brown roof tiles
Predominant boundary treatments	Low wooden post and rail fence
Open space/ vegetation	Views of the North Downs.

Area Characteristics



The two storey houses are clustered around the gently curved cul-de-sac behind open landscaped grass frontages and driveways. The houses are of repeated or cohesive designs with yellow brick elevations and red brick details, and vice versa,. Red or brown roofs, some of which are half hipped others have forward facing gables, provide an interesting roof line. The consistent designs, colours and details create a cohesive and distinctive character.

Views



The houses are clustered at angles to the road. The gently curved street does not prevent long views above the roofline. The area has an inward looking quiet residential character.

A single bungalow occupies the end of the cul de sac.

Long views of the North Downs are available along Bullfinch Dene above and between the roofs of the two storey houses



Locally Distinctive Positive Features
Clustered houses informally arranged around a cul-de-sac behind paved driveways and soft landscaping
Traditional materials represent the local vernacular with traditional brick, tile and roof details
Repeated designs contribute to a cohesive character
Inward looking, quiet residential character with no through traffic
Views of the North Downs

Negative Features
No significant detractors

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Design Guidance

The area has evolved through redevelopment. The close siting of development means there is limited opportunity for further development.

In proposing new development within the Bullfinch Dene Character Area:

The harmonious palette of yellow brick with red brick details, red brick with yellow detail and red or brown roof tiles should be respected

Views of the North Downs should be protected

Individual buildings should be of a high standard of intrinsic design quality

The unity of the two storey houses arranged around the green and the Bullfinch Close cul de sac turning head should be respected

The amenity open space at the centre of the 1950s 'square' should be protected

Mature trees and hedges important to the character of the area should be protected

Views of the North Downs should be protected

CABINET - 8TH MARCH 2012

BIG COMMUNITY FUND – ALLOCATION OF FUNDING FOR CROCKENHILL & WELL HILL WARD IN JANUARY BIDDING ROUND

Report of the: Deputy Chief Executive and Director of Community and Planning Services

Status: For Decision

This report supports the Strong, Active and Involved Communities priority in the Community Plan.

Portfolio Holder Cllr. Mrs Pat Bosley

Head of Service Head of Community Development - Lesley Bowles

Recommendation: It be RESOLVED that:

- a) an application for £3,000 to the Big Community Fund from the Crockenhill and Well Hill Ward, submitted by the Village Hall Management Committee following the death of Cllr Colin Dubsdal, be approved.

Background

- 1 It was resolved by Cabinet on 21 July 2011 that funding be allocated to a new grant scheme entitled the Big Community Fund.
- 2 The Big Community Fund was set up to provide a source of funding to enable Members to work with their local communities to improve the area.
- 3 A panel of Members was invited and trained to make recommendations to the Portfolio Holder for Community Wellbeing about the allocation of grants.

Introduction

- 4 This application was supported by Cllr Colin Dibsall in its preparation stages but was not ready to be submitted before his death. The application has been referred to Cabinet for decision as it was not possible for the application to be dealt with in the usual manner as it could not be signed by the Ward Member. The application has been fully appraised by a Members Appraisal Panel who recommended that the full £3,000 be granted. The application is included at Appendix A.
- 5 Members of the Appraisal Panel asked that the Village Hall Management Committee should use the project to commemorate Cllr Dibsall.

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Key Implications

Financial

6 There are no financial implications to this report.

Non financial Resources

7. The work connected with the Big Community Fund administration and monitoring is being undertaken through existing resources.

Community Impact and Outcomes

8 The Scheme's aims ensure that each grant will positively address local needs, ensuring a good impact on the community.

Legal, Human Rights etc.

10 The scheme is in accordance with the Council's overall Grant-Making Code of Practice.

Sustainability Checklist

11 A sustainability checklist was completed for the Cabinet report of 21 July 2011.

12 Risk Assessment Statement

RISK	MITIGATION
That the project is unable to proceed for unforeseen reasons	The grant will be paid on receipt of an invoice for the work that has been countersigned by the delivery organisation to confirm that the work has been satisfactorily completed.

Sources of Information:

Big Community Fund Guidelines and Application Form
Sevenoaks District Council Code of Practice for grant-making

Contact Officer(s):

Lesley Bowles Ext. 7335

DEPUTY CHIEF EXECUTIVE AND DIRECTOR OF COMMUNITY AND PLANNING SERVICES

KRISTEN PATERSON

Sevenoaks District Council

Big Community Fund

Application form

- 1 **Name of ward: Crockenhill Ward**
- 2 **Name of Member: Colin Dibsdall**
- 3 **Name of delivery organisation: Crockenhill Village Hall Management Committee-registered charity number 302724**

Address of delivery organisation: Crockenhill Village Hall, Stones Cross Road, Crockenhill, Kent BR8 8LT

Name of the main contact who will be accountable for the delivery of the project: Shirley Abbott Treasurer

Telephone number of main contact: 01322 662149

- 4 **Description of Project:**
To create a pathway connecting the village hall carpark to the village hall main entrance.
The current access is totally unacceptable for disabled and mother and baby use and the current pathway cannot be extended due to damp course and steps.
The current alternative is to use the access road which is too far away from the hall security lighting and generally during busy drop off times has cars parked along it even though signs are clearly displayed saying not to. The field of vision around parked cars can be difficult and at night, without the benefit of lighting can be hazardous. It is also used by SDC lorries to empty modules and too dangerous to walk along. A child was nearly knocked down recently and two claims were made from people who have fallen down the steps.

- 5 **Total project cost: £4,484.83 + VAT**

How will the money be spent? Removing existing fencing around the enclosed nursery play area, cutting a pathway through grass area, removing earth, edging pathway, providing a pathway surface, resiting the fencing for the enclosed nursery play area, positioning of bollards on the verge to stop parking for health and safety reasons and clearing materials from site.

Contributions from other funders if applicable:

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balance of money required will be paid by the Crockenhill Village Hall Management Committee funds.

Amount requested from the SDC Big Community fund:

£ 3,000.00

6 Your community

How have you been able to involve the local community in planning this project?

A survey was carried out earlier in the year by the Crockenhill Village Hall Management Committee asking village residents who were regular hirers, how the village hall could be improved for their use. Improved access was one of the things that came back as being needed.

7 What is the need for the project?

The village hall is the hub of the community and is a focal point for the village. It is used every morning by a nursery group for children between the ages of 2 and 5 years old. The village hall is also used by a variety of groups such as the rights of way walkers, Guides and Brownies, W.I, Darby & Jones Club, Line dancing, Craft classes all of which benefit the residents of the village. In April a questionnaire was circulated to regular hirers asking how the village hall could be improved for their use. The village hall carpark is listed as a public carpark and is also used by mothers of the children at the primary school in the same road, residents who use the village shops and church goes as the Parish Church doesn't have its own off road car parking. Creating the pathway should encourage mums to park here for the school making it safer for the children and it is intended to provide a disabled parking space in the near future and the new path will have dropped kerbs to encourage this.

8 Long term benefits

Please comment on the lasting effects of the project:

A safe access regardless of ability, disability or need will have been provided for the residents of Crockenhill. This car park facility is the only one available in the centre of the village. This carpark which is at the rear of the the village hall will connect pedestrians to either the entrance to the hall itself or the road leading to the school, shops or church.

9 The impact of your project

How will you know whether the project has been a success?
From residents feedback, useage and prevention of accidents.

10 Ongoing costs

If there is an on-going need for maintenance or management of the project, who will

be responsible and how will this be funded?

Very little on going maintenance costs as the surface will be tarmac which will be weed sprayed and these costs will be met by the Crockenhill Village Hall Management Committee.

11 Supporting statement from the sponsoring Local Member:

Signed (sponsoring Local Member)

12 Agreement of other Local Members that they are happy with the proposed project:

Signed (Local Member)

Signed (Local Member)

13 Declaration by project delivery organisation:

I confirm that my organisation will be responsible for the grant and the delivery of the above project and any on-going maintenance or management. I confirm that the organisation has an equalities policy or has signed the attached District Council's Equality Statement.

Signed Date ...14/12/11...

Please remember to include the following documents with your application:

- A copy of the latest audited accounts of the delivery organisation
- A signed copy of the Equality Statement, or a copy of the delivery organisation's equalities policy

