

04 April 2019 at 7.00 pm

Conference Room, Argyle Road, Sevenoaks
Despatched: 27.03.19





Cabinet

Membership:

Chairman, Cllr. Fleming; Vice-Chairman, Cllr. Lowe
Cllrs. Dickins, Firth, Hogarth, Piper and Scholey


Agenda

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren with a flashing red light, please leave the building immediately, following the fire exit signs.

	Pages	Contact
Apologies for Absence		
1. Minutes To agree the Minutes of the meeting of the Committee held on 7 March 2019, as a correct record.	(Pages 1 - 4)	
2. Declarations of interest Any interests not already registered.		
3. Questions from Members (maximum 15 minutes)		
4. Matters referred from Council, Audit Committee, Scrutiny Committee, CIL Spending Board or Cabinet Advisory Committees (if any)		
5. Community Plan Priorities for Action 2019-2022 	(Pages 5 - 58)	Alan Whiting Tel: 01732 227446
REPORTS ALSO CONSIDERED BY THE CABINET ADVISORY COMMITTEES		
6. Adoption of the High Weald AONB Management Plan 	(Pages 59 - 68)	Helen French Tel: 01732 227357
7. Adoption of Westerham and St Lawrence (Seal) Village Design Statements	(Pages 69 - 158)	Naomi Sargant Tel: 01732 227122

- | | | | |
|----|---------------------------------------------------------------|-------------------|-----------------------------------|
| 8. | Financial Results 2018/19 - to the end of January 2019 | (Pages 159 - 188) | Alan Mitchell
Tel: 01732227483 |
| 9. | Carry Forward Requests 2018/19 | (Pages 189 - 202) | Alan Mitchell
Tel: 01732227483 |

 Indicates a Key Decision

 indicates a matter to be referred to Council

EXEMPT INFORMATION

At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or democratic.services@sevenoaks.gov.uk.

CABINET

Minutes of the meeting held on 7 March 2019 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

Cllr. Lowe (Vice Chairman)

Cllrs. Dickins, Piper and Scholey

Apologies for absence were received from Cllrs. Firth and Hogarth

Cllr. Eyre was also present.

78. Minutes

Resolved: That the minutes of the meeting of Cabinet held on 14 February 2019 be approved and signed as a correct record.

79. Declarations of interest

There were no additional declarations of interest.

80. Questions from Members

A Cabinet Member asked whether the Council had set a date for the opening of the Sevenoaks Town Car Park. The Chairman answered that a provisional date had been set for the opening and would be announced in due course.

81. Matters referred from Council, Audit Committee, Scrutiny Committee, CIL Spending Board or Cabinet Advisory Committees

There were none.

82. Bank Account Signatories

Members considered a report which sought approval for a change to the list of officers authorised to sign cheques and sanction banking instruments on behalf of the Council. Two members of staff were being removed from the list and the new Assistant Accountant (Technical) was being added. Cabinet noted that officers authorised to sign cheques within the Finance team had signing rights over all bank accounts except the Imprest Account held in the offices of the Legal team.

Public Sector Equality Duty

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

Resolved: That

- a) Miss Tsitsi Danga, Assistant Accountant (Technical) no longer be authorised to sign cheques and sanction banking instruments on behalf of the Council;
- b) Miss Veronica Wilson, Principal Accountant, no longer be authorised to sign cheques and sanction banking instruments on behalf of the Council with effect from 30 April 2019; and
- c) pursuant to Financial Procedure Rules 4.73 and 4.74, Mrs Ekaterina Ratushnaya, Assistant Accountant (Technical), be authorised to sign cheques and sanction banking instruments on behalf of the Council.

83. Community Grant Scheme Draft Allocations 2019/2020

The Community Projects and Funding Officer presented a report which set out information about the Community Grant Scheme and summarised applications received by the Council from voluntary organisation for funding during 2019/20. The Economic and Community Development Advisory Committee had noted the same report and had recommended it for approval.

Members noted that it was impressive that the Council was able to support a Community Grant Scheme in the context of the funding pressures upon Local Government and the voluntary sector. Cabinet noted that the Scheme was socially beneficial for those who volunteer and for those who benefit from the receipt of grants.

Public Sector Equality Duty

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

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

- (i) that performance indicators as set out in the application forms are adhered to and monitored;
- (ii) that appropriate Safeguarding policies and arrangements are in place, where necessary;
- (iii) that appropriate recognition of this Council's funding contribution is made in all their publicity; and
- (iv) 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;
- (v) that organisations funded either have or are working towards any quality accreditation.

THE MEETING WAS CONCLUDED AT 7.22 PM

CHAIRMAN

IMPLEMENTATION OF DECISIONS

This notice was published on 11 March 2019. The decision contained in Minute 82 takes effect immediately. The decision contained in Minute 83 takes effect on 19 March 2019.

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COMMUNITY PLAN PRIORITIES FOR ACTION 2019-2022

Cabinet 4 April 2019

Report of Lesley Bowles, Chief Officer Communities and Business

Status For Decision

Also considered by Council 30 April 2019

Key Decision No

Executive Summary: The long-term Community Plan vision remains in place until 2028. However, the current three-year action plan will expire at end of March 2019.

This report seeks approval of the final draft of Community Plan for the period 2019-22. The document and its supporting Action Plan has been developed following comprehensive consultation with Members, residents, town and parish councils, a wide range of voluntary and community organisations and partner agencies.

The results of the public consultation are appended and have been taken into consideration in the final draft. The action plan and associated success measures are the result of discussion with partner agencies about realistic delivery of the aspirations in the Community Plan.

This report supports the Key Aim of Safe and Caring Communities, Green and Healthy Environment and a Dynamic and Sustainable Economy

Portfolio Holder Cllr. Roddy Hogarth

Contact Officer Alan Whiting, Ext 7446

Recommendation to Cabinet: To recommend the final draft Community Plan and strategic level action plan for the period 2019-23 to Council.

Recommendation to Council: Members are asked to approve the Community Plan and strategic level action plan for the period 2019-22.

Reason for recommendation: The Community Plan sets out the strategic direction for the District and is a multi-agency document, delivered by a range of partner agencies and organisations.

Introduction and Background

- 1 The long-term Community Plan vision remains in place until 2028. However, the current three-year action plan will expire at end of March 2019. Whilst the District Council is responsible for co-ordinating this work, the Community Plan is a multi-agency strategy, delivered in partnership with many agencies and therefore covers a wide range of issues and services.
- 2 A thorough consultation programme took place during the second half of 2018, which helped to identify local priorities for action. In total, 659 people responded to our consultation survey, which included 154 responses from young people in years 11, 12 and 13 at Knole Academy.
- 3 The consultation together with examination of local data, including the emerging Local Plan and the draft Council Plan, helped us to produce a draft Community Plan setting out how we will deliver the communities priorities in the period 2019-22. Between 21 January and 1 March 2019, local people and key stakeholders were given a chance to make comments the draft Community Plan 2019-22.
- 4 Comments received during the response to the draft Community Plan for the period 2019-22 from members of public and key stakeholders, are summarised at Appendix A1. This also sets out how we have considered those views in the final draft document. This included 38 comments to a short survey about the draft Community Plan 2019-22. 13 respondents made comments and a further 25 stated that they there happy with the document or made no comments.
- 5 Appendix A2 sets out the response to the draft Community Plan 2019-22, from the Sevenoaks District Senior Action Forum (SDSAF). Appendix A3 sets out a summary of responses to the points raised by the SDSAF.
- 6 The final draft of the Community Plan is attached at Appendix B and takes into account comments received during the public consultation stage.
- 7 The public consultation stage was used to agree strategic actions and ensure there are appropriate operational level partnership performance indicators to enable the Council to demonstrate realistic delivery of the aspirations. The key success measures for the Community Plan 2019-22 are attached as Appendix C.
- 8 Please note the public consultation draft does not represent the final design. Members will be presented with design concepts at the time the final plan is submitted for approval.

Key Implications

Financial

Delivery of the Community Plan is through each agency's own resources. In some cases, work will be dependent upon external funding sources and appropriate funding bids will be made.

Legal Implications and Risk Assessment Statement.

There are no legal implications associated with this report.

Risk	Impact	Control
Key outcomes not being delivered	Medium to High	<p>Partners quarterly monitoring will identify at an early stage outcomes that may not be delivered, so that alternative strategies or revised actions can be agreed.</p> <p>This will also identify whether partners are unable to meet objectives due to reasons beyond their control.</p>

Equality Assessment

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this paper directly impact on end users. The impact has been analysed and does not vary between groups of people.

The Community Plan has been assessed as not having an adverse impact. It includes an Equalities and Inclusion statement which partners are expected to consider in all decision-making and service delivery.

Conclusion

Members are asked to approve the Community Plan and strategic level action plan for the period 2019-22.

Agenda Item 5

Appendices

Appendix A1 - Summary of consultation results

Appendix A2 -Response from Sevenoaks District Senior Action Forum (SDSAF)

Appendix A3 - Summary of responses from SDSAF

Appendix B - Community Plan 2019-23 Final Draft

Appendix C - Community Plan key success measures

Background Papers

[Equality Impact Assessment.](#)

Lesley Bowles

Chief Officer Communities and Business

Appendix A1 - Summary of Public Consultation Responses (including those who responded to the survey and wanted to make a suggestion)

Agenda Item 5

Respondent	Theme	Summary of response	Action Taken/ Response
Resident	General	It would be useful to see the consultation results from the last time. Also, for each section it would be good to have a baseline against each of the aims and what steps are going to be taken to get to where we want to be. Make sure examples in the plan are not Sevenoaks dominated	The details of the consultation has been presented to Sevenoaks District Council and is available to for the public to view as part of the Economic and Community Development Advisory Committee papers dated 11 December. Baseline data will be agreed for the monitoring. Statistics and information in the plan represent strategic and district-wide information.
Resident	Caring	Section should reference people with disabilities and actions to improve their lives	Actions are already included in the Community Plan, including Priority 1, Caring Communities "Supporting people to lead safe, independent fulfilling lives". Text has now been amended to include appropriate references to disability on pages 13 and 14 of the Community Plan.
	Safe	More action against low-level rule breaking, especially use of mobile phones by drivers, parking on zig-zags, waiting on double-yellow lines.	Increased focus on dangerous and illegal parking within Priority 5, Safe Communities. In addition, the Community Safety Partnership Action Plan 2019-20, looks at all types of crime.

Appendix A1 - Agenda Item 5 Summary of Public Consultation Responses (including those who responded to the survey and wanted to make a suggestion)

Respondent	Theme	Summary of response	Action Taken/ Response
Business	Caring	Encourage developers to build more resident suitable housing at all income brackets e.g. wider doors, step free access internally and externally	This is already captured as part of the Local Plan and delivery of the Sevenoaks District Housing Strategy, "Wellbeing Starts at Home". This is set out in the Caring section of the Community Plan.
	Green	Make the roads safer and easier for cyclists. Increase the density of electric vehicle charging points. Provide incentives for commuters. Solve the problem of commuter street parking in all residential areas	There is an increased focus on dangerous and illegal parking within Priority 5, Safe Communities. The provision of electric vehicle charging points is already considered as part of Priority 1, Sustainable Communities.
	Healthy	Reduce the speed limit to 20mph in built up areas and enforce. Encourage developers to build new houses that are suitable for a warming environment and make all new builds to passivhaus standard.	Speeding vehicles are addressed in Priority 5, Safe Communities. The Green Environment theme looks to the emerging Local Plan, which addresses energy use in new homes. The Council's Housing Strategy, also looks at energy efficiency of existing housing stock.
Resident	Safe	Ensure cyclists do not cycle on footpaths and pavements designated for pedestrians	The Community Plan focuses on promoting safe and high quality cycling routes within Priority 1, Sustainable Communities.
	Green	Study further the detrimental effects of noise and light pollution from street lights and aircraft	Noise and light pollution already feature in Priority 3 of Green Environment.
	Safe	Parking enforcement outside Edenbridge Primary School on Croft Lane	Increased focus on dangerous and illegal parking within the Community Plan - Priority 5, Safe Communities.

Appendix A1 - Summary of Public Consultation Responses (including those who responded to the survey and wanted to make a suggestion)

Agenda Item 5

Respondent	Theme	Summary of response	Action Taken/ Response
Resident	Healthy	Provision of a fit for purpose leisure centre in Edenbridge	Priority 3, Healthy Communities sets out the following action "Support the retention of existing sport and leisure, unless it can be re-provided, taking into account local needs and improvements in quality through the Local Plan".
Resident	Safe	Concerned for the elderly by the number of people who cycle on the pavement.	The Community Plan focuses on promoting safe and high quality cycling routes within Priority 1, Sustainable Communities.
	Green	The planning policies including building on some green belt are at variance with green environment policies.	The Community Plan takes into account the emerging Local Plan. Both the Local Plan and the Community Plan set out measures to protect the Green Belt.
	Healthy	The planning policy of cramming more and more people into a smaller space will increase loneliness and the lack of a second bedroom may prevent an elderly person being cared for through an illness or after a fall	The Community Plan reflects the emerging Local Plan. This is based on a comprehensive community consultation and engagement process. Older peoples' housing needs are reflected within the Caring Communities and Healthy Environment theme of the Community Plan. The actions in the Community Plan reflect the Sevenoaks District Housing Strategy, which recognises the need to promote and support independence.

Appendix A1 - Agenda Item 5 Summary of Public Consultation Responses (including those who responded to the survey and wanted to make a suggestion)

Respondent	Theme	Summary of response	Action Taken/ Response
	Safe	More traffic calming, better lit pedestrian crossings (preferably light controlled). More police presence	This is the responsibility of Kent County Council. There are also measures within Priority 5, Safe Communities, o make roads and pavements safer for vulnerable people" as well as "street lighting refurbishment".
	Caring	In conjunction with the proposed new Medical Practice it would be good to have in the home care to keep people away from hospitals	The Community Plan incorporates measures to support independence through the Better Care Fund and through Social Prescribing initiatives as set out within Caring Communities and Health Environment themes of the plan.
	Green	I don't want to see Edenbridge disappear under concrete, there are too many proposed planning applications without infrastructure thought	This is a comment on the Submission version of the Local Plan. Priority 1 of Sustainable Economy theme of the Community Plan addresses the infrastructure issues mentioned "Make it easier for people to travel to key local services and improve infrastructure".
	Healthy	We need our green spaces protected. Sencio Leisure Centre in Edenbridge needs investment to help residents keep healthy in conjunction with the proposed new medical centre/practice	The Community Plan Green Environment Theme seeks to protect and improve green and open spaces. Keeping people healthy and the prevention agenda are key theme of the Community Plan, particularly reflected in the Caring Communities theme and Healthy Environment theme of the plan.

Appendix A1 - Summary of Public Consultation Responses (including those who responded to the survey and wanted to make a suggestion)

Agenda Item 5

Respondent	Theme	Summary of response	Action Taken/ Response
Resident	Sustainable	Why have the Bellway homes not had solar panels fitted? I would have thought it would be a must that any new developments have this facility as a planning regulation	This is comment on the Submission version of the Local Plan. Delivery of the Local Plan Policies are reflected in the Community Plan, particularly in the Green Environment theme of the plan.
Resident	Sustainable	Priority 2 can you provide numbers of planned housing-by type	The Community Plan is a strategic document reflecting the delivery of Sevenoaks District Council's Housing Strategy "Wellbeing Starts at Home", addresses the detail of housing delivery.
	Safe	More attention should be given to 'designing out crime' by improving street and car park lighting, more open footpaths and pavements and control of 'on the pavement' parking	Safe Communities - Priority 5 addresses issues about street lighting and dangerous and taking enforcement action on dangerous and illegal parking.
	Green	Street tree planting to be increased and better foot way routes through our parks and woodlands	Priority 3, Healthy Environment includes action to improve the quality of and access to open spaces, public rights of way, and cycling routes through the Local Plan.
	Healthy	Publish pollution levels for high street and such public areas and encouragement for allotment uptake	Priority 2, Green Environment ensures new development will take account of the Local Plan and Sevenoaks District Council's Air Quality Action Plan. Healthy Environment section takes into account the need to encourage access to green and open spaces.

Appendix A1 - Agenda Item 5 Summary of Public Consultation Responses (including those who responded to the survey and wanted to make a suggestion)

Respondent	Theme	Summary of response	Action Taken/ Response
Resident	Dynamic	More support for local business and products - better local market	Measures to support business are already set out in the Community Plan. Priority 1, Dynamic Economy seeks to Promote economic growth and investment and Priority 4, set out to "Keep existing businesses, encourage new businesses and tourism."
	Sustainable	Temporary accommodation near high streets for start-up businesses	Priority 4, Dynamic Economy looks to the Local Plan to "use planning policies to encourage the re-use of existing retail units, where appropriate, to ensure active frontages."
Town/Parish Co	Sustainable	No comment regarding supporting a Lower Thames Crossing. This is desperately needed in the north of the district as the roads are often grid locked due to Dartford Bridge being closed or blocked.	Priority 1, Dynamic Economy looks to the Local Plan to ensure that Sevenoaks District Council works with neighbouring Local Authorities to taken into account the impact of major developments outside the District.
	Safe	More policing in out lying villages and more traffic warden visits	This is reflected in the Community Plan. Priority 1, Safe Communities "Make the work of the Police and partners more visible in local communities".
	Green	Protect the Green Belt, e.g. Pedham Place	This is a core principle of the Local Plan and the Community Plan.

Appendix A1 - Summary of Public Consultation Responses (including those who responded to the survey and wanted to make a suggestion)

Agenda Item 5

Respondent	Theme	Summary of response	Action Taken/ Response
Resident	Healthy	Easy access to Doctors' surgeries for outlying villages	Priority 3, Healthy Environment seeks to "address the gap in General Practice primary health care services through the NHS Health and Social Care Sustainability and Transformation Plan (STP) process."
Access Group Member		There is a line towards the end stating availability in other formats and support via other languages. Excellent, but that guidance is in the wrong place?	Information now included at the beginning of the document as well.
Access Group Member	Equality inclusion statement	Says the right things and encouraging that disability is listed within the equality and inclusion statement on page 6.	No comment required
	Healthy Environment	Page 23: "Encourage people with disabilities to take part in sport and volunteering". This needs to be combined with accessibility of opportunity for this to happen and it would be good if it was explicit that providers need to be disability friendly alongside other measures such as enabling disabled people to physically get to leisure centres, etc.	The Community Plan is underpinned by accessibility. Any new facilities would be expected to be fully accessible to meet Submission version of the Local Plan and the Community Plan.

Appendix A1 - Agenda Item 5 Summary of Public Consultation Responses (including those who responded to the survey and wanted to make a suggestion)

Respondent	Theme	Summary of response	Action Taken/ Response
		<p>Really pleased to see on Page 20 under improving skills for employment: “Assess residents employment support needs, provide joined-up support and signpost people to appropriate services to meet their needs, particularly those needing the most support to access jobs and training.” This needs to then be joined up on the other end by improving employers’ understanding of how they can be disability confident and how they can use schemes such as Access to Work to enable more disabled people into work in the local area as well as retaining employees who develop disabilities whilst in role.</p>	<p>This will form part of the work of the Sevenoaks Supporting Local Strategic Partnership People into Employment Group. This can be done in coordination with the Access Group.</p>
	Dynamic and Sustainable	<p>General point re: both sustainable and dynamic economy: work with local business to support them in becoming disabled friendly as this will benefit both the local economy as well as disabled people.</p>	<p>This will be reflected at the level of the Local Strategic Partnership Supporting People into Employment Group, with working to help those with disabilities access employment and training opportunities.</p>
	General	<p>Social isolation is mentioned in the document. Social prescribing might be a part solution to this and other issues raised in the plan.,</p>	<p>Social prescribing principles have already been captured in the Community Plan, particularly under the Caring Communities and Healthy Environment themes of the Community Plan.</p>

Sevenoaks District Seniors Action Forum

Working together in the interests of people aged 50 plus

Email: comms@sdsaf.org.uk

Response to Consultation on Sevenoaks District Council's Community Plan Priorities 2019-2023

Sevenoaks District Seniors Action Forum Committee would like the Council to consider the following comments and feedback on the Public Consultation Draft. These observations are made in the spirit of constructive collaboration in order that the Council may consider a more rounded Plan which will ensure that the needs and wishes of the older residents in the Sevenoaks District are taken into consideration when formulating longer term plans.

LAYOUT

From a 'green environment' perspective much of the content in this 30 colour draft comprises large graphics and the Council might be better advised to reduce the length of the document by half, in these cash-strapped times, whilst retaining the factual content. For example, the illustration on page 4 might have been better used to show a detailed map of the Sevenoaks District as opposed to its links to the Continent which have little or no bearing on the services the Council provides to its residents.

Page 6: The second bullet point relates to a Digital Marketing campaign targeting young people and people under 40 years of age and we wonder whether this was rather 'ageist' and would like to know how people over 40 were 'targeted' and what the results of that targeting were, to ensure that your research reflected the thoughts and wishes of the whole population.

SAFE COMMUNITIES

Priority 2

Would the Council consider including under We will:

Initiate and fund a programme to educate the public to help them to reduce the possibility of them becoming a victim of crime (thus freeing up police resources for other duties).

Priority 3

Much is said about the online safety of Children but there is little or no mention of any initiative to ensure the elderly, who are also at a very high risk around online safety, to be helped to avoid becoming victims, and for the sake of equality it would be helpful if the Council and its partners could embrace this older demographic in their services as well.

Priority 5

Improving road safety...

Many elderly people experience difficulty in crossing roads, particularly where vehicles are travelling at high speed and where there is increasing traffic density. We feel that it would be helpful if SDC and its partners supported residents' requests for crossing points, either traffic islands or lights (as many motorists seem prone to ignore zebra crossings) in areas where issues have been raised, e.g.

Agenda Item 5

on the A25 between Riverhead and Bat & Ball where there are no designated places for pedestrians to cross.

CARING COMMUNITIES

With regard to the third paragraph, we appreciate the lack of income is making it difficult for families. However the increased cost of living, the lack of meaningful interest on savings and the cost of care is also having a negative impact on the lives of many older people on limited means, and it is regrettable that this group are not mentioned in this section.

Priority 1

Support people to lead safe, independent and fulfilling lives

The third bullet point is hard to understand and it is not clear what the Council and its partners will do.

There is no mention of the provision of public toilets in this section, the lack of which prevents many people (not only the elderly, but those with special needs) from leading independent and fulfilling lives and it would be reassuring to know that this is on the Council's agenda.

Did you know... on Page 15

Refers to "Kent's Accommodation Strategy for Adult Social Care estimates that 30% of beds in care homes are occupied by people who could be better treated in their own homes or supported", yet there is no mention of what SDC and/or its partners intend to do to ameliorate this situation. Could the Plan include mention of how this could be achieved, as it would then free up 30% of scarce care home capacity?

GREEN ENVIRONMENT

Mention is made of Gatwick Airport expansion, however no mention is made of Biggin Hill airport which does cause noise and air pollution to many in the flightpath over Sevenoaks.

Priority 3

Following discussions with the Planning Team about the overall target for 14,000 new homes for the District and the distinct lack of 'ring fenced' developments of a right size for downsizers, it would appear that SDC very little power to insist that developers build what the community needs rather than what the developer wants to build, and feel that more robust measures need to be adopted which would help older residents downsize, freeing up larger properties for growing families.

SDSAF feels that there should be more detail about its intentions to improve the quality and use of the existing housing stock which would not only improve the health of resident whilst at the same time reducing the use of medical facilities but also help them financially by reducing fuel bills.

HEALTHY ENVIRONMENT

Priority 2

Page 22: 4th Bullet Point

SDSAF responded in detail to the draft Local Plan and was concerned that there appeared to be a distinct lack of detail around plans to 'support new housing designed for older people, and for people with physical disabilities, including specialist retirement accommodation and register(ed) care homes'. It would seem therefore that the contents of the Community Plan are not being extrapolated into the Council's other plans.

Priority 3

Page 23: 4th Bullet point

With regard to a wider range of services such as leisure linking to the health prevention agenda in order to have a good impact on health and wellbeing the cost of access to these services is a barrier to some people in their participation and perhaps SDC could liaise with SENCIO to encourage increased discounts for those on pension credit or benefits so that they could access the facilities less expensively say at 'off peak' or times of low usage in the leisure centres. This would be of benefit to all parties.

DYNAMIC ECONOMY

Page 26

Priority 1

With regard to using Planning Policies to restrict the scope of permitted development rights on all office accommodation it seems perverse that on the one hand the Government has imposed ambitious housing targets on all local authorities, the buildings in Tubs Hill had been underoccupied for many years, as has the BT building, yet the Community Plan will prevent conversion of these apparently 'unleasable' buildings.

Priority 2

The content of the draft Local Plan seemed to overlook the provision of social and affordable housing in the District. As Priority 3 in Caring Communities in this Plan highlights there is a lack of provision for those on lower incomes and it would be helpful if SDC's Community Plan could include in this section 'Ensure provision of social affordable housing' to enable the NEETs, interns and apprentices in the area to be able to afford to live and remain here, as this demographic could be the workers on whom others depend to provide vital services.

Priority 4

Page 27

SDC could perhaps add to this section 'Encourage and support the installation of electric charging points in the Sevenoaks District which would enable local and also those visiting or passing through the area to recharge their cars' (which whilst doing so they might boost the local economy).

The Did You Know? comment at the foot of page 27 is rather a concerning, random generalisation and it is not clear what relationship this has to the section on a Dynamic Economy.

Namely that between 2018-2036 there will be a 0.7% reduction in the working age population at a time when we have an increasing STRAIN on our economy from adult social care due to an ageing population.

It is disappointing that the the Plan has expressed the presence of older people in the District as a 'strain'. If this statement is to remain in the Plan it would be appreciated if you could explain why this statistic was placed in this section, detail the actual costings of the 'strain', who will be paying for this strain, and specify:

- a) How many of the ageing population actually pay for their own care
- b) The proportion of Council Tax receipts which older people pay
- c) How the employment of gardeners, painters, cleaners, etc., contributes to the local economy
- d) How much older people spend in the local economy supporting local business
- e) The value of the volunteer work the ageing population carry out and its contribution to society
- f) How much older people pay in tax, VAT, water rates and lastly inheritance tax.

Agenda Item 5

It is without doubt that increasing age brings health challenges, but it should be borne in mind that every one of the residents of Sevenoaks, should they be lucky enough to enjoy a long life, will one day become a member of the ageing or aged population with equal rights.

SUSTAINABLE ECONOMY

Page 30

Priority 1

SDSAF were involved with the Big Conversation and were sadly unimpressed with the proposals in it, namely a new pilot service between Stansted and Sevenoaks, the details of which are still awaited. The poor yet expensive bus services around the area cause isolation and hardship to both the elderly and the low paid and work in partnership with KCC' does not seem to be producing the result of reducing car use and new initiatives.

With regard to providing community grant funding to promote voluntary and community transport schemes, SDC needs to work with communities and parishes to enable them to formulate bids to access these grants.

Priority 2

Provide a good mix of decent and affordable housing across tenures

'Ensure that new housing creates mixed, balanced and inclusive communities, including housing for older people and people with physical disabilities, through the emerging Local Plan'.

Again, there was little evidence of how the Council are ensuring this as the draft Local Plan specified hardly any bespoke housing for older people.

General Comment

The Community Plan lacks detail of timetable by which these priorities will be achieved and goes into insufficient details about how they will be achieved and how success or failure will be measured and reported. We feel that this essential so that any achievements can be carried through and replicated into future plans and conversely any areas of failure can be investigated and a different strategy adopted in future.

Community Plan reference within Appendix A2	Summary of comment and response
Layout	The draft does not represent the design of the document.
Introduction	It is a three year plan and will cover the three year period 2019/20 - 2021/22. The draft has been amended accordingly.
Page 5	Agreed. KCC has updated used was from 2017 base year for housing led population forecasts and has now been amended to 2019 - 2028 at 13,500.
Page 5	Agreed. KCC Housing Led forecasts have been updated in line with updated KCC data.
Page 6	Reference to Digital Marketing Campaign. It was agreed that we needed to target the under 40s due to significant under-representation from these groups in previous consultations. Efforts to engage Older People included circulating information to the Sevenoaks Senior Action Forum and taking into account SSAF feedback. The survey results show that 17.9% of responses were from 55-64 and 16.12% from Over 65s. The data for under 18s and 18-24s still shows this group is underrepresented which is why targeted work with the Orchard's Academy and through digital marketing was undertaken.
Safe - Priority 2	The suggested inclusions for Priority 2 do not take into account the Community Safety Partnership and action plan which are reflected in the Community Plan at the strategic level. Funding for the Community Safety Action Plan is available from a number of sources and looking at targeting partner resources to address the issues identified in the Community Safety Strategic Assessment.
Safe - Priority 3	There is explicit reference to scams within this Priority, which affect all age groups and include online activity.
Safe - Priority 5	KCC holds the budget for road and pavement safety improvement measures. Actions within this Priority include "Make roads/pavements safer for vulnerable people".
Caring Communities	Projections have now been amended in line with updated KCC figures.
Caring Priority 1	The third paragraph on page 13 reflect childhood poverty whilst the final paragraph the final paragraph reflects the needs of older people. The issues also reflect the points raised during the consultation.

Community Plan reference within Appendix A2	Summary of comment and response
Caring Priority 3	The statistic about the "Kent Accommodation Strategy" highlights the need to support preventative work to keep people out of GP surgeries and emergency hospital admission. The Community Plan is themed around prevention and include delivery of the Health Improvement Action Plan and the new Housing Strategy, "Wellbeing starts at Home". In addition, there are strong ties between Caring Communities and Healthy Environment themes in prevention work and supporting people to remain independent.
Green Environment - What you said	These are references to key issues raised during the public consultation. The Community Plan already reflects noise and light pollution issues. In addition, Biggin Hill and Gatwick are mentioned in Dynamic Economy - Priority 1, which takes account of major developments outside of the District.
Green Environment - Priority 3	With regard to having more details to improve the quality and use of existing housing stock, this is contained in the new Housing Strategy, "Wellbeing Starts at Home" which is reflected in the Community Plan.
Healthy Environment - Priority 2	The fourth bullet point in Priority 2 reflects Policy H1 in the Submission version of the Local Plan.
Health Environment - Priority 3	Sencio Community Leisure already offer a concession scheme.
Dynamic Economy - Priority 1	This is a comment on the Submission version of the Local Plan. Local transport plan comments are all contained in the Sustainable Economy theme of the Community Plan.
Dynamic Economy - Priority 2	Sevenoaks District Council's Housing Strategy "Wellbeing Starts at Home" is reflected in the Community Plan. The strategy recognises young people as a vulnerable group and includes priorities relating to supporting young people with their housing and support needs.
Dynamic Economy - Priority 4	The provision of electric vehicle charging points in included within Priority 1 of Sustainable Communities.
Dynamic Economy - Did you Know section	The first bullet point has been reworded to remove the word "strain" and replace with "increasing demand on social care services due to an ageing population". This link between a shrinking working age population, and the increased demand for social care is about the capacity of the working age population to provide services, work as carers etc. The Community Plan has explicitly sought to set out how valued older people are to their local communities, including the following in Dynamic Economy Priority 2: "Work with the University of the Third Age and the Sevenoaks District Older People's Forum to support adults to remain economically active and provided with opportunities to reskill."

Community Plan reference within Appendix A2	Summary of comment and response
Sustainable Economy - Priority 1	The Community Grant scheme funding is widely publicised and we would welcome the opportunity of working with the SDSAF to help publicise them more widely in the future.
Sustainable Economy - Priority 2	These issues are reflected in the Submission version of the Local Plan and the Council's Housing Strategy, both of which are also reflected in the Community Plan.
General comment	The Community Plan will include key strategic success measures drawn from the plan. The partnership monitoring is the way in which the plan is held to account and each year, the Local Strategic Partnership produce an Annual Report setting successes and what has been achieved or not achieved.

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Sevenoaks District Community Plan Priorities for Action 2019-2022

Final Draft



Contents

Introduction	Page 3
About the Sevenoaks District	Pages 4-5
Who did we consult?	Pages 6
Equality and Inclusion Statement	Page 6
The Sevenoaks District Community Partnership: who are we?	Page 7
Safe Communities	Pages 8-11
Caring Communities	Pages 12-15
Green Environment	Pages 16-19
Healthy Environment	Pages 20-23
Dynamic Economy	Pages 24-27
Sustainable Economy	Pages 28-31
How to get in contact	Page 32

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Appendix B: Final Draft: Sevenoaks District Community Plan Priorities for Action 2019-2022

Introduction

The Community Plan creates a long-term vision for the Sevenoaks District and sets out the community's priorities for action.

We are pleased to present the priorities for the three years 2019-2022. This is based on widespread consultation with local people and our partners.

The Sevenoaks District Local Strategic Partnership delivers the Community Plan. The Partnership is made up of public sector organisations together with voluntary, community and faith sector representatives. It is co-ordinated by Sevenoaks District Council.

The priorities set out in this document help us to deliver our 15-year vision:

Safe Communities

A safer place to live, work and travel



Caring Communities

Children are enabled to have the best start and people can be supported to live independent lives



Green Environment

People can enjoy high quality urban and rural environments



Healthy Environment

People have healthy lifestyles, access to quality healthcare and health inequalities are reduced



Dynamic Economy

A thriving local economy where businesses flourish, where people have skills for employment and tourism is supported



Sustainable Economy

People can live, work and travel more easily and are empowered to shape their community



Agenda Item 5
Appendix B: Final Draft: Sevenoaks District Community Plan
Priorities for Action 2019-2022

About the Sevenoaks District



- Train services to London take just under **30** minutes from Swanley and just over **30** minutes from Sevenoaks.
- **1** hour by car to Dover port.
- **40** minutes by car to London airports.
- **9** miles from Swanley to Ebbsfleet International station.

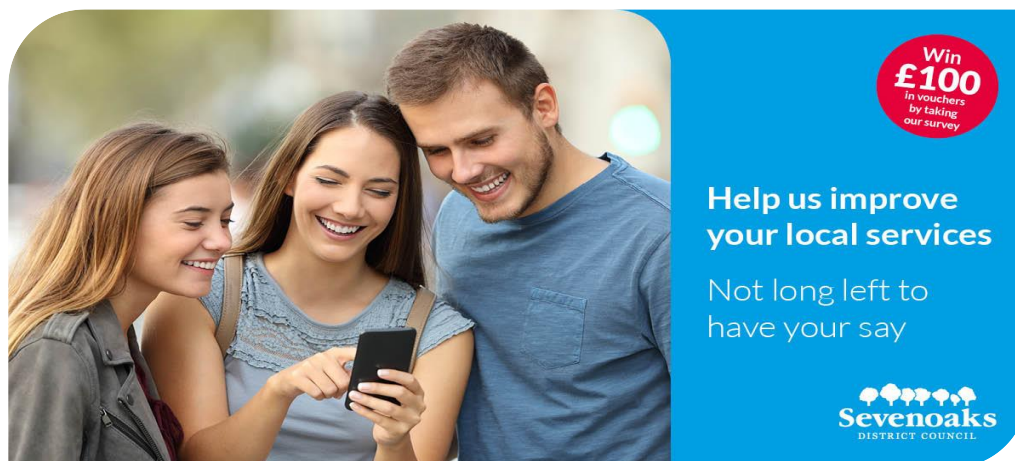
Appendix B: Final Draft: Sevenoaks District Community Plan Priorities for Action 2019-2022



- **93%** of the District is designated Green Belt.
- **60%** of the District is in the Kent Downs or High Weald Area of Outstanding Natural Beauty.
- **11%** is covered in Ancient Woodland
- **Six** main settlements – Sevenoaks, Swanley and Edenbridge, Westerham, New Ash Green and Otford.

- Sevenoaks District is perceived to be affluent but this masks local pockets of urban and rural deprivation. For example, Swanley St Mary's ward falls within the 10% most deprived wards in Kent and the South East (2015, Indices of Multiple Deprivation).
- 11.6% of children under 16 (2,465) live in low-income families in receipt of Child Tax Credit where rural deprivation is more isolating than poverty in the towns. The majority of children living in poverty (73.9%) live in lone parent families.
- According to the Kent County Council Housing led population forecast projections, the population of Sevenoaks District is forecast to grow by more than 13,500 by 2028.
- The 2017 Mid-year population estimates (Office for National Statistics) show that Sevenoaks District has a population of 119,400 residents and the third lowest population density in Kent measured as **3.1 persons per hectare**.
- According to Kent County Council the number of people over 65 is forecast to rise by **41.1% by 2036** (10,400) and the number of people over 85 is forecast to rise by **97.2% by 2036** (3,500).

Who did we consult?



To help identify our priorities for the District over the next three years, we consulted a wide range of residents, community representatives, statutory groups and voluntary and community groups at events and forums across the District. This included:

- All residents consulted through our District-wide In Shape magazine;
- Digital marketing campaign targeting young people and people under 40 years of age;
- 659 survey responses;
- Including 154 survey responses from young people in years 11,12 and 13 at Knole Academy, Sevenoaks;
- Eight stakeholder workshops with statutory, voluntary and community groups, patient participation groups, and representatives for the Sevenoaks District Access Group.

Equality and inclusion statement for the Local Strategic Partnership

We recognise that everyone has a contribution to make to our society and a right to access services without being discriminated against or disadvantaged because of their:

- | | | |
|--------------|---------------------------------------|-------------------------|
| • Race | • Religion/ belief | • Transgender |
| • Disability | • Sexual orientation | • Caring responsibility |
| • Gender | • Pregnancy or maternity | • Employment status |
| • Age | • Marital or civil partnership status | |

We will work to ensure that all services provided by partners or funding offered will conform to these standards and expectations.

Appendix B: Final Draft: Sevenoaks District Community Plan Priorities for Action 2019-2022

The Sevenoaks District Local Strategic Partnership

Who are we?

The Sevenoaks District Community Partnership co-ordinates the monitoring and delivery of the Action Plan. It is made up of representatives from the following organisations:



Dartford, Gravesham and Swanley
Clinical Commissioning Group



West Kent
Clinical Commissioning Group



Kent Fire &
Rescue Service



Places to live. Space to grow.





Safe Communities

A safer place to live, work and travel

Insert Picture

What you said

“I feel the need for more connection with younger people...”

“People like to see a Police presence in the area and know that they will be responded to if there are issues”

“Parking on pavements restricts accessibility and makes it more dangerous for pedestrians”

Appendix B: Final Draft: Sevenoaks District Community Plan Priorities for Action 2019-2022

Safe Communities

The award winning Sevenoaks District Community Safety Partnership brings together all the key agencies in the District who have an impact on crime, anti-social behaviour and perception of crime.

The Community Safety Unit (CSU) is based in Sevenoaks District Council Offices and responds daily to anti-social behaviour and other community safety priorities in the District. The CSU now includes three dedicated Police Community Support Officers who are addressing Domestic Abuse, Vulnerable Adults and Vulnerable Young People. The CSU also has access to an additional Local Community Policing Team, which can be deployed to tackle local issues in the District.

By working together, the Community Safety Partnership has achieved one of the lowest crime rates in the county, and the lowest level of anti-social behaviour in the county. The Community Safety Partnership has now set up a Community Multi-Agency Risk Assessment Conference (MARAC). The focus of the Community MARAC is to help those at most risk of harm.

The CSU are able to use a variety of powers to tackle crime and anti-social behaviour, including powers to disperse anti-social behaviour, Community Protection Notices to stop a person, business or organisation committing anti-social behaviour, and Closure Power Orders to allow quick closure of premises which are being used, or likely to be used, to commit nuisance or disorder. The CSU have also set up Organised Crime Groups, which address organised crime and serious crime within communities.

What you said

From our consultations, we know residents are most concerned about:

- More visible policing - seeing and being more aware of Police and Community Safety activity in local communities.
- Reducing anti-social behaviour and supporting young people, particularly by providing activities and focusing on support and prevention.
- The need to focus on the District's crime issues and to disrupt behaviours in places of concern.
- Poor parking and parking on pavements making it difficult for people with access issues and people using pushchairs.
- Improving street lighting.
- Improving road safety and reduce speeding vehicles.
- Improving communication about what has been done successfully to tackle crime and anti-social behaviour.
- Providing support for and take action to prevent people from becoming repeat victims of crime, including people who suffer domestic abuse.
- Continuing to provide youth work and fun activities.
- Helping young people stay safe online, safe from bullying, and cyber-bullying.
- Recognising the link between alcohol misuse and community safety issues, including domestic abuse.

Page 33

Agenda Item 5
Appendix B: Final Draft: Sevenoaks District Community Plan
Priorities for Action 2019-2022

Safe Communities - Your Priorities

Priority 1

Make the work of the Police and partners more visible in communities

We will:

- Deliver targeted community safety campaigns and make more people aware of Police and community safety activity in their local communities.
- Continue to facilitate Partners and Communities Together Panels (PACTs).
- Increase engagement with schools and older people around mental health, especially around addressing anti-social behaviour and community safety concerns.
- Communicate Community Safety Partnership successes to the local community.
- Consider police and emergency services facilities as part of the Sevenoaks District Infrastructure Delivery Plan as part of the Local Plan.

Priority 2

Work to keep crime at a low level and to respond to perception of crime

We will:

- Produce an annual assessment of crime and take action to safeguard local people and repeat victims of crime.
- Coordinate partnership work to tackle and prevent risk-taking behaviour relating to substance misuse and alcohol.
- Take action reduce and deter acquisitive crime and organised crime in the District.
- Through the Local Plan, ensure new development is designed to minimise threats and improve public safety.

Priority 3

Support vulnerable and repeat victims of crime and anti-social behaviour

We will:

- Identify repeat criminal and anti-social behaviour and provide early intervention.
- Continue to fund and evaluate domestic abuse support projects.
- Continue to raise public and professional awareness of Domestic Abuse.
- Identify those who are vulnerable to scams and distraction crime and ensure that training for professionals and safeguarding measures are put in place to protect people.
- Take action to safeguard children, young people and vulnerable adults, including those at risk of radicalisation, modern slavery, human trafficking, child sexual exploitation and from gangs.
- Promote online safety and online safeguarding champions through the work of the Kent Safeguarding Children Board.
- Deliver safeguarding training through the Kent Safeguarding Children's Board to improve awareness of safeguarding issues.
- Improve communication around key safeguarding issues.
- Work with Housing Associations to address low-level anti-social behaviour and through improved tenancy procedures

Appendix B: Final Draft: Sevenoaks District Community Plan Priorities for Action 2019-2022

Priority 4

Tackle anti-social behaviour

We will:

- Coordinate action on high to medium risk victims, perpetrators and problem locations through the Community Multi-Agency Risk Assessment Conference (MARAC) process.
- Continue to set up Task and Finish Groups to deliver a focused approach on reducing Anti-Social Behaviour (ASB).
- Work with partners and use powers to tackle crime and anti-social behaviour at individual sites where crime and anti-social behaviour is occurring.
- Increase the use of ASB powers including the use of Closure Orders, Community Protection Notices and Criminal Behaviour Orders.
- Target work around nuisance dogs, dangerous dogs and dog fouling.
- Continue to commission and provide positive activities for children and young people.
- Provide youth work and youth outreach support and respond to service feedback from partners.
- Influence voluntary and community provision through the District Council's Community Grant scheme.
- Target initiatives to prevent bullying and cyber-bullying and review mental health support available to victims.

Priority 5

Tackle speeding vehicles and improve road safety for all road users, including pedestrians, cyclists and horse riders

We will:

- Take enforcement action on dangerous and illegal parking.
- Continue to support the "Speedwatch" campaign.
- Make roads/pavements safer for vulnerable people.
- Meet 90% of routine pothole and highways repairs carried out within 28 days.
- Put in place a programme of street lighting refurbishment based on age and condition information.
- Put in place a drainage-cleaning programme that protects roads and footways from the adverse effects of standing water.

Did you know?

During 2017/18, Sevenoaks District had the second lowest level of recorded crime across Kent, an improvement compared with the previous year when the District had the third lowest level of crime.

There were 1,619 incidents of anti-social behaviour in the Sevenoaks District recorded during 2017/18. This is the lowest level of anti-social behaviour recording in Kent during that period.

The Sevenoaks District Community Safety Unit won the Team Contribution Award at the West Kent Division Awards held in May 2018.



Caring Communities

Insert picture here

What you said

“I’d like more education about drugs, and about how to invest and use money wisely at school”

“Work with health and care agencies to support people in their own homes and keep them out of hospital”

“Provide services in the outlying areas and continue to support local groups, such as over 60s”

Caring Communities

The public sector is currently struggling with funding for essential services at a time of rising costs of social care. The growing number of older and frail people is increasing demands on services, as people are living longer. By 2036, we expect a 33% increase in the number of older people and a 97% increase in those over 85 years of age.

This also places challenges for our local services, with General Practitioner (GP) practices who find themselves, their services and infrastructure struggling to cope with an increased number of patients. The Kent and Medway Growth and Infrastructure Framework (2018 update) estimates the size of the challenge, with an estimated £2.76 billion required for health and social care infrastructure in Kent between 2017-2031, of which £939 million is identified as a funding gap. In West Kent, the expected funding gap is £279.9 million.

We know that in some areas of the District, a lack of income is making it difficult for some families. The Local Strategic Partnership, including Kent County Council and health partners, will work together in the District to ensure that children, young people, and their families are able to access appropriate services.

The new Homelessness Reduction Act (2017) set out some of the biggest changes to homelessness legislation since the Housing Act 1996. There is now an emphasis on providing free information, advice, and support at an earlier stage and for a longer period, for anyone who needs help or is threatened with homelessness. In addition, the government's programme of welfare reform as we move towards the full roll out of Universal Credit will present a challenge to those seeking to help vulnerable residents.

We want to support those who can to remain in their own homes, including people with disabilities and combat homelessness at an early stage, putting in place repairs and adaptations needed to prevent falls and help residents to maintain their independence. We also want to focus on tackling poor quality housing that is linked to poor health.

What you said

From our consultations, we know residents are most concerned about:

- Making sure that we are coordinating services around the individual.
- Considering the impact of loneliness and isolation.
- Improving communication about services available to residents in the District.
- Making sure deliver services are delivered in rural locations where people find it hard to access support and advice.
- Continuing support through Disabled Facilities Grants and the Better Care Fund.
- Advice for young people at school at drugs and money management.
- Supporting people to stay out of hospital and supporting local groups providing activities.
- The need for more social housing for local people.
- Supporting attendance at schools.
- Providing support for parents, particularly with children's health and development.

Caring Communities - Your Priorities

Priority 1

Support people to lead safe, independent and fulfilling lives

- Consider health and social care needs as set out in the Sevenoaks District Infrastructure Delivery Plan as part of the Local Plan
- Adapt residents' homes while they are in hospital so they can be discharged as soon as they are clinically ready
- Support people, including people with disabilities, through the One You, One You Your Home and Care Navigators to reduce loneliness and isolation, help people remain independent in their own homes, reduce emergency admissions to hospital and access to their General Practitioner (GP) services
- Support the towns and villages in the District to become dementia friendly and provide support for carers and families of people living with dementia
- Coordinate care navigator services across the District to ensure that wider ranges of residents are offered support for the non-medical reasons that they visit their GP.
- Work in partnership to make sure that the Better Care Fund provides innovative health and care solutions based around people's needs and in line with Sevenoaks District Council's Private Sector Housing Assistance Policy.
- Deliver actions in the Sevenoaks District Housing Strategy "Wellbeing Starts at Home" (2017) to support people to remain independent in their own homes
- Use the District Council's Community Grant Scheme to support groups, which provides social opportunities, and reduce loneliness and isolation of vulnerable people.
- Improve communication about support and services available to residents in the District.
- *Tackle the housing causes of health and wellbeing issues (see Priority 2 - Healthy Environment).*

Priority 2

Improve outcomes for children and young people

We will

- Provide advice for children and young people on substance misuse in schools and through of intervention programmes arranged by the Sevenoaks District Community Safety Partnership.
- Provide debt and financial advice for young people in schools.
- Provide outreach youth services for children and young people.
- Fund projects through the Sevenoaks District Local Children's Partnership Group that focus on key priorities, including, mental health, school attendance and healthy weight.
- Continue to provide support for parents and carers through Kent County Council's Early Help programme.
- Continue to provide family fun days during summer holidays for children and young people and their families.
- Consider education infrastructure needs as set out in the Sevenoaks District Infrastructure Delivery Plan as part of the Local Plan.

Sevenoaks District Community Plan Priorities 2019-2022

Priority 3

Meeting the needs of vulnerable and low-income households

We will

- Tackle non-medical causes of ill health, including housing, debt reduction, financial capability, energy savings and skills and employment through the work Sevenoaks District Council's HERO (Housing Energy Retraining Options) and SuperHERO advice services.
- Work proactively with those likely to be affected by future welfare reform and support people to access appropriate benefits.
- Ensure advice services reach rural and deprived communities.
- Provide grant support for projects providing free debt advice and debt reduction.
- Support people to maintain their tenancies and prevent homelessness.
- Provide early help support services for parents and carers affected by poverty or who have health, mental health and emotional issues which mean that their access to services or a child's development is affected.
- Support the implementation of the West Kent Housing and Homelessness Strategy.
- Deliver actions in the Sevenoaks District Housing Strategy "Wellbeing Starts at Home" (2017) to meet the needs of vulnerable and low-income households, and measures to improve the quality and use of existing housing stock, including mobile homes.
- Investigate Housing First and private rental model to improve access to housing and provide support with health and social support issues.

Did you know?

There has been a steady increase in the number of households housed in emergency and temporary accommodation in the Sevenoaks District over the last three years.

Since it began, HERO has helped over 2,000 residents plan a future for themselves and their family; reduced debt arrears by about £600 per person; and supported 40% of clients to receive the correct welfare and benefit payments.

Kent's Accommodation Strategy for Adult Social Care (Better Homes: Greater Choices) estimates that 30% of beds in care homes are occupied by people who could be better treated in their own homes or supported.



Green Environment

We want Sevenoaks District to be a place where people can enjoy clean and high quality urban and rural environments

Insert Picture

“Ensure housing..fits in with the surrounding buildings”

“Encourage and educate people on the environment and recycling”

“...protect our landscape and look at how we can improve our local environment”

“...maintain weekly recycling and waste collection as this is so important”

Green Environment

Residents in our District continue to want us to protect, conserve and enhance the Green Belt, landscape and natural environment. During 2017, Sevenoaks District Council sent surveys to every home in the District asking residents views on the “Issues” facing the area over the next twenty years and suggested “Options” for dealing with them. Over 15,000 responses were received and incorporated into the emerging Sevenoaks District Local Plan. The emerging Local Plan seeks to restrict development within the Green Belt in order to protect the special character of the District.

Government is increasing pressure on local authorities to build more homes to meet local needs and to encourage economic growth. The Local Plan will seek to find a balanced strategy for sustainable growth within our constrained district. We will be doing this by building within existing settlements and on previously developed land. We will only be building on the Green Belt in “Exceptional” circumstances, where developers are proposing social and community benefits for existing communities.

What you said

From our consultations, we know residents are most concerned about:

- Maintaining a weekly rubbish and recycling service.
- Protecting the Green Belt and ensure there is high quality development through the Local Plan.
- Making sure that infrastructure and environmental needs are considered as part of any new development.
- Using the Local Plan to protect residents from noise and light pollution, particularly with emerging issues such as Gatwick Airport expansion.
- Looking at ways of improving the way we can promote green and open spaces, parks and amenities.
- Take into account the impact of future further expansion at Gatwick Airport.
- Promoting more responsible dog ownership.
- Raising awareness of open spaces, green spaces, parks local amenities and leisure facilities.
- Maintaining public footpaths and bridleways.

Green Environment - Your Priorities

Priority 1

Protect our high quality natural environment, including the Green Belt, Areas of Outstanding Natural Beauty and biodiversity

We will:

- Use planning policies to protect our high quality natural environment, including the Green Belt, Areas of Outstanding Natural Beauty and biodiversity that form our unique character.
- Prioritise development within the boundaries of existing settlements, including building at higher density on non-Green Belt land.
- Ensure that proposals within the Kent Downs and High Weald Areas of Outstanding Natural Beauty (AONB) conserve and enhance the character of the landscape with regard to the relevant AONB management plans.
- Work with communities, landowners and local groups to protect landscape, wildlife and heritage, e.g. Darent Valley Heritage Landscape Partnership.

Priority 2

Maintain a clean local environment

We will:

- Protect a weekly rubbish and recycling service.
- Take action to reduce waste.
- Continue to tackle waste and detritus.
- Take enforcement action on fly tipping through camera deployment and increase partnership and community action.
- Encourage and promote recycling and support national recycling targets and campaigns
- Improve communication and information sharing with partners on environmental crime issues, including graffiti, littering and dog fouling.
- Promote a well-maintained Public Rights of Way Network to make it better for leisure and daily use.
- Ensure that the design and location of new development must take account of the need to improve air quality through the Local Plan and in line with Sevenoaks District Council's Air Quality Action Plan.

Sevenoaks District Community Plan Priorities for Action 2019-2022

Priority 3

Ensure new development is designed to a high quality and takes into account the distinctive local character and the impact on the environment

We will:

- Use planning policies to ensure that new homes have a locally inspired distinctive character, integrate with surroundings, reinforce existing connections and create new ones, and take advantage of existing topography and landscape features.
- Ensure new development takes into account relevant design guidance, including Design Review, Supplementary Planning Documents, the Kent Design Guide, Conservation Area Appraisals and Management Plans, Neighbourhood Plans and relevant AONB Management Plans.
- Use planning policies to ensure new development satisfies Local Plan requirements relating to residential amenity, noise and outdoor lighting.
- Use planning policies to ensure that new development provides means of access for vehicles, pedestrians and well integrated car parking.
- Support climate change mitigation and adaption measures through the Local Plan.
- Improve the quality and use of the existing housing stock to improve local energy efficiency and raise awareness of the Sevenoaks District Switch and Save scheme.
- Avoid development in areas at risk of flooding through the Local Plan and ensure that measures to mitigate the effects of flooding are installed where appropriate.
- Promote and protect blue and green infrastructure (blue landscape elements are linked to water) and safeguard places for wildlife and nature through the Local Plan, including the use of Sustainable Drainage Systems.

Did you know?

Sevenoaks District Council is the only Council in the county to maintain a weekly rubbish and recycling service. This allows Sevenoaks District Council to send less than 2% of waste to landfill.

Sevenoaks District Council has the busiest Planning Team in the county of Kent. This reflects the dynamic nature of the District and the pressures on it too.

During 2017/18 a Sevenoaks District Open Space, Sport and Leisure Study was undertaken as well as a Playing Pitch Strategy endorsed by Sport England. These now form part of the supporting evidence for the Local Plan.



Healthy Environment

We want Sevenoaks District to be a place where people have healthy lifestyles and where health inequalities are reduced

Insert Picture

What you said

“Reduce loneliness and isolation”

“Provide better coordination for holistic health and care services, making partners work around the needs of the individual”

“Focus on prevention and increase preventative activities, rather than having to deal with people at the point of crisis”

Healthy Environment

Sevenoaks District Council has produced a new Housing Strategy, “Wellbeing Starts at Home” (2017), that recognise that our homes have an impact on health, as it is the place we spend the majority of our time. We want to use all of our public health and place-shaping tools to create environments that support wellbeing. We believe that our homes can have a significant impact on peoples’ health and homes that are badly maintained, full of hazards, cold and damp, will cause our health to suffer.

Health is not just about health care it is about lifestyle choices, decent housing, social networks, and access to leisure and open spaces. We want to create healthy communities and environments supported by services and infrastructure.

We recognise that social isolation and loneliness are key issues that have a negative effect on health, and that people need to connect with their local communities. The rural nature of our District means that many older and vulnerable people are still finding it difficult to access key health services by public transport.

We are working to transform health and social care services based around the needs of the individual. We are also aware of the continued impact on health and social care services of an increasingly frail and ageing population, together with an increase in the number of people suffering from dementia.

The NHS Sustainability and Transformation Plan (STP) for Kent and Medway sets out how health services need to change over the next five years to achieve the right care for people for decades to come. It is about making sure that services are prevention focused and coordinated around the needs of the individual, and that all partners’ services think about health care needs.

What you said

From our consultations, we know residents are most concerned about:

- Finding it difficult to access services, particularly General Practitioner and hospital appointments.
- Needing a preventative approach to healthy lifestyles and investment in leisure services and infrastructure.
- Supporting vulnerable people to remain independent and helping them take more responsibility for their own health.
- Promoting the benefits of active travel, e.g. everyday walking and cycling in support of health and mental health.
- Loneliness and isolation harming health and wellbeing.
- Providing suitable accommodation for older people, particularly support services and accommodation for people with dementia.
- Providing more joined up support for the frail and elderly.
- Promoting more joined up patient-centred working.
- Making better use of technology to support people’s health care needs.
- Supporting voluntary and community groups who are providing services.

Healthy Environment - Your Priorities

Priority 1

Reduce health inequalities and improve health and wellbeing for all

We will:

- Develop a campaign to tackle the stigma attached to loneliness and isolation and provide staff training on support services available to residents.
- Use the Local Plan to ensure new development is designed to improve mental health and reduce loneliness.
- Carry out Health Impact Assessments for new development as defined in the Local Plan and ensure mitigation of impacts on health, wellbeing and safety.
- Work with health partners to focus on an integrated place-based approach to health and wellbeing and aim to strengthen individual and community resilience.
- Transform the health and social care workforce by promoting independence and self-care (based on Kent County Council's Esther Model);
- Deliver One You initiatives that have an impact on obesity, long-term conditions, mental health and physical activity, loneliness and isolation.
- Work in partnership to support people with health and long-term conditions to prevent them progressing to high and very high levels of frailty.
- Carry out annual physical health assessments and provide follow-up care for people with serious mental illness.
- Work with partners to build the capacity of mental health crisis support services to meet local community needs.
- Work with partners in the Sevenoaks District Health Action Team to identify and address gaps in services through the Health Inequalities Action Plan.
- Work with General Practitioners and other health partners to identify and provide coordinated services for the most vulnerable through the NHS Multi-Disciplinary Team process.
- Use a variety of communication methods, including digital marketing, to take health and wellbeing information to residents.

Priority 2

Tackle the housing causes of health and wellbeing issues

We will:

- Through Sevenoaks District Council's Housing Strategy, "Wellbeing starts at home", help older and vulnerable people remain independent and self-care, by health proofing housing and using assistive technology to improve support.
- Deliver innovative health and housing programmes to provide aids, adaptations and devices and to enable people to live more independently and provide support for them to return home from hospital as soon as they are clinically ready.
- Tackle the housing causes of ill health through the work of the Council's HERO (Housing Energy Retraining Options) and SuperHERO advice services.
- Support new housing designed for older people, and for people with physical disabilities, including specialist retirement accommodation and register care homes (particularly dementia-specialist) both market and affordable through the Local Plan.
- Identify grants and other funding opportunities to improve housing and support independent living.

Sevenoaks District Community Plan Priorities for Action 2019-2022

Priority 3

Encourage access to health services for all

We will:

- Consider health and social care needs set out in the Sevenoaks District Infrastructure Delivery Plan as part of the Local Plan.
- Assess and address gaps in General Practice primary health care services through the NHS Health and Social Care Sustainability and Transformation Plan (STP) process and establish a single primary care strategy for Kent and Medway.
- Work with partners to develop community hubs to offer holistic and more joined up health services based on a person-centred approach.
- Ensure that a health in all policies approach that links a wider range of services such as leisure and housing advice services to the health prevention agenda to have an impact on health and wellbeing.
- Provide training for front line health and social care staff in “Active Signposting” to ensure patients are directed to the most appropriate help.
- Encourage people with disabilities to take part in sport and volunteering.
- Support the retention of existing sport and leisure, unless it can be re-provided, taking into account local needs and improvements in quality through the Local Plan.
- Ensure new development takes into account open space and infrastructure.
- Support proposals to improve the quality of and/or access to the District’s open spaces, Public Rights of Way and cycling routes through the Local Plan.
- Support active lifestyles through Kent County Council’s Rights of Way Improvement Plan and actions to increase health and wellbeing benefits.
- Support and promote voluntary and community transport schemes.

Did you know?

People with serious mental illness face a shorter life expectancy by an average of 15-20 years, are 3 times more likely to smoke, 3½ times more likely to lose all teeth, at double the risk of obesity and diabetes and 3 times the risk of hypertension.

Being lonely means you are 3.4 times more likely to suffer depression, 3.5 times more likely to need residential care, 1.8 more likely to end up visiting a GP and 1.6 times more likely to end up in Accident and Emergency.

From 2014/15-2016/17, the recorded dementia prevalence rate in the Sevenoaks District was 0.8% of patients on GP registers (all ages). This is in line with the Kent average but represents an increasing trend from 2012/13 (0.6% average for Kent)



Dynamic Economy

We want Sevenoaks District to be a place with a thriving local economy, where businesses flourish and people have skills for employment

Insert Picture

What you said

“Target and support those who want to work but need help overcoming barriers”

“Continue to provide support for businesses in the District, including developing business centres and business hubs”

“Look at the challenges and opportunities from Brexit, particularly given our close connection with London”

Sevenoaks District Community Plan Priorities for Action 2019-2022

Dynamic Economy

Sevenoaks District Council's Economic Development Strategy 2018-2021 sets out five themes for Economic Development. These include growth and investment to regenerate key market towns, infrastructure to serve our communities, visitor economy to maintain the District as a key destination for visitors, skills to ensure residents and businesses can gain the skills they need and enterprise, to ensure our District continues to be a place where businesses can prosper and grow.

It also looks at our District's economic strengths, weaknesses, threats and opportunities. One of our most significant challenges continues to be the pressure on employment sites for housing and the extension of permitted development rights to allow conversion of offices to housing. There are also concerns about the varying quality of mobile and broadband coverage across the District and changes in the retail sector because of online shopping that are affecting our high streets.

The emerging Sevenoaks District Local Plan is also working to support a vibrant and balanced economy. It does this through measures to protect employment sites and have planning policies in place to create employment opportunities and vibrant town and local centres as well as protecting existing tourism attractions and encouraging tourism in urban and rural areas.

As economic growth is linked to housing, affordability of housing, transport and supporting infrastructure in our District are significant issues affecting businesses and their ability to recruit and retain staff.

What you said

From our consultations, we know residents are most concerned about:

- Businesses needing good movement of goods and services and people and better transport infrastructure to support this.
- Helping local business to employ local apprentices to improve work opportunities of local people and allowing young people to have a great start to their working life.
- Regenerating New Ash Green, Swanley and Edenbridge.
- Opportunities for more informal overnight stay accommodation to support tourism.
- Accessibility and quality and connectivity of transport services affect how we attract and retain businesses.
- Looking at how we are supporting more vulnerable groups into pathways to employment and training.
- Making sure local shops are viable to meet the needs of the local communities they serve.
- Continue providing support for businesses.
- Creating opportunities to develop business hubs and business centres.
- Supporting local people with skills is essential, particularly given we have no higher or further education facilities in the District.
- Looking at broadband speed and reliability as well as mobile phone networks and thinking about the impact on rural economy.
- Look at Brexit threats and opportunities for business in the District.

Dynamic Economy - Your Priorities

Priority 1

Promote economic growth and investment

We will:

- Identify and retain sites for employment, in the District and protect office accommodation through the Local Plan to support the economy.
- Through our planning policies, support the development of new employment allocations, and other new employment units for small to medium sized businesses in suitable locations.
- Use planning policies to restrict the scope of permitted development rights on all office accommodation and relating to office space conversions to residential conversions.
- Encourage investment and promote “inward investment” to secure new employment and retail sites and buildings in the District.
- Work to secure investment and regeneration in towns and large villages, including Swanley Town Centre and New Ash Green and Edenbridge.
- Use Planning Policies to focus on employment needs and place-making within the major towns in the Sevenoaks District.
- Work with neighbouring Local Authorities to take into account the impact of major developments outside the District, including Gatwick, Biggin Hill, Ebbsfleet and Dartford’s London Resort.

Priority 2

Improve skills for employment

We will:

- Assess residents employment support needs, provide joined-up support and signpost people to appropriate services to meet their needs, particularly those needing the most support to access jobs and training.
- Develop and implement supported internship programmes working with young people registered with an Education and Health Care Plan.
- Create links between Employer Guilds and key statutory and voluntary sector partners to look at opportunities in key sectors, including construction, health and social care, financial services, land based and creative and media.
- Support initiatives that prevent people from becoming NEET (Not in Employment, Education or Training) or support people who are NEET into pathways to work, education or training.
- Develop stronger relationships with education and training providers through the work of the Local Strategic Partnership Supporting People into Employment Group.
- Delivering the West Kent Enterprise Adviser Network to secure our future workforce and championing training in the workplace for older people.
- Promote apprenticeships, degree level apprenticeships, and other pathways to careers.
- Participate in regular skills fairs.
- Work with the University of the Third Age and the Sevenoaks District Older People’s Forum to support adults to remain economically active and provided with opportunities to reskill.
- Look at opportunities for supported housing initiatives linked to education and skills.

Sevenoaks District Community Plan Priorities for Action 2019-2022

Priority 3

Improve broadband connectivity and support people to be more digitally aware

We will:

- Use planning policies to ensure that new development is technology ready, including the provision of high quality telecommunications and broadband connections.
- Develop a partnership digital inclusion strategy mapping support available to residents in the community.
- Work with the West Kent Partnership to implement high-speed (5G) broadband services across West Kent and address local issues with mobile phone coverage.

Priority 4

Keep existing businesses, encourage new businesses and tourism

We will:

- Support new and existing businesses through a “team around the business” approach.
- Work with Visit Kent and Produced in Kent to promote and market the District’s tourism offer.
- Work with the agencies to look at opportunities for funding opportunities for rural business through the West Kent Partnership
- Use planning policies to encourage the re-use of existing retail units, where appropriate, to ensure active frontages (e.g., retail, community, food and drink usage and fronts of residential units are located long major routes and adjacent to areas used by the public).
- Use planning policies to support the provision of sustainable tourism development.
- Support tourism sector initiatives to develop a wider overnight stay accommodation choice.
- Work with Visit Kent, Produced in Kent and other to promote tourism.

Did you know?

In the period 2018 and 2036, there will be a 0.7% reduction in the working age population at a time when we have an increasing demand on social care services due to an ageing population.

91% of businesses in the District have fewer than 10 employees.

There are 30 large employment sites in the District, which provide land for accommodation, warehousing and industrial uses

The Sevenoaks Visitor Economy represents £230 million to the local economy, with 3.9 million visitors and 5,032 jobs.



Sustainable Economy

Where people can live, work and travel more easily
and are empowered to shape their communities

Insert Picture

What you said

“More affordable housing, I am 24 and work full time yet any housing is way out if my budget”

“We've seen in our locality a lot of removal, reduced and changed bus services which have directly impacted on accessing GP surgeries, shops, schools etc...”

“Provision of electric car charging points will be more important for the future”

Sustainable Economy

Sevenoaks District provides excellent transport connectivity, particularly to London and the London airports. However, residents have told us that they continue to have particular issues accessing key local services and facilities. A new Strategic Transport Assessment is currently in development and will provide information about transport implications for the emerging Sevenoaks District Local Plan. The Local Plan will also have regard to Kent County Council's refreshed Growth and Infrastructure Framework (2018) and the Local Transport Plan 4: Delivering Growth Without Gridlock (2016-2031) which sets out transport priorities for the Sevenoaks District.

The Local Plan looks to ensure that communities are well connected and supported by appropriate infrastructure. The Local Plan will make provision for integrated and improved transport infrastructure. We also need to make sure we make the best use of the Community Infrastructure Levy (CIL) for the benefit of residents.

Sevenoaks District Council's Housing Strategy, "Wellbeing Starts at Home" (2017) is based on a comprehensive district-wide Housing Needs Study. It recognises that house prices in the district are still not affordable for many people. The strategy aims to support innovative schemes to give young people a chance to own their own home in the District where they grew up. Together with the Local Plan, which will provide for housing choices, it is recognised that there needs to be more thought, more options, more supply and better design to make downsizing more popular for older people and free up homes for families, provide supported accommodation for older and vulnerable people and affordable housing in rural areas. Residents are also concerned that new housing is supported by appropriate infrastructure.

Local services need to respond to the needs of the residents we all serve, and residents need to have a chance to be involved in shaping the services and issues that affect their local community.

What you said

From our consultations, we know residents are most concerned about:

- Needing more frequent and timely public transport services, improved access to local services and facilities, particularly hospitals and GPs and schools, more services at evenings and weekends and improved transport connectivity.
- Ensuring that infrastructure is a key consideration in new developments, particularly transport infrastructure.
- Improving access to services in villages and rural areas.
- Need for more affordable housing, including housing for young people whose income cannot match the cost of housing in the area and housing to meet the needs of older people.
- Do more work to bring empty properties back into use and work with private landlords to bring more private sector rentals onto the market.
- More partnership working to encourage and support community activities.

Sustainable Economy - Your Priorities

Priority 1

Make it easier for people to travel to key local services and improve infrastructure

We will:

- Produce an Infrastructure Delivery Plan that supports the implementation of the Local Plan and how and when necessary infrastructure schemes will be delivered throughout the plan period.
- Ensure that through the Local Plan, where new development creates a requirement for new or improved infrastructure, that developers will provide or contribute to that requirement.
- Work in partnership with Kent County Council, Highways England and other transport delivery partners to mitigate adverse travel impacts from new development, promote sustainable modes of travel and encourage initiatives, which seek to improve health and wellbeing.
- Produce a new Transport Strategy for the District based on the Strategic Transport Study (commissioned by Sevenoaks District Council) to facilitate improvements to transport in the District.
- Consider the transport infrastructure needs set out in the Sevenoaks District Infrastructure Delivery Plan as part of the Local Plan.
- Use planning policies to make provision for integrated and improved transport infrastructure, including electric vehicle charging points through direct improvements and/or developer contributions.
- Promote safe and high quality pedestrian and cycling routes to key local services, transport interchanges such as bus and rail services through the Local Plan and the Sevenoaks District Cycling Strategy.
- Use the Community Infrastructure Charging scheme to provide funding for infrastructure to address funding gaps to deliver local and/or strategic schemes.
- Continue to use S106 (of the Town and Country Planning Act 1990) for site-specific, on-site infrastructure improvements, including open spaces, highways and sustainable transport improvements.
- Provide community grant funding and promote voluntary and community transport schemes.

Priority 2

Provide a good mix of decent and affordable housing across tenures

We will:

- Deliver the Sevenoaks District's Housing Strategy, "Wellbeing Starts at Home" and deliver actions to provide a good mix of decent housing across tenures.
- Ensure that new housing creates mixed, balanced and inclusive communities, including housing for older people and people with physical disabilities, through the emerging Local Plan.
- Ensure that new housing contributes to the delivery of affordable housing (including social rented, affordable rented and intermediate housing) through the emerging Local Plan.
- Increase the amount of private rented housing in the District.
- Explore measures with a view to reducing under-occupation and over-crowding and support people wanting to downsize through the District Housing Strategy.

Sevenoaks District Community Plan Priorities for Action 2019-2022

Priority 3

Help people to shape their local communities

We will:

- Ensure that local people are placed at the centre of our services and that they are involved in designing and shaping services and the issues that affect them or their local areas.
- Work with local communities on community-led housing initiatives.
- Support Neighbourhood Plans through the Sevenoaks District Local Plan.
- Through the Local Plan, encourage community-based participation in shaping public spaces and in a way that improves social, economic and cultural opportunities.
- Support work that enhances community connections to tackle loneliness and social isolation.
- Support the voluntary, community and faith sectors in community activities and local initiatives that support the Sevenoaks priorities set out in the Community Plan.
- Create opportunities for people to be involved artistically and culturally and to exercise and improve their health and wellbeing, in the tranquil and inspiring Areas of Outstanding Natural Beauty in the District.
- Work to support community assets and increase community resilience.
- Engage local residents in the remodelling of Local Care systems for health and wellbeing.
- Set up a voluntary sector forum for voluntary, community and faith groups.

Did you know?

House prices in the Sevenoaks District are up to 17 times higher than the average yearly wage, making it almost impossible for younger people to step onto the housing ladder.

During 2017/18, the Community Infrastructure Levy (CIL) Board agreed a total value of £1.26 million for infrastructure projects in the Sevenoaks District, including Swanley Station improvements.

The headline housing need for the Sevenoaks District is currently 698 homes to be built every year (figure provided by central government and subject to change). This is quadruple the existing target of 165.

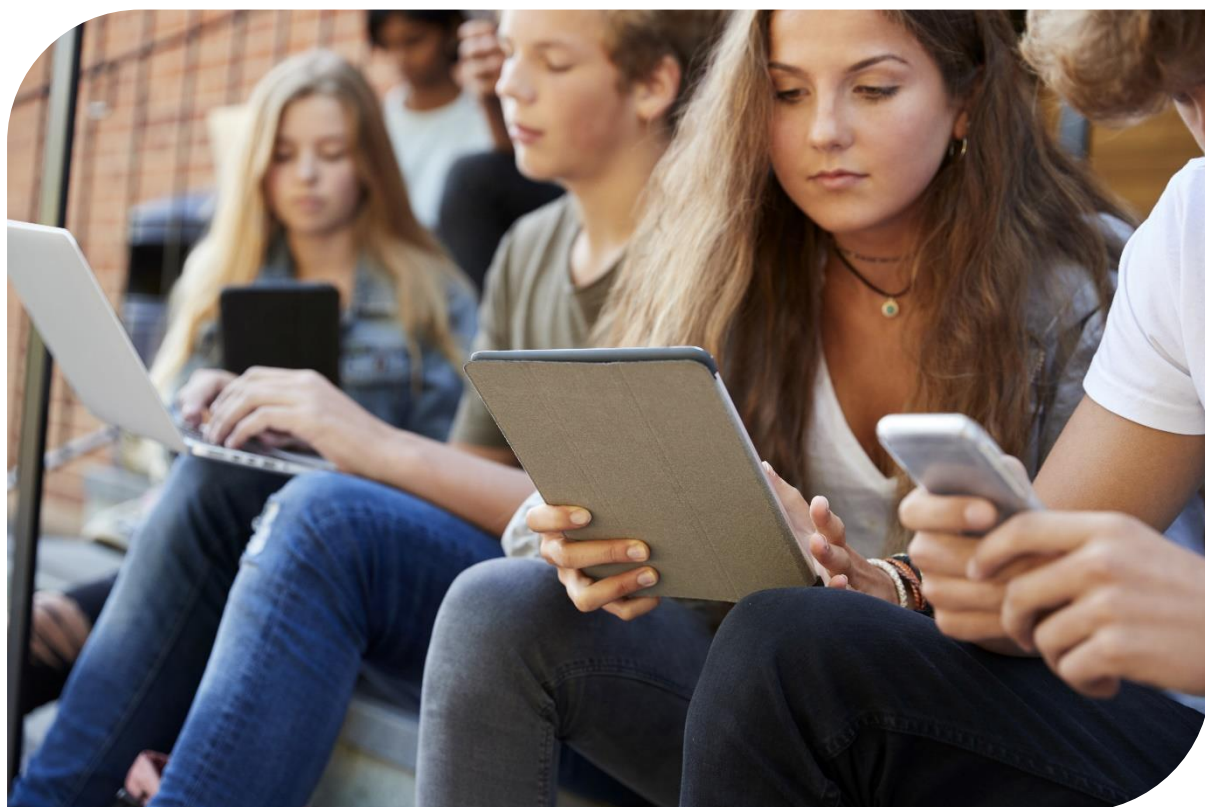
Public Consultation Draft

For more information or to get in contact

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Email community.plan@sevenoaks.gov.uk



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Safe Communities

1. 85% of actions in the Community Safety Partnership action plan achieved each year.
2. Keep overall crime amongst the lowest in the county and aim for an improvement in that position.
3. Maintain the low number of ASB incidents (no higher than 3rd in the county).
4. Road safety measures undertaken to prevent people from being killed or seriously injured on local roads.
5. Enforcement action taken against dangerously or illegally parked cars.

Lead Agencies: Community Safety Partnership/Kent Police/Kent County Council

Caring Communities

1. Increased number of people supported to live independently.
2. Reduced loneliness and social isolation through social prescribing schemes.
3. Sevenoaks Local Children's Partnership Group (LCPG) to produce set of indicators focused on LCPG priorities, with at least 75% of core indicators on target.
4. The number positive outcomes where homelessness has been prevented.
5. Deliver actions in the Sevenoaks District Housing Strategy, "Wellbeing Starts at Home" to meet the needs of vulnerable and low-income households and improve the condition of existing stock.
6. Improve opportunities for vulnerable people through the Community Grant Scheme.

Lead Agency: Sevenoaks District Council and Sevenoaks Local Children Partnership Group

Green Environment

1. Planning policies used effectively as monitored through the Local Plan to protect our high quality natural environment, including Green Belt, Areas of Outstanding Natural Beauty and biodiversity.
2. Use and enforce Planning Policies set out in the Local Plan to ensure new development is designed to a high quality and takes into account distinctive local character and impact on the environment.
3. Weekly refuse service collection maintained.
4. Recycling campaigns delivered.

Lead Agency: Sevenoaks District Council

Healthy Environment

1. Produce new Health Inequalities Action Plan with 75% of actions achieved in the first year rising to 80%.
2. 85% of success measured in the District Deal to be on target.
3. Service improvements delivered through a health in all policies approach.
4. Actions delivered in Sevenoaks District Council's Housing Strategy, Wellbeing Starts at Home, focused on supporting the Council's health outcomes and supporting people to remain independent.

Lead Agency: Sevenoaks Health Action Team

Dynamic Economy

1. Deliver actions against the key themes set out Economic Development Strategy (2018-21) for Growth and Investment, Infrastructure, Visitor Economy, Skill and Enterprise.
2. Develop smart action plan for the Local Strategic Partnership Skills Sub-Group and deliver positive outcomes.
3. Digital inclusion strategy developed and deliver positive outcomes.
4. Funding secured for business support programmes and rural businesses.

Lead Agencies: Sevenoaks District Council and Kent County Council

Sustainable Economy

1. Projects delivered through the CIL infrastructure plan.
2. Deliver actions in the Sevenoaks District Housing Strategy, "Wellbeing Starts at Home" to provide a good mix of decent and affordable housing.
3. A new Transport Strategy for the District produced, which facilitates improvements to transport in the district.
4. Increased number of people who are helped to shape their local community.

Lead Agencies: Sevenoaks District Council, Kent County Council and the Local Strategic Partnership

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Item 6 - Adoption of the High Weald AONB management plan 2019-2024

The attached report was considered by the Planning Advisory Committee on 12 March 2019. The relevant Minute extract is below.

Planning Advisory Committee (12 March 2019, Minute 32)

The Principal Planning Officer (Policy) presented the report which sought adoption of a management plan for the High Weald Area of Outstanding Natural Beauty (AONB), which the Council was legally required to do.

The High Weald AONB Management Plan review (2019-2024) was approved by the Joint Advisory Committee (JAC) of the AONB unit on 28 November 2018 after public consultation and with input from the Council. It was recommended that the Council adopt the Plan as it would assist in understanding the key characteristics of the AONB and therefore developing policies and making development management decisions to protect and enhance the natural beauty of the landscape of the High Weald AONB.

Cllr Dickins addressed the Board as the Council's representative on the High Weald Area of Outstanding Natural Beauty - Joint Advisory Committee. He thanked Officers for all their work. He stated that 60% of the District was AONB and had a great impact on the visual landscape and land use. The Plan looked to preserve it and take it forward into the twenty-first century.

Public Sector Equality Duty

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

Resolved: That it be recommended to Cabinet to adopt the High Weald AONB Management Plan and to provide a link to the document on the Council's website.

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ADOPTION OF THE HIGH WEALD AONB MANAGEMENT PLAN 2019-2024

Cabinet - 4 April 2019

Report of	Chief Planning Officer
Status	For Decision
Also considered by	Planning Advisory Committee - 12 March 2019
Key Decision	Yes

Executive Summary: Sevenoaks District Council is legally required to adopt a management plan for the High Weald Area of Outstanding Natural Beauty (AONB).

The High Weald AONB unit have produced a management plan that was agreed by its Joint Advisory Committee in November 2018 after public consultation and with input from the Council.

The management plan sets out the key characteristics of the High Weald in terms of natural beauty and is an important guidance document for development within the AONB.

This report supports the Key Aim of ensuring that Sevenoaks District remains a great place to live, work and visit.

Portfolio Holder Cllr. Robert Piper

Contact Officer Helen French, Ext. 7357

Recommendation to the Planning Advisory Committee: That it be recommended to Cabinet to adopt the High Weald AONB Management Plan and to provide a link to this Document on the Council's website.

Recommendation to Cabinet: To adopt the High Weald AONB Management Plan and to provide a link to this Document on the Council's website.

Reason for recommendation: To fulfil the statutory duty arising from the Countryside and Rights of Way Act 2000 to prepare a management plan for the High Weald AONB.

Introduction and Background

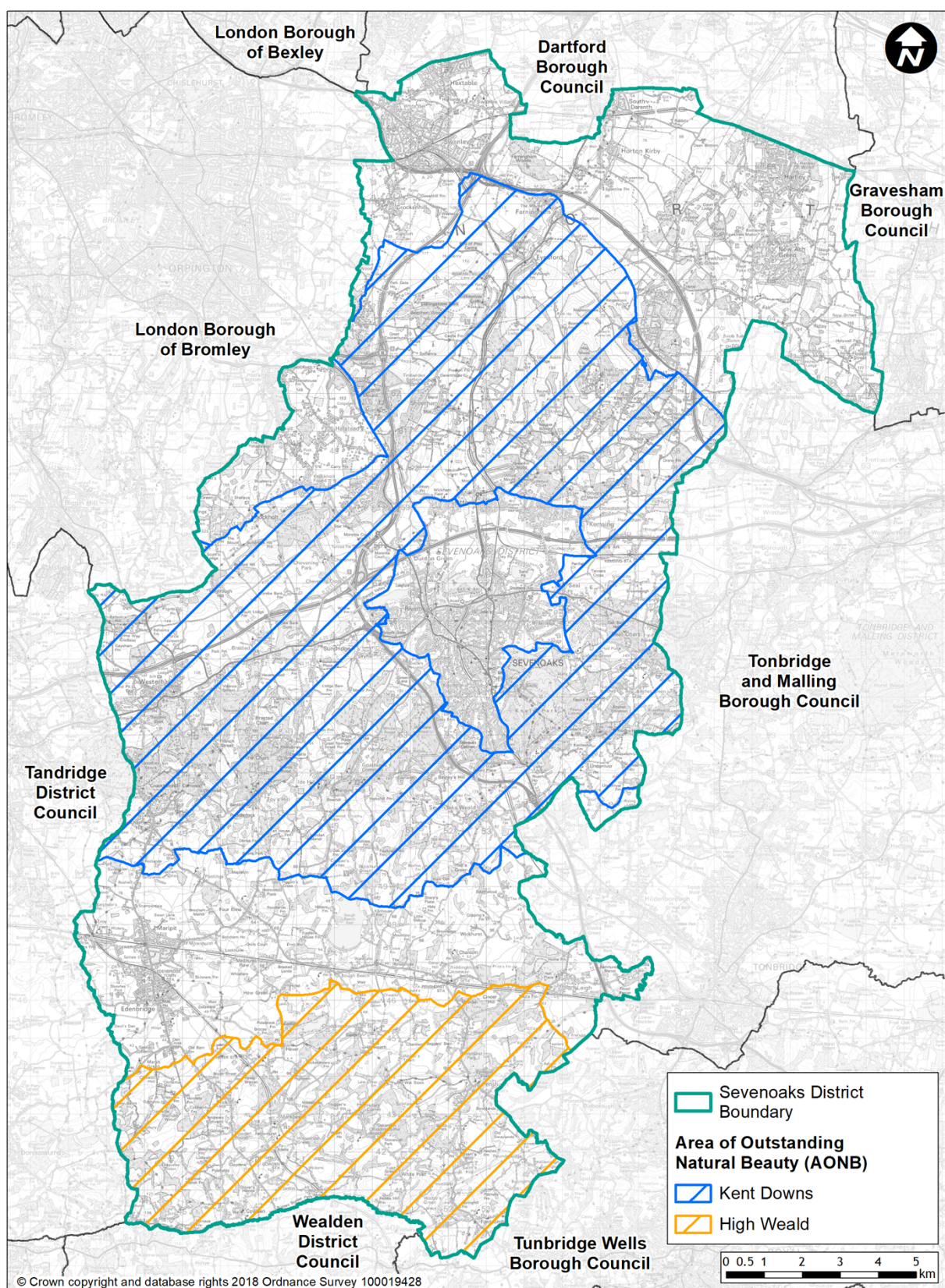
- 1 Under the Countryside and Rights of Way (CROW) Act 2000, Section 89, local authorities with land in an Area of Outstanding Natural Beauty (AONB) are legally obliged to prepare and publish an AONB Management Plan which

Agenda Item 6

'formulates their policy for the management of the area and for the carrying out of their functions in relation to it', and to review this Plan every five years. Where an AONB crosses administrative boundaries local authorities are required to act jointly to produce the Plan.

- 2 Sevenoaks District Council has two AONBs as shown in Map 1, which includes the Kent Downs AONB which runs across the centre and north of the District and the High Weald AONB which runs across the southern part of the District. A management plan is required for both; however this report outlines the management plan for the High Weald AONB only, with the Management Plan for the Kent Downs AONB expected shortly and which will be discussed at a later date.
- 3 The partnership of 15 local authorities with land in the High Weald AONB first published a joint management plan for the area in 1994. In 2004 a statutory plan was produced as a rolling 20 year strategy to be reviewed every 5 years. The last Management Plan Review was carried out in 2013 and this was presented to the Local Planning and Environment Advisory Committee in January 2014. The document was adopted by the Council in February 2014. The current review covers the period 2019-2024.
- 4 This High Weald AONB Management Plan (2019-2024) was approved by the Joint Advisory Committee (JAC) of the AONB unit on 28th November 2018.
- 5 The AONB Management Plans are important guidance documents. They are referenced in the current and emerging Local Plan and have helped to shape the environmental and landscape policies. They are also used in decision making in Development Management. In addition to this they are used as a tool for developers to help them understand what elements of the natural beauty are important to this AONB and what issues any new development should avoid, preventing further harm to the natural beauty of the landscape.
- 6 It should be noted that this is not a consultation document as considerable consultation has already taken place on the proposed Management Plan between 13th June and 25th July 2018. The Council has been involved in the development of the Plan through its membership of the AONB unit and through comments on the draft plans. Any changes requested through the adoption process should be minor in nature and not materially affect the plan.

Map 1: Areas of Outstanding Natural Beauty in Sevenoaks District



Background

- 7 AONBs are national designations carried out by Natural England. The main purpose of an AONB designation is to conserve and enhance the natural beauty of the landscape. The legal status and importance of AONBs is on a par with National Parks although they do not have the same administrative arrangements.
- 8 The designation of the High Weald AONB was confirmed in 1983. It is the fourth largest covering areas of Surrey, Kent, East Sussex and West Sussex. Sevenoaks District Council is a member of the High Weald Joint Advisory Committee (JAC), a partnership of the 4 County and 11 District authorities that cover the High Weald Area of Outstanding Natural Beauty (AONB) and who each according to their relative interest jointly fund the JAC. Cllr Matthew Dickins currently represents SDC on the JAC and Helen French is the lead officer.
- 9 The CROW Act:
 - places a duty on all public bodies and statutory undertakers to ‘have regard’ to the purposes of AONBs; and
 - reaffirms the original purposes of designation and confirms the powers of local authorities to take appropriate action to conserve and enhance the natural beauty of AONBs.
- 10 The National Planning Policy Framework places great weight on conserving landscape and scenic beauty in AONBs, giving them the highest status of protection in relation to landscape and scenic beauty. It also states that planning policies and decisions should contribute to and enhance the natural and local environment, which this document will assist us in.

Links to other Council Policy and Strategy

- 11 The AONB Management Plan has the potential to improve the quality of life for residents of Sevenoaks District living and working in and around the AONBs through the conservation and enhancement of their landscape and supporting the social and economic wellbeing of communities.
- 12 The guidance provided in the AONB Management Plans is supported by the Council’s Core Strategy (2011) under Policy SP1 and in paragraph 2.33 of the Allocations and Development Management Plan. It is also supported in Policy LA1 of the Proposed Submission Version of the Local Plan. More widely, the use of the Management Plans can assist the Council in delivering the greener aims contained within the SDC Community Plan.

The High Weald AONB Management Plan

- 13 The AONB Management Plan sets out the key features of the High Weald and what contributes to the natural beauty and distinctive character of the area. Some of the main visions from the Plan, includes, that it:
- Retains its distinctive landscape character and beauty.
 - Displays a thriving wildlife and improves ecological quality in its highly connected and biodiverse landscape.
 - Engages people with nature and contributes to the health and well being of people within and outside the area.
 - Demonstrates a consistent approach to planning across the AONB, allowing for appropriate housing and economic needs of thriving communities without compromising the historic settlement pattern.
 - Celebrates woodland history and nurtures a woodland economy.
 - Facilitates participation by people, their communities and businesses in conserving the area and managing change.
- 14 The Plan can be used to guide environmental land management and assess the impact of development or other changes on the AONB
- 15 Local Planning Authorities use the document for the following:
- To identify detrimental effects of proposed development on the AONB helping ensure that development is ‘landscape led’ and contributes to conserving and enhancing natural beauty,
 - Use the plan and underpinning data to assist with green infrastructure planning across the AONB and wider South East.
 - Use the Plan as a checklist against which to assess the impact of policies and other activities on AONB purpose to fulfil the requirements of CROW Act 2000 Section 85.
- 16 In particular it sets out key characteristics for each component of natural beauty, which identify what is special about the High Weald Landscape and beauty, and that should be afforded great weight in planning decisions. The plan and the objectives for each component in particular act as a check list or set of criteria against which policy and actions can be assessed.

Agenda Item 6

- 17 The Natural Beauty of the High Weald has five defining components of character:
- Geology, landform and water systems- as it is a deeply incised, ridged and faulted landform of clay and sandstone.
 - Settlement - as it consists of a dispersed historic settlement including high densities of isolated farmsteads and late Medieval villages founded on trade and on-agricultural rural industries.
 - Routeways - as it has a dense network of historic routes
 - Woodland - as it consists of an abundance of ancient woodland, highly interconnected and in small holdings.
 - Field and heath - as it consists of small irregular and productive fields, bounded by hedgerows and woods.
- 18 The Management Plan looks at each of these components and identifies key characteristics of each one and how it contributes to the natural beauty of the landscape. It also lists the top five issues under each component that can threaten the natural beauty of the landscape, including development. It also lays out some clear objectives for each one. This helps Local Authorities and also developers to identify what contributes to the natural beauty of the landscape, how development can be in keeping with the existing identified characteristics and also what issues need to be addressed by any new development within it.
- 19 In addition to the above it also considers the land-based economy and related rural life, and how this is bound up with, and how it underpins the observable character of the landscape.
- 20 It also considers other qualities, such as:
- High Weald Charter for Residents and Visitors - how people relate to and connect with the landscape.
 - Locally distinct features such as historic parks and gardens, orchards, biodiversity and locally distinctive historic buildings and how they enrich the character and components of the landscape.

21 The plan is supported by the following documents:

- Habitat Regulations Assessment (HRA)
- Equalities Impact Assessment (EQIA)
- Strategic Environmental Assessment (SEA)
- Monitoring the Condition of the AONB and Performance of the AONB Management Plan
- Consultation Statement

Summary of main amendments to the current Management Plan.

22 This review does not represent a significant policy shift in the Management Plan, but is generally a light touch review of the existing document. The main changes in this new Plan include:

- Each of the five main components now identifies a number of key characteristics that contribute to the natural beauty of the landscape, which assist in understanding the existing character of the AONB and also how to take development forward.
- Updates to the relevant facts and figures.
- The document now includes a brief history of the High Weald
- An updated vision
- The top 5 issues to each component have been updated but many of the objectives remain the same, with amended indicators for success (rather than targets).

Summary of Review Process

23 The process of reviewing the Management Plan began in March 2017 led by the AONB unit with input from both Officers and Councillors from each local authority.

24 In 2017 a series of technical workshops based around the key components of natural beauty were held and early public engagement was developed through an on-line questionnaire promoted to AONB contacts and via social media. Nearly 400 people completed the questionnaire and analysis of their responses helped shape the Plan.

25 A public consultation on the Plan was held between 13th June and 25th July 2018. This included consultation with all the local authorities, as well as with statutory bodies and was publicised via e-news and social media. 143 responses were received, 115 from individuals and 28 from organisations.

Agenda Item 6

82% of the respondents 'strongly agreed' with the AONB Vision and 84% of the respondents 'strongly agreed' with the Statement of Significance.

- 26 The High Weald AONB Management Plan review (2019-2024) was approved by the Joint Advisory Committee (JAC) of the AONB unit on 28th November 2018 and it is recommended that the Council adopt the Plan as it will assist us in understanding the key characteristics of the AONB and therefore developing policies and making development management decisions to protect and enhance the natural beauty of the landscape of the High Weald AONB.

Key Implications

Financial

Any cost will be met out of the existing budget.

Legal Implications and Risk Assessment Statement

The Council has a statutory duty to prepare and review a Management Plan for any areas within an Area of Outstanding Natural Beauty. By not adopting the plan the council is in breach of the CROW Act 2000.

Equality Assessment

The High Weald AONB Management Plan has been subject to an EQIA which found that the plan is unlikely to any significant negative impacts on equality.

Appendices

High Weald AONB Management Plan 2019-2024

<http://www.highweald.org/downloads/publications/joint-advisory-committee-papers/2018-2019.html>

Background documents

Habitat Regulations Assessment (HRA)

Equalities Impact Assessment (EQIA)

Strategic Environmental Assessment (SEA)

Monitoring the Condition of the AONB and Performance of the AONB Management Plan

Consultation Statement

All available at

<http://www.highweald.org/downloads/publications/joint-advisory-committee-papers/2018-2019.html>

Richard Morris
Chief Planning Officer

Item 7 - Adoption of Westerham and Seal St Lawrence (Seal) Village Design Statements

The attached report was considered by the Planning Advisory Committee on 12 March 2019. The relevant Minute extract is below.

Planning Advisory Committee (12 March 2019, Minute 33)

The Planning Policy Team Leader presented a report which sought approval of the adoption of the Westerham and St Lawrence (Seal) Village Design Statements as Supplementary Planning Documents. She confirmed that the documents had yet to be agreed by the in-house Council branding group so there was still time to make minor typographical corrections.

In response to a comment on the status and impact of a SPD on development control decisions, the Chief Planning Officer advised that any decision was taken on balance and that a SPD was a material planning consideration and account of all relevant documentation would be taken.

Public Sector Equality Duty

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

Resolved: That it be recommended to Cabinet that approval be given for the adoption of the Westerham and Seal St Lawrence Village Design Statement as a Supplementary Planning Documents.

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ADOPTION OF WESTERHAM AND ST LAWRENCE (SEAL) VILLAGE DESIGN STATEMENTS

Cabinet - 4 April 2019

Report of	Chief Planning Officer
Status	For Decision
Also considered by	Planning Advisory Committee - 12 March 2019
Key Decision	No

This report supports the Key Aim of ensuring that Sevenoaks District remains a great place to live, work and visit.

Portfolio Holder Cllr. Robert Piper

Contact Officer Naomi Sargent, Ext. 7122

Recommendation to the Planning Advisory Committee: That it be recommended to Cabinet that approval is given for the adoption of the Westerham and Seal St Lawrence Village Design Statement as a Supplementary Planning Document.

Recommendation to Cabinet: That approval is given for the adoption of the Westerham and St Lawrence (Seal) Village Design Statements as a Supplementary Planning Document.

Reason for recommendation: To allow the guidance given in these documents to be brought forward by the local community, to be a material consideration in the determination of planning applications.

Introduction and Background

- 1 A Village Design Statement (VDS) is a practical document produced by local people, which forms a material consideration when assessing planning applications and development in their local area.
- 2 The National Planning Policy Framework (NPPF) does not specifically mention VDS's but their use will support the need for good design as covered by chapter 12 of the NPPF.
- 3 Once adopted as a Supplementary Planning Document (SPD), a VDS can provide a clear statement of the character of a village against which planning applications can be assessed. It can also provide a guide for development and can also assist decision makers in providing guidance about

Agenda Item 7

how development should be approached and undertaken so as to respect the local identity and also meet the concerns of local residents. Once adopted the SPD's will supplement the Local Plan.

- 4 There are three VDS's adopted as SPD's in the District including Underriver, Seal Village and Otford Village. There is also one Parish Plan for Otford which has been adopted as an SPD.

Proposed Supplementary Planning Documents (SPD)

- 5 The proposed Westerham Design Statement, prepared by Westerham Town Council, looks at different issues affecting the areas of Westerham and Crockham Hill, including landscape character and open spaces, building design and materials, conservation area, housing development, extensions and alterations, property boundaries and street furniture, surrounding land and agriculture and the surrounding natural environment. Under each category some of the issues that the areas face have been laid out; through this discussion a number of design principles have been raised, at the end of each section, that are wished to see followed for development in the area.
- 6 The proposed St Lawrence (Seal) Village Design Statement, prepared by Seal Parish Council, looks at different issues affecting the ward of St Lawrence in Seal, including landscape character and open spaces, building design, conservation area, housing development, extensions and alterations, property boundaries and street furniture, public footpaths and bridleways, surrounding land and agriculture and the surrounding natural environment. Under each category some of the issues that the areas face have been laid out; through this discussion a number of design principles have been raised, at the end of each section, that are wished to see followed for development in the area.
- 7 Westerham Town Council has prepared the VDS for Westerham. It is now proposed that this document be adopted as SPD. As required by the Town and Country Planning (Local Development) (England) Regulations 2004 (as amended) Consultation Statements have been prepared for each document. These are attached in Appendix A.
- 8 Seal Parish Council has prepared the VDS for Seal St Lawrence with input from the residents of Seal through the Seal Parish Plan Questionnaire in 2010. This VDS is an update of the adopted Seal VDS in 2004. This VDS is linked to the Seal and Underriver VDS's adopted in 2012. It is now proposed that the St Lawrence VDS be adopted as an SPD. As required by the Town and Country Planning (Local Development) (England) Regulations 2004 (as amended) Consultation Statements have been prepared for each document. These are attached in Appendix A.
- 9 The statements illustrate that the proper procedures have been followed in the preparation of this document.
- 10 The VDS's have been sent to the Conservation Team and Development Management for comment and have been amended with the authors to

ensure they are in line with the revised National Planning Policy Framework and the Local Plan. It is therefore recommended that the approval is given for them to be adopted as an SPD.

Key Implications

Financial

Any cost will be met out of the existing budget and MHCLG funding for local planning authorities to support neighbourhood planning will applied.

Legal Implications and Risk Assessment Statement

The SPD and Neighbourhood Plans are prepared under planning legislation. The regulations regarding notification of adoption/approval of these documents will be followed.

Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Appendices

Appendix A - Westerham Village Design Statement 2019

Appendix B - St Lawrence Village Design Statement 2019

Appendix C - Consultation Statement - Westerham

Appendix D - Consultation Statement - St Lawrence

Background documents

None

Richard Morris

Chief Planning Officer

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Westerham Design Statement

October 2018

Agenda Item 7

Westerham & Crockham Hill Design Statement

1. INTRODUCTION

1.1 The Purpose of a Village Design Statement (VDS)

Design Statements are a form of planning guidance to identify the important aspects of the design and character of an area, which then assists developers and householders when designing new development to ensure buildings and associated works are in keeping with, and enhance, the existing character. The purpose of the Design Statement is not to determine where development should take place but is intended to influence and guide planning decisions. VDS's influence the way the statutory planning system operates locally. Some will be adopted as Supplementary Planning Guidance. This means that it can become a material consideration in the planning system. Therefore a key aspect in the preparation of the statement is its compatibility with the statutory planning process. The design guidelines in the VDS refer to the relevant local plan and planning policies of Sevenoaks District Council Development Plan and aim to complement and provide further local clarification of these policies.

1.2 The Westerham & Crockham Hill Design Statement - What does it say?

The Design Statement will provide a description of the Parish of Westerham and Crockham Hill as it is known, observed, valued and loved by the local population in the year 2017, together with guidelines on how any future development should be managed. It will promote an understanding of the character and qualities of Westerham and Crockham Hill, and to indicate some guidelines for any change or development that may be proposed in coming years. It is not about resisting change - it's about managing change in a sensible and sensitive way.

1.3 Preparation and Consultation

A key aspect of Design Statements is that they are written and researched by local communities, with only advisory input from the District Council, and so represent a community view of how new development should be designed in order to retain a sense of place.

The Design Statement is built up from evidence and insight gathered from both the town of Westerham as well as the rural communities including the village of Crockham Hill.

The outcome of this VDS has been created by the people who live and work in the Parish. A task force of volunteers drawn from individuals, local organisations, schools and the National Trust carried out research, surveys and consultations to build an evidence base upon which the design guidelines proposed within this document are formulated. Their valuable input to this process has been greatly appreciated.

1.4 The way forward & how the VDS will be used

The VDS will be submitted to Sevenoaks District Council for adoption as their Supplementary Planning Document for the next ten years, in support of the new SDC Local Plan (2015-2035) which is currently being drafted and which affects the Parish. It is intended for use by developers, Town Planners and residents in the form of guidance for future developments to the built form of the settlements that are sympathetic to the historic setting of the Parish whilst managing its growth and change in the future. It will be reviewed at the end of that time, even if no changes are needed.

The VDS has been prepared in accordance with the National Planning Policy Framework (NPPF), Sevenoaks District Council's adopted Core Strategy 2011 and Allocations and Development Management Plan 2015. In particular, Policy SP1 of the Core Strategy requires 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.

The Kent Downs AONB Management Plan is also taken into consideration, which can be found at the following link: <https://www.kentdowns.org.uk/landscape-management/management-plan/>

The policy states further that account should be taken of the guidance adopted by the Council, including Village Design Statements.

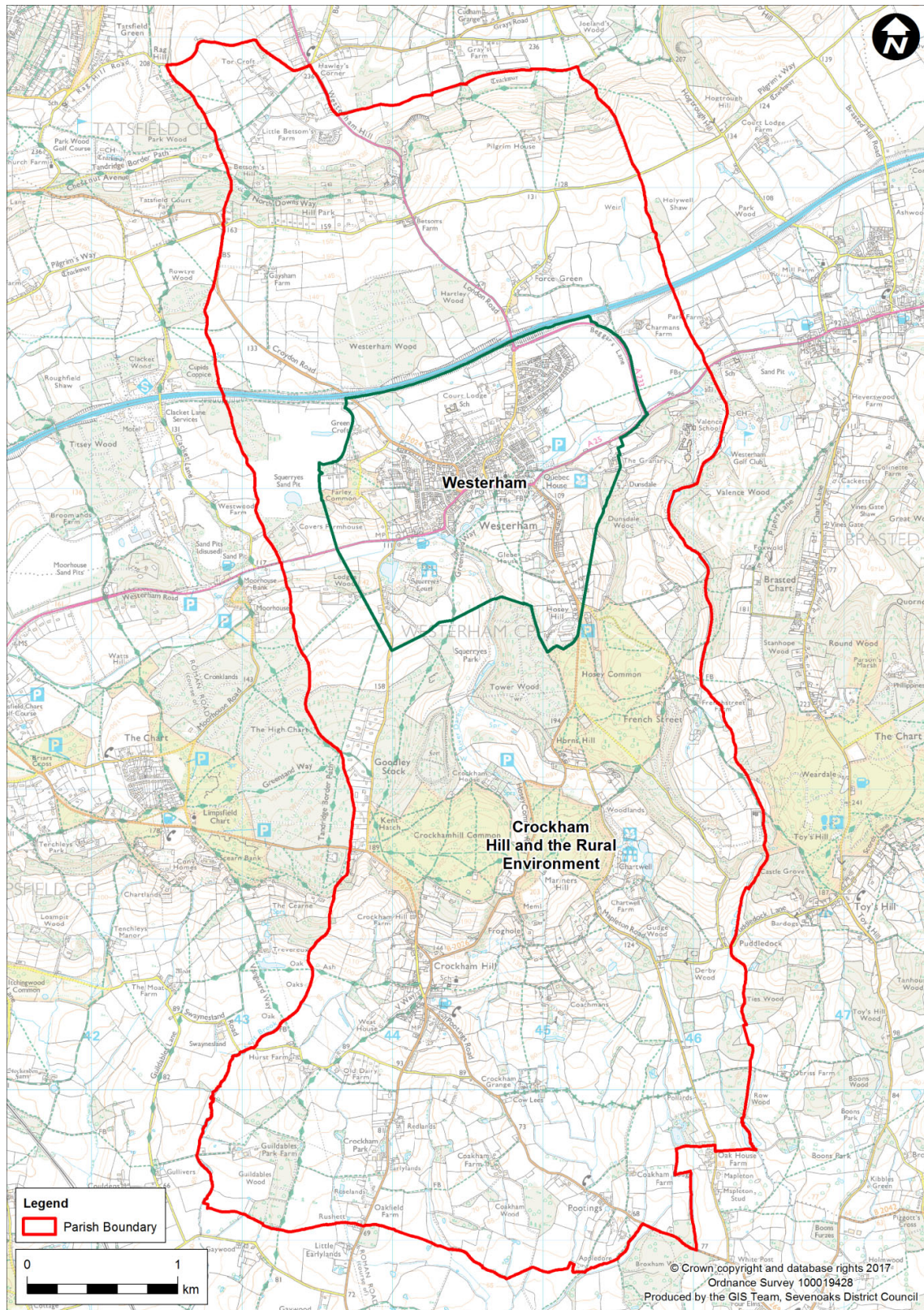
In accordance with paragraph 28 of the NPPF the VDS is proposed to be used to help applicants make successful applications by providing detailed specific guidance on the design of new development in the following areas;

The VDS is split into 2 sections:

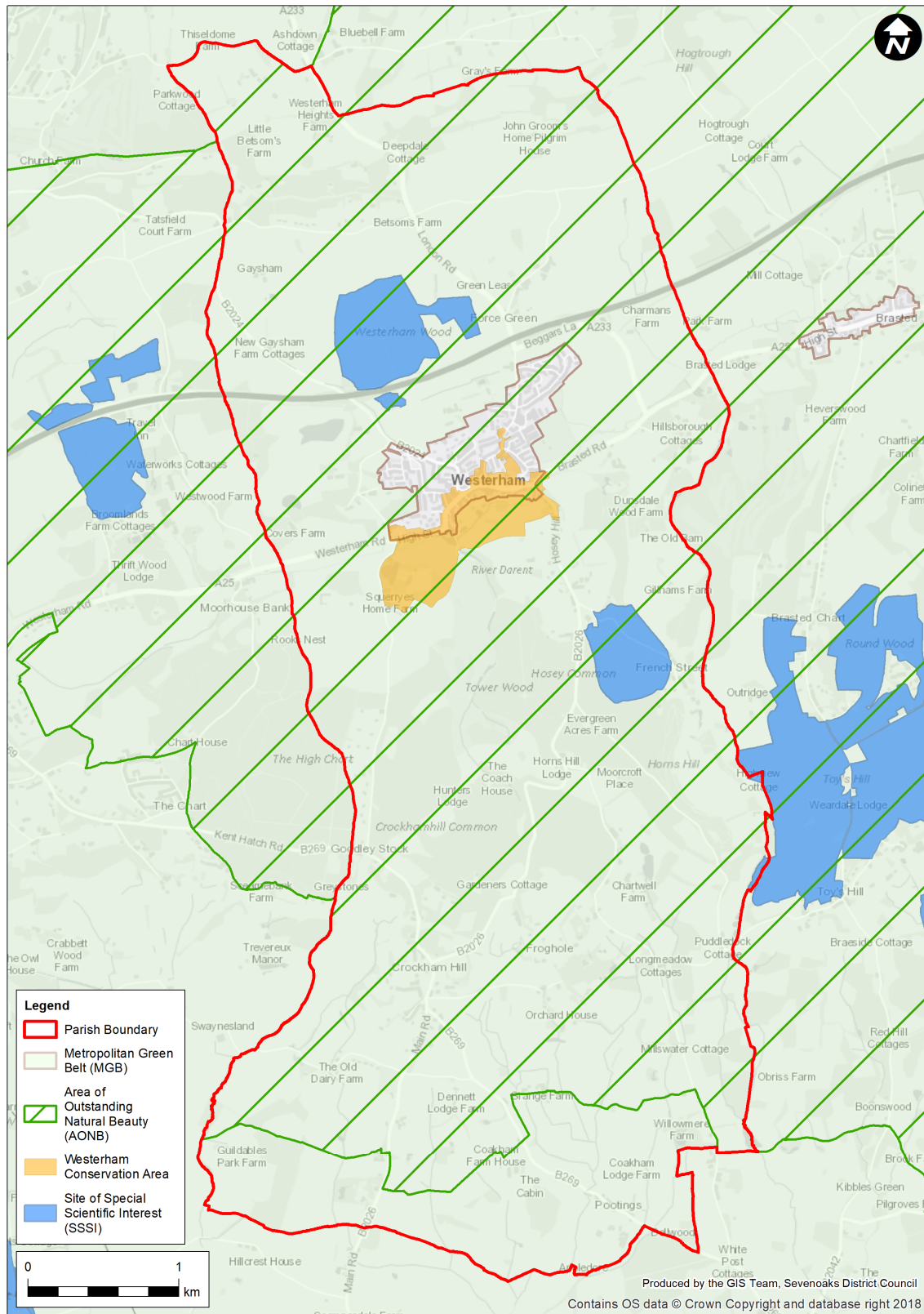
- Westerham Town and its environs
- Crockham Hill and the rural environment

1.5 Setting the Scene - The Parish

The Parish consists of two main settlements, Westerham Town & Crockham Hill including the surrounding rural landscape, which are covered separately for the purposes of the VDS. The VDS covers the Parish defined within the red line area on the map below together with the division of the two sections detailed above.



Below is a Constraint map showing Green Belt boundary, extent of AONB, Conservation Area boundaries and SSSI in the parish.



Agenda Item 7

Westerham is the main settlement in the Parish. The Parish as a whole covers slightly over nine square miles, is just 22 miles from central London and is home to approximately 4500 people. The Historic town of Westerham is surrounded by countryside designated as Metropolitan Green Belt and washed over by AONB. Crockham Hill is located within both the Green Belt and given additional protection of a designated Area of Outstanding Natural Beauty (AONB). Local geology provides a rich variety of small hills and valleys, which provide an attractive setting for the Parish between the North Downs and High Chart at the head of the Darent river valley. Owing to the topography the openness of the surrounding countryside is very evident not only with vistas from within the town but across the Parish.

The single feature compromising the landscape is the M25 to the North of Westerham. Whilst initially giving relief to the A25 running through the centre of the town, the increase in traffic generated over the past 30 years means that very often the A25 becomes the motorway relief road clogging the town centre. The result is that pollution levels are recorded above statutory levels at certain points and restricted road width causes traffic queuing and long tailbacks at busy periods. Future development to the north of the town towards the motorway should have regard to air quality regulations.

The town of Westerham is increasingly a destination for tourists, encouraged by the history of the town and the facilities on offer. There are many cafes, pubs, restaurants and independent shops, and the town also has its own brewery and winery.

The location of the town on a main transport route and its accessibility to many larger towns accounts for the constant movement of people. The mix of uses encourages both the tourist industry and the local population to use the town and for it to serve a function as a destination for retail and industry. The location of Westerham with its convenient access to the M25 makes it attractive to businesses and several multi-national companies have chosen Westerham as a base. The retention of a varied mix of facilities to serve the function of the town as a destination for tourists and for businesses is essential to the vitality of the town, whilst also serving its local population.

The area to the north and south of the town is characterised by small hamlets and larger dispersed dwellings linked by country roads and lanes leading through Crockham Hill village towards Edenbridge. Crockham Hill is served by a junior school, local pub, which is a building of community interest as it serves as a focal point at the centre of the village, as well as a modern village hall. As the village is surrounded by Green Belt and is in the AONB new buildings are more limited and existing dwellings have often been developed and enlarged over time.

1.6 History of Westerham & Crockham Hill

Westerham

Westerham settlement dates back to pre-Saxon times and the Town obtained its market charter in 1227. It's most significant residential development took place in the 1970s extending housing along the Croydon Road and Old London Road, north of the A25.

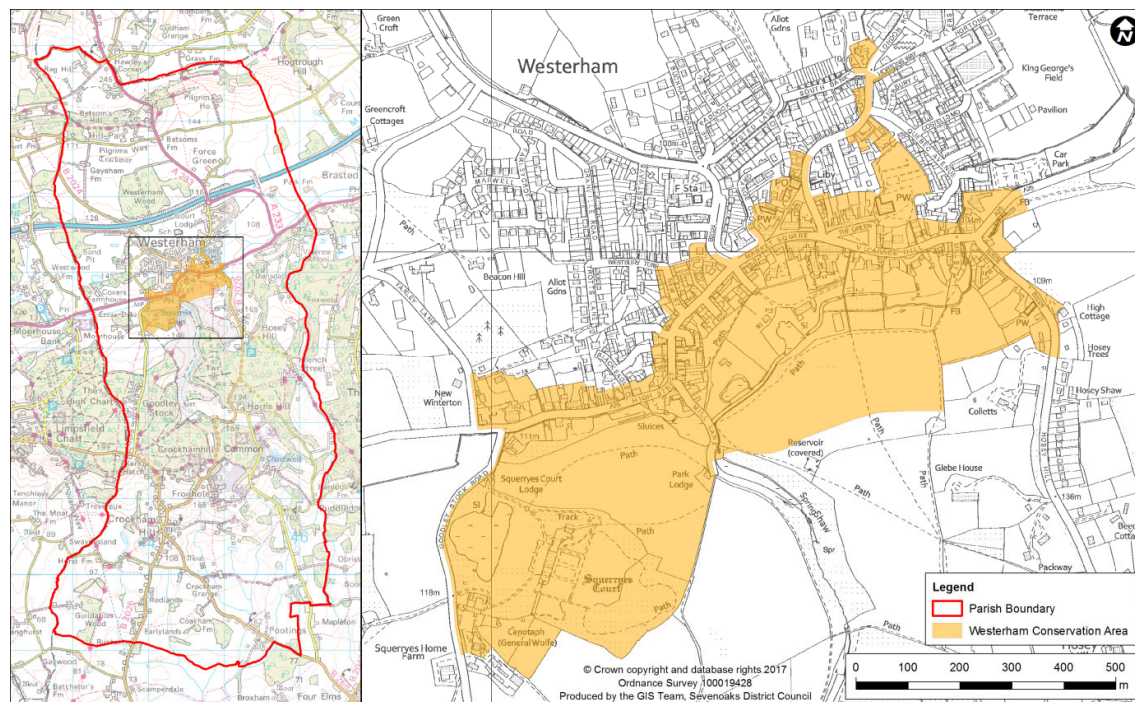
The Town remains centred around the Conservation Area and Green, which was the historic market place. Adjacent to this is the local church, which sits on a high point of the Town and is visible from a wide area as a visual focal point to visitors.

The town has many historic connections to important events and people including General Wolfe and Churchill, whose statues appear on the Green. The National Trust owns two significant historic properties at Quebec House and Chartwell as well as significant land around Crockham Hill. There are approximately 100 listed buildings in the Parish, many of them along the busy A25 that runs through the centre of the Town.

The single largest estate is Squerries, owned by the Warde family for over three hundred years. It was bought by the first John Warde in 1731 and the Wardes still live there. For many hundreds of years the Squerries Estate has owned a very large proportion of the land within the Parish boundaries, and has exercised a crucial influence on its development. The Estate continues to influence current and future development within and around the town.

The mix of historical buildings creates an eclectic and unique built area of Westerham representing its history and development over many centuries. The ribbon of small roads and lanes leading off the A25 provide character and visual definition to the town and its immediate countryside, across the valley and to the North Downs and South to the Kent Chart. The buildings beyond the A25 are mostly of two or three storeys and are subservient in character and appearance to the broader landscape beyond into the Green Belt.

The Conservation Area is located in the heart of the town as shown in the map below:



Crockham Hill

Similarly Crockham Hill village approached from the North from an elevated position gives unrestricted views across the Eden valley, south to the Weald of Kent and even Sussex. The focal point is the Church set on a prominent position in the village surrounded by its historical settlement and the local school. The village itself is washed over by the Green belt and has no defined village boundary. It is within and surrounded by AONB and residential houses are set sparsely along local lanes and roads surrounding the village, and many have been developed into often large and imposing properties set into the hillside. These are often prominent and, if not carefully constructed or landscaped, jar against the AONB when approached from the South and West.

Large estates with extensive parkland historically dominated the Parish and, whilst much of this has changed in the last century, the landscape still reflects this openness mixed with largely arable farming.

2. DESIGN PRINCIPLES FOR WESTERHAM

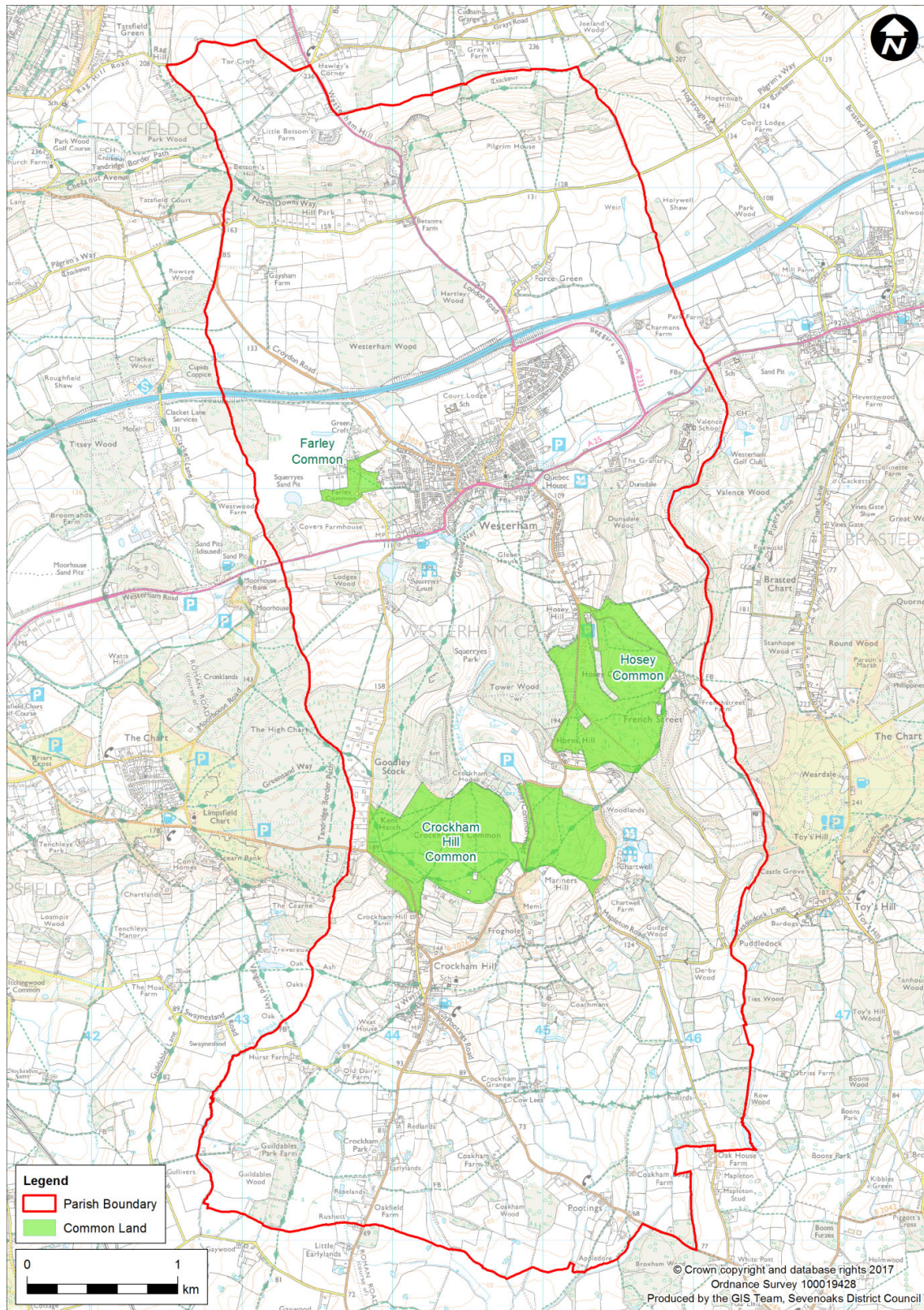
2.1 Landscape & Setting

Westerham is set in a broad east-west valley some twenty miles south-east of London, bounded by the North Downs to the north and the Greensand Ridge to the south. The River Darent rises in the Greensand and flows through the town; to the north the countryside is mainly farmland, while the south, except for Squerryes Park, is mostly woodland. Local geology provides a rich variety of small hills and valleys, with a range of soils yielding a profusion of types of trees and plants. The town itself is excluded from the Green Belt, but is washed over by AONB, these constraints help define the green setting for the town. The Conservation Area includes the historic centre of the town and some open parkland to the south, the Squerryes Court Estate and some of its park together with several well-known properties such as Quebec House, Pitts Cottage and the Kings Arms Hotel.

The town has a number of important open spaces that are integral to its character and setting. King George's Field is the largest of the town's open spaces and is used for a number of outdoor recreational uses. Allotments at Bloomfield, Currant Hill and Farley Lane provide visual amenity through their openness however due to changing social patterns and demographics usage has been declining in recent years. Any future development should have a due regard to their amenity value.



There are three historic commons in the parish, Hosey, Farley and Crockham Hill (shown on the map below), whilst much of this area has become wooded in the last century they were originally common grazing land and the chart was an open area on top of higher ground. The areas are very popular with visiting walkers, ramblers and cyclists and protected by both AONB and, in some areas, Site of Special Scientific Interest (SSSI) status.



The Darent valley, in which Westerham sits, is widely regarded as very important in developing the future prosperity of the area through encouraging tourism and leisure pursuits. Protecting the visual integrity of this valley is key to its success. A project is

currently underway to extend the Darent Valley Path along its entire length from Westerham to Dartford; this will allow greater access along the valley not only to ramblers and walkers but safe riding for cyclists away from the busy A roads. Sevenoaks District Council (SDC) refer to the special features of the Darent valley within its Landscape Character Assessment (2017). Key characteristics include the gentle undulating valley where long views can be gained towards the North Downs and Greensand Ridge. Reference is made to the characteristic vernacular architecture and blocks of mixed broadleaf woodlands and shaws. To the south of the town the area falls within the landscape character type referred to as Greensand Parks and Farmlands which extends towards Crockham Hill. Typical characteristics include a rural low density settlement pattern of scattered farms and hamlets with traditional vernacular building styles including Oasts, timber framed barns and properties in rag stone and/or brick, some half tile hung, and with clay tile roofs.

Crockham Hill falls within the landscape character type defined as Cherts and is specifically referred to as a settlement nestled within a wooded scarp where properties have been built to take advantage of extensive views. Key characteristics include the long views over the Weald and narrow tree lined rural lanes.

There are a number of impressive views from Westerham to the countryside beyond. Most notable are those views eastwards from the War Memorial over rooftops to woods and fields beyond. Views of the North Downs can be gained from St Mary's church and throughout the Town are glimpses of long distance views through alleyways and gaps between buildings. These views to the AONB beyond give relief from the built form and offer a reminder of the rural nature of the setting of the Town.



There are areas of Ancient and semi-natural woodland to the south of the town, east of Mill Lane and along Spring Shaw. Westerham Mines SSSI is to the east of Hosey Hill. The wooded nature of land surrounding Westerham is evident from views within the town, particularly from the green looking east as the photograph overleaf demonstrates.

Westerham is an historic market Town with boundaries defined by its previous commercial activities including Breweries, Blacksmith, traditional trades, railway and farming. Its recent

Agenda Item 7

developments beyond these boundaries have been largely residential estates and individual residences along the major link roads. These can present a hard edge to the landscape with brick walls, high wooden fencing and gates adversely impacting views of the Green Belt and AONB; as well as adversely affecting wildlife. It is important to encourage more natural boundaries and greater thought in landscape design and use, not just to protect views but to encourage biodiversity.

The relationship between properties and their environment creates a characteristic common to a particular area. It is important to understand and protect this. Changes to existing properties or proposed new buildings that do not share common characteristics to the area or enhance the local area would be inappropriate development.

Design guidelines

- LS1** There are a number of important views both into and out of the town. Most notable views are those eastwards from the War Memorial over rooftops to woods and fields beyond. The view of the North Downs from St Marys church is also particularly important. Gaps in development allow views to countryside and open space beyond. These important outlooks should be protected from any form of insensitive development as they form an integral part of the setting of the historic town. All new development should respond to the distinctive local character of Westerham and the views should be protected and enhanced (Core Strategy (CS) policy SP 1).
- LS2** The natural beauty of Westerham shall be conserved and enhanced, ensuring that it is not harmed by inappropriate development including the overdevelopment of existing plots, gardens and the introduction of back land development that is not in keeping with the form of development on the site and within the locality. The density of new development should reflect that of the surrounding locality and include provision for landscaping to protect and enhance street scenes and the local environment.



- LS3** Gaps between buildings should be retained, in particular in a street of traditional detached and semi-detached houses, to avoid a terracing effect and to allow for breathing space between buildings. (Supplementary Planning Document (SPD) Residential Extensions)
- LS4** Open spaces that contribute to the identity of the settlement should be retained and enhanced wherever possible. Change of use of designated open spaces will not be acceptable unless it has been demonstrated that the open space is surplus to requirements, the loss will be replaced by an equivalent recreational provision or the development is for alternative sports/recreational uses (Allocations and Development Management Plan (ADMP) Policy GI2).
- LS5** Proposals for new buildings or extensions to buildings should respond to the scale, height, materials and site coverage of existing development in the area to ensure proposals do not adversely affect the silhouette of the existing town when viewed from the surrounding AONB. (ADMP Policy EN1).
- LS6** Existing trees should be preserved where appropriate and practical. Trees, which form an important part of the setting and character of the area, should be preserved and integrated into the development proposals where possible. Planting as part of any new development should be used to extend existing habitats around site boundaries and of a variety appropriate to the area (ADMP para 6.17 & Policy GI 1)



- LS7** New development should respect the topography and character of the site and surrounding area and landscaping proposals should form an integral part of new development proposals. Excessive hard landscaping of driveways and patios is not supported. Soft landscaping should be indigenous and harmonious to the area. (ADMP Policy EN1)
- LS8** Planning policies to protect Conservation Areas and Listed Buildings should be strictly applied.

Agenda Item 7

2.2 Settlement Characteristics

Westerham has a strong community built around its historic roots. The nature of the Town has changed with much of the wider Sevenoaks district and now caters for commuters, tourists and leisure interests. Reflecting this, the Town has 17 restaurants, cafes and bars and is busy from early morning until late evening.

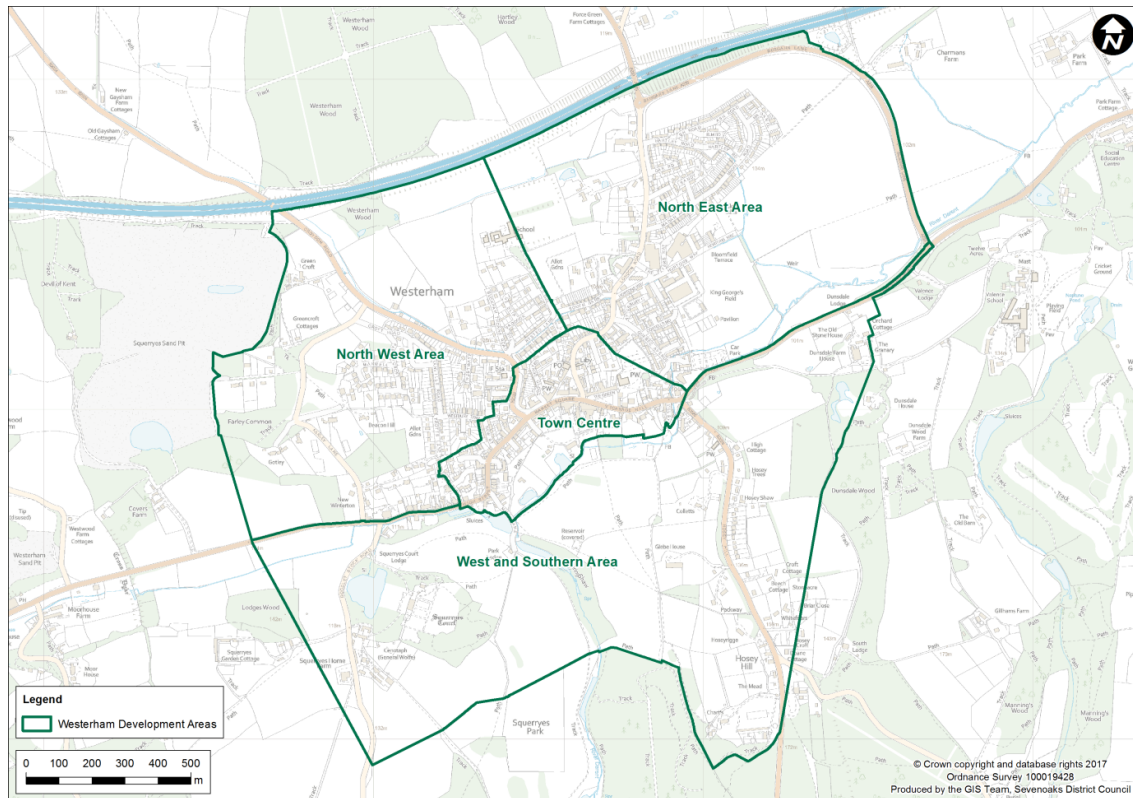


At weekends, football clubs from around the region play on the King George's playing field, which also provides a skate park, tennis courts and a bowls club.

Whilst there is a busy primary school there is no secondary provision and local children are transported to 17 different locations outside the Town, in all directions.

The nearest hospitals are in Bromley, Sevenoaks and Pembury some 11- 20 miles distant. There is one supermarket serving local needs. Whilst there is a regular bus service, 90% of journeys out of town are by car.

Westerham Town falls into four fairly distinct areas of development, shown on the following map and described below:



1) North East – This comprises the mainly residential area including Madan Road, Ash Road and Hartley Road. Part of Madan Road consists of Victorian properties with traditional features; however the main characteristic of this area is the estate style post war housing with generous front gardens, green verges and open spaces. Frontages of properties are generally open providing a spacious feel to the development, enhanced by the use of low hedging as boundary treatments on some properties. Other boundary treatments such as chain link fencing are also present but this detracts from the character of the area. Generous gaps are retained between groups of dwellings and dwellings are well set back from the road. The gaps between dwellings are important in avoiding a terracing effect. The northeast area is historically important in terms of its example of post war town planning and has characteristics that are important to retain, in particular the spacing commonality of style and openness.

2) North West - This comprises the areas of Croft Road, Farley Lane, Granville Road, Trotts Lane and roads bordering these. Characteristics of this area include lower density housing interspersed with the wooded areas. Properties here are more diverse in style and age whilst retaining the same homogenous visual sense of place from high density terraced roads leading to larger more dispersed properties on the outskirts of the town giving way to countryside beyond.

3) Historic Town Centre - The centre of Westerham comprises the main retail high street and the hub for tourists. One of the main characteristics is The Green, with its famous statues of Churchill and General Wolfe. The centre of Westerham is home to many of the town's listed buildings and at its heart is the Conservation Area. The main A25 runs through the centre of

Agenda Item 7

the town, it runs parallel with the M25 and serves as its relief road in the event of motorway hold-ups.

The approach into the town from the west is characterised by the number of attractive buildings, including many that are listed, on the road frontage. The location of buildings on this frontage limits the width of the road, which is particularly evident on the approach from the southwest as you enter into the town centre.

4) South and West – The area to the south of the Town is dominated by the Squerryes estate with parkland and mixed woodland rising to the Chart. The two roads running south towards Crockham Hill and Edenbridge (Goodley Stock and Hosey Hill) are lined by older detached properties set back from the roads

Commerce

The main industrial area in Westerham lies to the north of the Town Centre and is known as Westerham Trading Centre, forming two parts to the east and west of London Road. The Crown building is on the north side of London Road and comprises a three storey brick office building, which has a overbearing appearance on the street scene. The majority of the industrial area is on the east of London Road comprising a number of low rise purpose built office buildings together with conversion of the old station buildings which are home to smaller workshop/industrial units.



There continues to be a shortage of available supply of office space in Westerham with a healthy demand for space of between 5,000 and 15,000 sq. ft (source: Karrison Property Report, February 2017). There is also a continuous demand for modern office space of between 1,000-3,000 sq. ft. for both freehold and leasehold (source: Karrison Property Report, February 2017). The lack of suitable accommodation to meet the demand is resulting in the town experiencing established businesses moving out or choosing to locate elsewhere. There are plentiful reasons for office occupiers to establish a business location in the town, including its excellent strategic location, although poor public transport and lack of public parking is a disincentive for some businesses. The demand for office space is from those businesses that do not need to access London readily.

Larger warehousing units within the town are occupied and there is demand for these units. High skilled employment units in a mix of sizes to meet demand, in an appropriate location, would be supported.

There are a number of options available to businesses needing to expand in the town. The biggest threat to the vitality and sustainability of the town's role as a location for businesses is the loss of existing office space to residential due to Permitted Development Rights. The town could potentially lose 250 – 350 staff and up to 15 businesses forced to move out of the town. This would be a considerable loss for the town's economy. Furthermore, the knock on effect to the remaining businesses is that rents may increase significantly over a relatively short period of time.

There is a clear need for additional land availability for employment uses in the town. Future development should encourage the provision of a mix of unit size capable of meeting the needs of new technology and relevant space for innovation for both start up and growing business, including live/work space. New development should respond to its setting and adhere to design guidelines in this VDS and in particular.

Loss of any further business/retail space should be critically assessed to avoid the Town becoming less capable of meeting an adequate range of local needs.

Transport

Westerham is situated on the main A25 trunk road running parallel with the M25 and often used as a relief road to traffic in event of congestion on the motorway. This creates serious problems with road width restrictions at two points either side of the Town Centre, slowing and limiting passing of commercial vehicles, which then increases the air quality issues, already rated as very poor. At these points the pathway is also significantly compromised, as commercial vehicles often have to mount the pavements to pass.

Running north are two feeder roads to Croydon and Bromley, and two "B roads" south to Edenbridge through Crockham Hill.

There are numerous small lanes, pathways and side roads linking historic parts of Westerham, and latterly the newer post war developments. These are an important characteristic of the town and provide vistas not familiar to passing traffic but invaluable to the residents and local communities, enabling them to walk and cycle around the town to avoid the A25. Protecting and enhancing these to ensure benefit is essential and future provision from further developments would be required to ensure the safety of residents walking and cycling around the town.

One of the most significant and damaging changes to the town in the last 25 years has been the increase in traffic and need for more parking in and around the town centre. On street parking is increasing, narrowing roads to single track and obstructing other road users as well as blighting neighbourhoods. In addition, front gardens are being lost to parking which has a detrimental impact on the street scene creating an urbanised effect.

Agenda Item 7



Due to the increase in traffic and the need for parking identified above, the residents of Westerham would wish to see with any further residential development that adequate space should be provided for parking.

Design guidelines

- SC1** Westerham's unique historic setting contributes greatly to its local distinctiveness and will be protected from inappropriate development. Any proposed development shall retain and enhance the distinctive character of the town. (CS Policy SP1)
- SC2** New development proposals should be limited in scale to reflect the existing massing. High rise development will not be acceptable if it does not protect key views both into and out of the town. (ADMP Policy EN1)
- SC3** Any new infill development should be consistent with local character. It should respond to the distinctive characteristics of the locality in which it is situated. (CS Policy LO7)
- SC4** Existing employment uses in Westerham should generally be retained, where possible, and WTC will support regeneration and redevelopment to better meet the needs of, and strengthen, business. Any new buildings within the Westerham Trading Centre should respect the setting of the area and integrate with existing buildings, reflecting heights, scale and building materials used locally. Building heights should be considered carefully where they are close to residential areas to avoid a negative impact on amenity. Particular care should be taken where sites are located in close proximity to residential uses. (CS Policy LO7)
- SC5** Opportunity for landscape buffers and use of planting within employment sites will be welcomed. (ADMP Policy EN1)
- SC6** A range of shops, services and visitor attractions should be maintained in the town centre to ensure the protection and improvement of the vibrancy of the town to both residents and visitors. Changes to existing use classes (not permitted by Permitted Development) should only be permitted where it can be demonstrated that such change would improve the range of services or encourage an increase in activity and visitors.

- SC7** Where a change of use, requiring planning permission, would necessitate additional car parking, evidence should be provided to demonstrate where this could be located. (ADMP Policy LT1)
- SC8** Traditional gardens and urban green space retains the green infrastructure of the town. Where planning permission is required to introduce hardstanding/vehicle parking care should be given to incorporating these qualities.
- SC9** In areas where there are clearly spaces around the buildings, spacing between all built form and the boundary of the property should be maintained at a minimum of 1 metre to avoid terracing and overdevelopment of individual plots thereby avoiding a detrimental impact on special character. (SPD Residential Extensions)
- SC10** Infill residential development should reflect the special character of the area in locality. All new housing will be developed at a density that is consistent with achieving good design and does not compromise the distinctive character of the area in which it is situated. (Core Strategy Policy SP7)
- SC11** All new developments including flats and Houses in Multiple Occupation (HMO) should provide at least minimum vehicle parking in accordance with the current Kent County Council parking standards in order to provide appropriate levels of parking provision specific to local circumstances. Where appropriate this should also apply to situations where additional bedrooms are created. (ADMP policy T2)
- SC12** New development should be designed and sited to ensure that Heritage Assets and their settings are protected and enhanced. (CS Policy SP1)

Agenda Item 7

2.3 Buildings and Materials

Westerham displays many different settlement characteristics. There are four fairly distinct areas within the town as referred to previously. The VDS provides overarching guidelines for building design and materials for the whole of Westerham.

One of the main aims of the VDS is to ensure that any future construction respects the historical value and interest of the town's character buildings, together with retention of the backdrop of the countryside visible within town from many viewpoints. New development must be designed to respect the setting of its locality, by way of scale, form, design and building materials.

There are many examples of good design within the town and also features that should be avoided. The guidelines aim to influence future development and improve the physical qualities of the town.



Extensions (loft/dormers)

It is accepted that extensions to existing dwellings provide the opportunity to enhance an existing property. There are however many poor examples of extensions within the town that are not in keeping with the scale and design of the existing building. Extensions that dominate the original building and are not subservient have a detrimental impact on the scale and form of the original property are considered to provide poor examples.

Within the Conservation Area policies of restraint apply to ensure the design of an extension must demonstrate that it will preserve or enhance the character of the area. Policies of restraint also apply in green belt areas in terms of size and proportion of extensions to dwellings to ensure the protection of the openness of the Green Belt. Whilst modern design can work in some scenarios, great care must be taken to ensure it is consistent with the form and character of existing buildings and other development in the locality. There are many important gaps in the town that allow views through to the landscape beyond. There is concern that extensions to buildings could result in the reduction of these gaps. There are particularly sensitive areas within the town where larger gaps form an integral part of the character of the area. These have been mentioned previously being the views eastwards from the War Memorial over rooftops to woods and fields beyond. Views of the North Downs from St Mary's church and throughout the Town there are glimpses of long distance views through alleyways and gaps between buildings. Views to the AONB beyond can give relief from the built form and offer a reminder of the rural nature of the setting of the Town.

Extensions to loft space are an increasingly popular option to provide additional accommodation. Whilst this can be carried out sensitively, there are examples where the scale of the roof extension creates a development unsympathetic to the existing building. Loft conversions have the potential to be very prominent and can be very difficult to integrate into an existing building or group of buildings. Due to the potential for unsympathetic designs, particular care should be taken in designing these schemes, in particular where there is a uniform group of buildings forming a characteristic roof profile within the street-scene. Poor examples of loft conversions include those where the extension dominates the roof form of the building, in particular those that span the width of the building and those that are located on the front elevation where there are no other front dormers in the street scene. Roof lights are considered to be much less conspicuous than dormer windows. Corner plots are particularly sensitive as they generally offer a degree of openness between road junctions and a sense of relief between developments.



Landscaping

Quite often new development, such as an extension to an existing property, can significantly reduce the amount of garden space available. The loss of garden areas at the front of a property is becoming more common owing to pressure for off-road parking, particularly in the north-east and north-west areas of the town demonstrated by parking to the front of properties and also on the open green spaces (amenity space) to the front of properties. This has had a harmful effect on the street scene as it has created an environment where streets and open spaces have become dominated by car parking and has resulted in the loss of open space which contributes the character of the street scene. Houses that are set back from the road, such as in the Madan Road, Hartley Road and Ash Road areas offer pleasant green spaces, which contribute to the street scene and soften the impact of the built form on the street scene. Where necessary low wooden bollards have been placed to protect the amenity green space, but these areas which contribute to the street scene should be preserved.

Boundaries

The character of an area can be significantly affected by the boundary treatment used in development. The post war housing in the North-East and North-West area of the town provides examples where boundary treatment defines the open character of the locality. Low rise natural hedging retains a sense of openness and provides a soft edge to the development. Low level fencing of an open nature, such as post and rail, also retains the open character. There are also examples of unsympathetic boundary treatment (such as close boarded fencing) on the frontage of properties that does little to enhance the area. The increased use of unsympathetic boundary treatments has eroded the attractive open spacious nature to some of the estate developments.

Agenda Item 7

Care must also be taken over boundary treatments in the rural areas of town, where the openness of the Green Belt is an integral part of the character of the countryside.

Lighting

It is important to ensure that there is no significant nuisance to the amenity of surrounding properties caused by light pollution. Whilst it is appreciated that security lighting is necessary in some situations, this type of lighting can be invasive, particularly in a residential area, and developers should look at ways to reduce light spill in these situations. Restraint of lighting affecting public areas and neighbouring residences should be required as a consideration in any new development.

New development

The variety of ages and styles of buildings can add to the character of an area and tell a story of its evolving history. This is evident in many of the areas of Westerham. The overriding aim for the town is that all new development should be designed to a high quality and should respond to the distinctive local character of the area. Whilst there are examples of where old and new can sit comfortably together, new development should respond to the scale, height, materials and site coverage of the immediate surrounding area.

The spacing between buildings offers relief to high-density development and reflects the setting of the town, which is surrounded on all sides by countryside. The topography of the town and its surroundings lends itself to views both into and out of town. This feature must be an important consideration for any new development.



Solar Panels and Wind Turbines

Whilst it is appreciated that small scale renewable energy generation options achieves improved energy efficiency, solar panels and wind turbines have the potential to impact on the amenity of neighbouring properties. They can also appear unattractive or prominent in the street-scene and are not commonplace in the town. We would therefore expect the provision of renewable energy, where needed, to be appropriately located and to not be provided in a way that would harm the amenity of surrounding residents. As technology changes, it is expected that so many of the current installations may become obsolete and it is important that these do not remain in place if they are no longer required as they only result in clutter where it is not necessary.

Signage, Street Furniture & Lighting

Signage is necessary for retail and business properties and there are good and poor examples in the town. The quality of detailing in developments can strongly influence the character of the town. Therefore the quality of signage (including road signs) and street furniture should reflect the scale of development and enhance the character of the area.

Car Parking

Parking is a cause for concern in the town. Whilst it is accepted that there is demand for car parking for residential properties, car parking can create a cluttered environment and there are many examples of the loss of front garden areas and open space to parking. Attractive street scenes can be created and retained by careful consideration of parking areas for new development. This can include the integration of landscaping where possible to break up parking areas or by providing parking to the rear of developments keeping the street-scene open in character and less cluttered.

Paving & Driveways

There are many examples of front garden areas replaced with hardstanding, many of which have been constructed with impermeable materials. The use of inappropriate surface materials can have a harmful impact on the character of an area and also can hinder drainage resulting in an increase in flooding and associated water pollution.

Design guidelines

- BM1** New development should respond to the scale, height, materials and site coverage of the immediate locality. Parking and cycle spaces should be provided to the most current County Council standards and particular care should be taken in regard to the design and layout of car parking when the development increases the number of car parking spaces required on the site. Traditional materials should be used where appropriate. (EN1 ADMP)
- BM2** The scale, proportion and height of extensions should respect the character of the existing building. Materials should match the existing building. (SPD Residential extensions)
- BM3** Extensions should be to the rear of existing properties and side extensions avoided where this would create a terracing effect, particularly where an existing gap is an integral part of the street scene. The pattern of gaps in a street scene should be maintained. Front extensions will not normally be encouraged. (SPD residential extensions)
- BM4** Loft extensions should not detract from the roof profile of the existing dwelling and should follow the vertical lines of existing doors and windows. Front facing dormers will not normally be supported. Flat roof dormers should be avoided unless they are a characteristic of the existing dwelling (SPD residential extensions)
- BM5** Flat roof extensions will not usually be supported where they are not sympathetic to the principal building form or would be harmful to the scale and character of the existing property. Pitched roofs should reflect the form, pitch and materials on the main building. (SPD Residential Extensions)

Agenda Item 7

- BM6** Signs should only be erected where they are essential and they should be carefully designed to ensure their size, style and siting is not unsympathetic to the locality. Visual clutter should be avoided. (Kent Design Guide)
- BM7** Lighting should be designed in relation to the function of the area that is being lit to avoid unnecessary light pollution. There should be no harmful impact on privacy or amenity for nearby residential properties as a result of lighting on developments. (ADMP Policy EN6)
- BM8** Landscaping proposals should be an integral part of any new development and should respect the topography and character of the site. (ADMP Policy EN1)
- BM9** The loss of traditional boundaries (such as hedges) should be avoided. Boundary treatment which is not characteristic of the area will not generally be supported.
- BM10** In the post-war housing areas to the north-east and north-west of the town frontages should not be totally enclosed behind high boundaries (above 1 metre) in order to retain the open character of these areas, unless it can be demonstrated that the proposed boundary treatment would not harm the street scene. (SPD residential extensions)
- BM11** Solar panels should be located on the rear of the property rather than the principle elevation, where practicable. Wind turbines shall be carefully assessed in terms of their impact on amenity and sensitivity of the locality. (SPD residential extensions)
- BM12** Paving and driveways are encouraged to be constructed using permeable non-slip materials, sympathetic to the immediate area. (ADMP Policy EN1)
- BM13** Open green space retains the green infrastructure of the town. Where planning permission is required to introduce hardstanding/vehicle parking care should be given to incorporating these qualities.
- BM14** Parking for new developments is encouraged to be located at the side or rear of a property to protect the street scene. Exceptions to this will only be supported with the provision of acceptable soft landscaping to provide relief from large areas of hard standing to the front of properties or where it can be demonstrated that the provision of parking to the front of the property would not harm the street scene. (SPD Residential Extensions)

3.DESIGN PRINCIPLES FOR CROCKHAM HILL AND THE RURAL ENVIRONMENT

3.1 Introduction

Crockham Hill extends over a rural landscape between Westerham on the A25 and Edenbridge to the South. The earliest records document individual houses including those at Pootings Manor and Chartwell from the 14th and 15th Centuries. Crockham Grange was a medieval moated manor and the largest landowner remains the Squerryes Estate. All of the land outside of the village envelope is designated Metropolitan Green Belt and a significant proportion enjoys the additional protection of the AONB designation. Appendix 1 contains a map of the village.

Whilst the last retail shop and post office closed at the turn of the century the village is a thriving community with a locally owned pub, a primary school, church, and well-used community hall.

The whole area is popular with ramblers, hikers, cyclists and tourists with the area criss-crossed with secondary and tertiary roads, footpaths and bridleways.

Employment is scattered with a few light industrial units at Crockham Park, converted farm buildings on National Trust land, and farming as well as the National Trust's most popular national attraction Chartwell House.

A brief history of the village is attached at Appendix 2.



3.2 Landscape and Setting

Crockham Hill lies high on the south facing slopes of the Greensand Ridge, with long distant views over the fields and woodland of the Weald to the south, southeast and southwest. These views, highly valued by residents and tourists, are the most important feature of the

Agenda Item 7

village.



The landscape adjoining the village is intimate and small scale. Winding lanes, springs, small sloping fields and copses join together to form the wooded tapestry of the Weald.

Farmland, whose use has changed over the years, provides the second most important landscape feature of the village. The fields and woods are valued by all as a green breathing space, establishing the village as an independent entity, separated from the urban areas of Edenbridge and Westerham.

The landscape plays an integral part in the village. It is the result of many centuries of evolution. The pattern of roads, tracks, field boundaries and hedgerows is firmly rooted in the past. These patterns of historic landscape should be maintained.

There has been limited new agricultural building in recent years. Careful location and screening can help reduce any negative visual impact that such buildings might otherwise have. Any new structures such as agricultural buildings, domestic stabling and field shelters should be of a scale sympathetic to other agricultural buildings in the area, except where there may be justification for larger buildings to meet farming requirements.



All the roads and lanes in Crockham Hill have separate individuality, and parts of each differ in character.



Crockham Hill is crisscrossed with footpaths, many following the minor roads and tracks, and giving hikers spectacular views over the Weald. Both footpaths and bridleways are the pedestrian arteries of the community, prized and used daily by the people of Westerham, Crockham Hill and its many visitors.

Two major footpaths – The Vanguard Way and The Greensand Way pass through the village.

The rural area of Crockham Hill provides a distinctive local vernacular and a legible network of public footpaths and bridleways that provide opportunities for long distance views across the Low Weald between woodland.

Design Guidelines

- CHLS1** All new development should respond to the scale, height, materials and site coverage of the immediate locality in order to protect the distinctive landscape character of the Crockham Hill. The pattern of the historic landscape and the key views should be protected and enhanced. The key views currently identified are looking north from Marlpit Hill towards Crockham Hill and the Chart hillside and south from Hosey hill and Mariners hill across the valley (CS policy SP 1)
- CHLS2** Where planning permission is required, proposals for new agricultural buildings, stabling and field shelters should respond to the scale and height of other agricultural and equestrian buildings in the area and be closely related to existing farm buildings or other groups of buildings that are well screened from public view, unless justification is provided as to its location, scale and design. (Policy LT2 ADMP)
- CHLS3** Proposals for the location of temporary or permanent mobile homes or caravans will not be supported unless they have a proven need for agriculture or forestry and the siting is acceptable in terms of location, access, environmental and local amenity considerations (Policy GB6 ADMP)
- CHLS4** The rural character of the narrow lanes and footpaths, together with the street scene that adjoins them, should be maintained and the opportunity to extend public footpaths would be supported (Sevenoaks Landscape Character Assessment 2017)

3.3 Settlement Characteristics

Crockham Hill consists a number of roads and lanes, each displaying separate characteristics. The more significant roads/lanes are detailed below. There are a number of listed in the village.

Main Road - The B2026 bisects the village carrying fast flowing traffic between Edenbridge and Oxted; and towards the A25 and M25.

From the north the B269 (Kent Hatch Road) bends sharply and narrows between steep walled banks and there is an outstanding view of the church tower with the village and Weald.

On the east side of the road is a group of stone built terraced cottages and seven brick built, tile hung, sash windowed terraced houses. They are staggered down the hill, and form an attractive entrance to the church, school, and village hall on Church Lane.





Further down and on the west side, The Royal Oak public house and the row of stone built cottages form an attractive group of buildings. The cottages are of an attractive domestic scale with white windows and doors, and small front gardens. 1-9 Royal Oak Cottages; nos. 10 & 11 Cambridge Cottages and 1-4 Hillside represent the earliest row of terraced houses in the village.

These two groups of terraced houses are very good examples of local materials and architecture; they form distinctive village features of pictorial merit. Opposite the Royal Oak, on a gentle mound, is Willys at Heath; 16th century, stone built, Listed, and an important part of the village street-scene.

Leaving the village heading south, the road levels out with fields and several houses on each side, including the tiny hamlet of Rushetts. The land then rises to Marlpit Hill. Unlike the north, there is no well-defined southern entrance to Crockham Hill.

Goodley Stock comprises a road, running from the Greensand ridge and B269 to Westerham, and two private roads. Most of the houses were built in the early part of the 20th century. They have large wooded gardens from land originally purchased from the Squerries estate. Goodley Stock faces thick woodland on the Squerries estate on both sides, and has no views.

Kent Hatch is part of the B269, and runs along the Greensand ridge from the Surrey border as far as Smiths Lane, where it becomes Main Road. The dominant feature is Kent Hatch, a large red brick and tiled Edwardian house now converted into four dwellings. Several houses, including Crockham Hill Farm (Listed), are set in the hillside on the west of Kent Hatch. On the east side a lane leads over the Common, with numerous footpaths, to Larksfeld (Listed), The Warren, and to the imposing 1910 Red House, which has two cottages.



Church Lane is a very busy lane as it leads down to the Village Hall with parking for approximately 60 cars, to Crockham Hill Primary School, and to Holy Trinity Church. It is surrounded by rolling fields and beautiful views, and is also part of a footpath leading across Church Fields to Froghole.

Although all three buildings are in an Area of Outstanding Natural Beauty and Green Belt, flexibility may be required, to accommodate changing needs of the community.



Hosey Common Road - The B2026 turns north towards Westerham. The road climbs round the historic landscape past Froghole Lane, before winding by one or two houses and thick woodland.

Froghole Lane - Formerly a cart track winding between the steep side of Mariners Hill and the bowl of Froghole, the lane curves between indigenous hedges and steep banks, and crosses Jacobs Ladder – a track which climbs up to National Trust fields, and drops as a stepped footpath to Close Farm Lane. The whole of Froghole Lane is a footpath.



Frogghole Farm and Frogghole Oasts consist of quintessentially Kentish materials and design. They are very good examples of local materials and architecture and form a distinctive village feature, which is of pictorial merit.

Smiths Lane runs north from Main Road and the small Village Garden, and sloping steeply, again joins the main road a quarter of a mile highest is central to the village. From the lane you can walk to School, Hall or pub.

Oakdale Lane is part of the Vanguard Way footpath; this popular short lane has extensive views south and west, and forms an eclectic mix of house styles.



The eight houses just inside Oakdale Lane form a blend of differing ages and styles, and are good examples of local materials and architecture; they form distinctive village features.

Pootings Lane - A mile southeast from Crockham Hill, on Wealden clay is the hamlet of Pootings. The character of building is different with small white bungalows, white painted brick, white weatherboard, and grey slate roofs.



The terraced and single weather boarded houses between Meadow Cottage and Willowdene form a homogeneous street-scene of Kentishlocal style. They are good examples of local materials and architecture and they form distinctive village features.



Chartwell is listed for its historical importance as the home of Winston Churchill, as is its forecourt brick and tiled wall. It is a building of significance in the Parish and is a well-visited tourist attraction.

Design Guidelines

- CHSC1** Any proposed development shall retain and should enhance the distinctive character of the village and will be in keeping with the character of the immediate locality. The village will be protected from inappropriate development. (CS Policy SP1)
- CHSC2** Extensions to the rear of existing properties are preferred as they have less of an impact on the street scene. Any extensions to the side and rear of properties are encouraged to be in keeping with the scale and design of the property and not to dominate the existing property or site. Front extensions will only be permitted where they would not have a harmful impact on the existing property or street scene (SPD Residential Extensions)

3.4 Buildings and Materials

Crockham Hill's buildings are very traditional.



Examples of local materials and traditional design features can be seen readily in the village such as the wooden framed windows and use of stone in the images above and below.



The village centre and the few pre-1900 outlying farmhouses are of local golden brown sandstone/ragstone with chip stone pointing, slate or clay tile roofs large brick chimneys and small casement windows.

There have been new buildings or extensions, which follow these examples; their scale is domestic with a maximum of two storeys, small upright windows in proportion to larger wall areas. House roofs are steep-pitched (47-50 degrees) and often tiled with one-third/one-quarter hips at the ridge and tile-hung upper walls. Dormers have been kept small, and where

Agenda Item 7

renovation or extension has been carried out, brick chimneys have been retained.

New Development

The aim of the VDS is to guide development so that it retains and reinforces the village's special qualities. Crockham Hill is not within a settlement boundary. Green Belt and AONB policies apply throughout the village to new development.

It is important that Crockham Hill retains its distinctive rural character. The majority of homes in the village offer a spacious setting allowing for a soft buffer to the open areas of countryside within which the village sits.

Walls

Brick and local ragstone are the most common building materials in the village. Upper floors often have timber framing with tile hanging matching the roof tiles. White painted rendering is used on the older terraced houses, and white painted weatherboard is prevalent in Pootings. There should be respect for local building materials and colours.





Roofs

Crockham Hill's roofs are mostly covered in Kent peg or nib tiles and slate. Some have the traditional Kentish 'barn hip' and gablet detail at the gable ends. Flat or shallow pitched roofs are not typical in the village and it is considered that they could introduce a discordant look to the village.



Agenda Item 7

Windows

Traditional windows are the building element that most defines the age and character of a house. Traditionally being of wood, they are most exposed to rotting, and are increasingly being replaced by windows of unsuitable material, design, and detail.

Plastic windows have sections, which are almost twice as thick as wood, and coarsen the appearance whenever they are used. Wood or aluminium are considered to retain the original appearance to a greater degree.

Doors

Poorly maintained timber doors can rot. By replacing those with new doors of poor design and detail, the appearance of the house can be drastically altered. New doors should always match the original dimensions and scale of the door of the house as far as practicable.

Extensions

In general, extensions within the village have been sympathetically carried out. However, one or two recent exceptions now stand as permanent reminders of the attention to detail required. Apparently insignificant or small additions may contribute to the steady erosion of the area as a whole.



Dormer and loft windows

Loft extensions have been a popular development in many older properties with an additional 'spare' room with a small, rear dormer, created within the available loft space. When new dormer windows face the street the appearance may be of a third floor to the property. Front facing dormers are not considered to be typical of the village and could appear out of keeping particularly where there are no existing dormers in the front elevations in the street.



Solar Panels & Wind Turbines

Solar panels and wind turbines have the potential to have a detrimental impact on the amenity of neighbouring properties and could also potentially have a harmful effect on a property within a sensitive location. They can also appear unattractive in the street-scene and are not a typical feature in the village.

Car Parking

Small village front gardens are an essential part of the character of a rural village. It is accepted that car ownership is increasing which creates a demand for additional parking. However the loss of front gardens to parking can have a harmful effect on the street-scene.

Boundaries

There is evidence of a historic pattern of field boundaries and hedgerows in the village that have been maintained. Well-maintained mixed and hawthorn hedgerows currently commonly bound the agricultural land bordering the local roads.

Agenda Item 7



There have been examples in recent years of high close-boarded fencing and electric gates on new homes. These have an urbanising effect on the area, and give the properties an isolated and appearance and alienate the community.

Signage, Street Furniture and Lighting

There is no street lighting in Crockham Hill, which reflects its rural setting. Many properties have their own external lighting, such as security or porch lights, and these can be helpful to visitors. Such lighting should be carefully placed and angled, and not so powerful that they are detrimental to neighbouring properties.

Most aspects of signage, street furniture and lighting are the responsibility of Kent County Council.

There are examples of cluttered street furniture and signs that do not enhance the area.



Design Guidelines

- CHBM1** New development should respond to the scale, height, materials and site coverage of the immediate locality. It should also respect the character and distinctiveness of the village. Traditional materials should be used wherever possible. (ADMP EN1)

- CHBM2** The loss of traditional boundaries (such as hedges) should be avoided. Boundary treatment which is not characteristic of the area is not supported.

- CHBM3** Flat roof extensions will not be supported where they are not sympathetic to the principal form or would be harmful to the scale and character of the existing property. Pitched roof extensions should reflect the form, pitch and materials of the existing roof of the property. (SPD Residential Extensions)

- CHBM4** Solar panels should be encouraged to be located on the rear of the property rather than the principle elevation, where practicable, and only where there is no impact on amenity or harm to the AONB. Wind turbines shall be carefully assessed in terms of their impact on amenity and sensitivity of the locality. (SPD Residential Extensions)

- CHBM5** Loft extensions should not detract from the roof profile of the existing dwelling and should follow the vertical lines of existing doors and windows. Front facing dormers, which would be out of keeping with the street scene, will not normally be supported. Flat roof dormers should be avoided unless they are a characteristic of the existing dwelling (SPD residential extensions)

- CHBM6** The doors and windows of extensions should normally match the proportions, design and materials of the original building and follow the main lines of the existing openings. (SPD Residential Extensions)

- CHBM7** All new developments should provide at least minimum vehicle parking in accordance with the current Kent County Council parking standards in order to provide appropriate levels of parking provision specific to local circumstances. (ADMP policy T2)

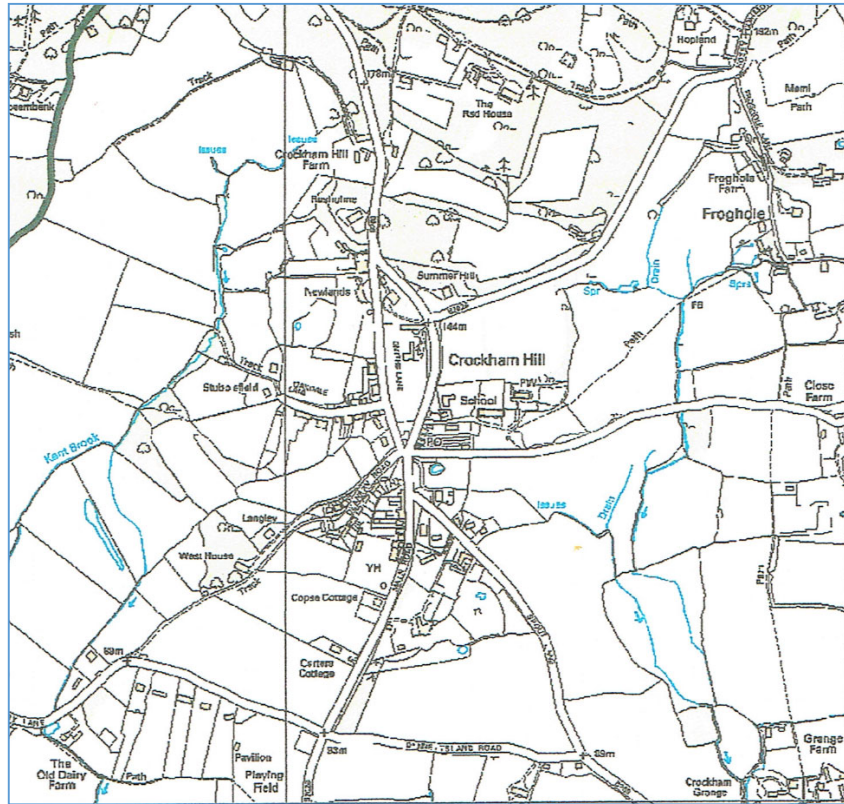
- CHBM8** Lighting should be designed in relation to the function of the area that is being lit to avoid unnecessary light pollution. Effort should be made to considerably reduce the harmful impact on privacy or amenity for nearby residential properties or on the AONB as a result of lighting on developments. (ADMP Policy EN6)

Appendix 1 Crockham Hill Village Centre map

Appendix 2 Brief history of Crockham Hill

Agenda Item 7

Appendix 1 –Crockham Hill Village Centre Map



Appendix 2 Brief History of Crockham Hill

With good drinking water, firewood, building materials, and a south facing elevated position, Crockham Hill must have been lived in for thousands of years. The earliest record though is the Iron Age Hill Fort east of Goodley Stock. The Roman Road from London to Lewis lies $\frac{3}{4}$ mile from the centre of the village, and passes through the centre of Edenbridge.

One of the earliest records is of the 1596 Great Landslide when land to the south of Hosey Common Road subsided to form the bowl of Froghole.

There are documentary records of a number of the first houses – Pootings Manor (c1375), and Chartwell (14th century).

When medieval strip farming was superseded by enclosure in the 16th century, large estates and farms were formed. Old Dairy Farm in 1547; Mariners (1561) owned 430 acres; Close Farm had 196 acres in 1563; Hurst and Moat Farms were formed in the 1600s; Crockham Grange (Spout Farm) was built on a medieval moated site, and Houses like Spark Haw and Wellscoopers (1600), and Buttles Steps were also recorded. The Old House was a hostelry in 1618. The largest estate was Squerryes, still after nearly 300 years owned by the Warde family.

George Warde decided his local farm workers needed a church in Crockham Hill to save the long walk to St Mary's in Westerham. George Horseman cut local Chiddingstone stone at Church Cottages, and built Holy Trinity in 1842. The school followed soon after.



The original stone built houses of the village were clustered round a Toll House next to The Royal Oak, on the west side of the main road. In 1867 the Turnpike act led to the removal of this unpopular tollgate.

Agriculture changed in 1860 with the collapse of corn prices, and farmers started growing hops – and building oast houses. There are at least 14 of these tall circular or square buildings in the village. Wooden Cottages were built along the old drovers track at Pootings.

The fully agricultural nature of the village changed dramatically with the advent of the

Agenda Item 7

railways in Oxted (1845), Sevenoaks (1862), and Westerham in 1882. Larksfield was built in the mid 1850s by Harriet Yorke, the sister of Octavia Hill. By the 1870s larger houses were being built, many of them sited on the Greensand ridge to make the most of the spectacular views. First Oakdale in 1870, Heath House in 1873, Lewins in 1876, Kent Hatch in 1904, and The Red House in 1910.

One of the most important developments for Crockham Hill was the formation of the National Trust. Octavia Hill had known the area for years, and after purchasing part of Toys Hill in 1898, Mariners Hill was bought, preserving wonderful views forever. Further purchases followed. Octavia Hill was buried in Crockham Hill in 1912.

The sale of Mariners with 240 acres in 1902 led to more houses on the ancient cart track round Froghole. High Quarry was built in 1905; Bossets, Acremead, and Little Court in 1910/11. The sale of more estates followed. Gradually houses have been built along a number of existing lanes running east and west off the Main road. Farmhouses and oasts became private dwellings, and pairs of farm cottages single houses.

In the twenties and thirties, individual houses with large gardens were built along Goodley Stock, Close Farm Road and Dairy Lane;

In 1934 the first social housing appeared in the form of brick houses built in five pairs next to the Royal Oak, to give better accommodation to families living in cramped farm cottages. Three more pairs followed after 1945, then flats for older people in the 50s and three pairs of bungalows for the elderly in the 60s.

Piped water was brought to Crockham Hill in the 1920s; gas has never been installed, and much of the outlying parts of the village are without main drainage.

In 1946 cricket and football pitches were formed on the new War Memorial Playing Field. The Village Garden was donated. In 2009 the School playing fields were leased, and fenced.

The 1947 Planning Act established the Green Belts, which have preserved all the countryside around Crockham Hill. The declaration of the whole area as an Area of Outstanding Natural Beauty has further enhanced the protection of local countryside.

By 2000 the last of five or six shops in the centre of the village had been made into a house. The very popular school was expanded three times in the last 25 years; the ex-aircraft hangar, which the WI owned, was removed, and a new Village Hall (on a different site) was built in 1992; and has since been expanded.

ST LAWRENCE VILLAGE DESIGN STATEMENT 2018

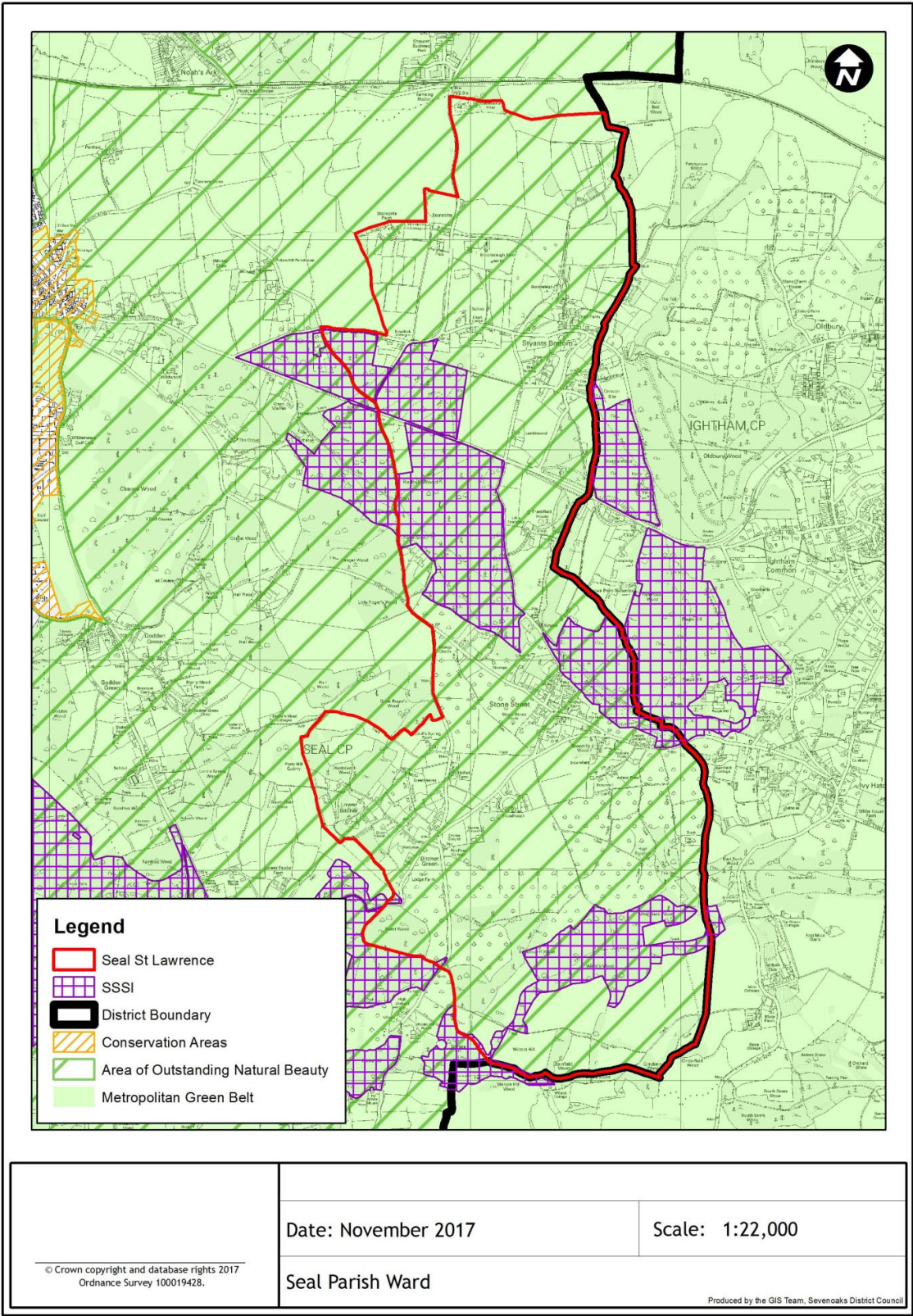
Including Bitchet Green, Stone Street, Seal Chart



ST LAWRENCE VILLAGE DESIGN STATEMENT

The Village Design Statement covers the ward of St. Lawrence within the Parish of Seal, and incorporates the hamlets of Bitchet Green, Stone Street and Seal Chart.

2018



An overview of St Lawrence

The Ecclesiastical Parish of St Lawrence (referred to as "The Parish" in this document), and the civil ward of St. Lawrence, lies within the Kent Downs Area of Outstanding Natural Beauty in recognition of the fact that this is one of Britain's finest landscapes we are therefore privileged to live in an area of beautiful, varied and relatively unspoiled countryside. Residents and planners alike have an obligation to preserve and enhance the natural beauty of the countryside, not just for the sake of the present and future residents, but also for the many walkers, riders and cyclists who visit us from London, the Medway towns and further afield.

Background

In 2004 a committee of local people prepared the Village Design Statement for St Lawrence Parish as Supplementary Planning Guidance for the Sevenoaks District Plan, now superseded by the Core Strategy (2011) and Allocations and Development Management Plan (2015).

This edition has been revised by Seal Parish Council to reflect the views of local people from a study of the Seal Parish Plan Questionnaire 2010, and to permit the design statements' incorporation into the Sevenoaks District Local Plan. It has been subject to a full public consultation process prior to publication.

Sevenoaks District Council provided the Ordnance Survey maps included within this publication, under licence from the Ordnance Survey, in order to fulfil its public function to encourage local involvement. Persons viewing this mapping should contact Ordnance Survey copyright for advice where they wish to licence Ordnance Survey mapping for their own use

Agenda Item 7

This document has been prepared in conformity with the District Council's Core Strategy. Policy SP1 of the Core Strategy 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. Account should be taken of guidance adopted by the Council in the form of Kent Design, local Character Area Assessments, Conservation Area Appraisals and Management Plans, Village Design Statements and Parish Plans. In rural areas account should be taken of guidance in the Countryside Assessment and guidance produced by the AONBs..."

The delivery mechanisms for the policy include:

"The Council will work with local communities to produce Village Design Statements, Parish Plans and Character Area Assessments to be adopted as Supplementary Planning Documents to provide detailed locally specific guidance to support the general policy".

Further, policy EN1 of the District Council's Allocations and Development Management Plan provides a detailed framework for assessing planning applications against Core Strategy policy SP1. It gives criteria against which proposals can be assessed so as to deliver high quality design that responds to local character.

This Village Design Statement for St Lawrence is intended to fulfil the roles identified for Village Design Statements in Policy SP1 and EN1 in providing detailed locally specific guidance on the design of new development.

In preparing this document, recognition has been given to the responses by people from the St Lawrence Ward to the Seal Parish Plan Questionnaire 2010, in particular the following:

- 41% of respondents had looked at the Village Design Statement.
- Of those respondents 75% found it to be a useful document.
- 86% of respondents thought the Parish Council should liaise more closely with Sevenoaks District Council in relation to the Village Design Statement being adhered to.
- Given the opportunity to suggest improvements to locality, 9 respondents favoured control of speeding vehicles; 5 suggested more pothole and road repairs while 3 wished to see reduced hedge encroachment.

The Kent Downs AONB Management Plan sets out aims, and policies and actions for the positive management of the Kent Downs AONB and should be taken into consideration.

1. The Purpose of the Village Design Statement

1.1 What is a Village Design Statement?

Village Design Statements are an initiative of Natural England supported by the Government. They are intended to provide local guidance for any proposals for development within the area covered by the Design Statement. They provide a way of ensuring that any new developments are designed and located in a way that reflects local characteristics and the qualities that people value in their village and its surroundings.

The statements are produced by local communities as guidance for use by planners, developers, agents and local Councils. Although the Parish Council is consulted on planning applications, local residents do not get the opportunity to comment or contribute at an early stage to the design of new development: 'how it looks'. Often, they are presented with a completed design and can only comment at that stage, rather than influence. Once a Village Design Statement has been prepared and adopted by the District Council, it can be used in providing guidance to future developments and will also be a material consideration in determining planning applications.

1.2 What is its purpose?



Rural scene

We recognise that changes are inevitable but wish to help manage change in order to preserve and enhance the beauty of our parish. The majority of the Parish is covered by the Green Belt and Area of Outstanding Natural Beauty (AONB) status, and therefore enjoys a high level of protection. But this should not lull us into a false sense of security. It is often the cumulative effects of relatively small alterations which affect our perception of a place: a plethora of road signs, an ostentatious garden wall or gate, or an ugly extension can introduce a discordant suburban tone in a rural landscape. This Design Statement outlines what residents feel makes St Lawrence parish distinctive,

Agenda Item 7

highlights some areas of concern and, most importantly, provides guidelines which we hope will help residents, planners, architects and builders to rise to the challenge.

This Design Statement describes St Lawrence Parish as it is today and highlights the qualities that residents value. It is intended to be a practical tool capable of influencing decisions affecting design and development in the parish and assisting Sevenoaks District Council consider planning applications.

Change is not only brought about by new buildings but also by smaller, day-to-day



alterations to homes and gardens, the countryside, paths, walls and hedges which can affect the look and feel of a whole parish. This Design Statement provides guidance for anyone considering development in the area. It will be as valuable to individual householders wishing to build extensions or make minor alterations as it will be to planners, developers and architects considering new buildings

Listed house.

1.3 In summary it is intended for:

- *local householders, businesses and farmers*
- *statutory bodies and providers of services and utilities*
- *Councils- both Sevenoaks District Council and Parish Councils*
- *developers and builders*
- *architects, designers, planners and engineers*

1.4 What does it cover?

This Design Statement contains sections on:

- *the historical and landscape setting of the parish*
- *the pattern of settlements*
- *the form and style of buildings*
- *other important features*

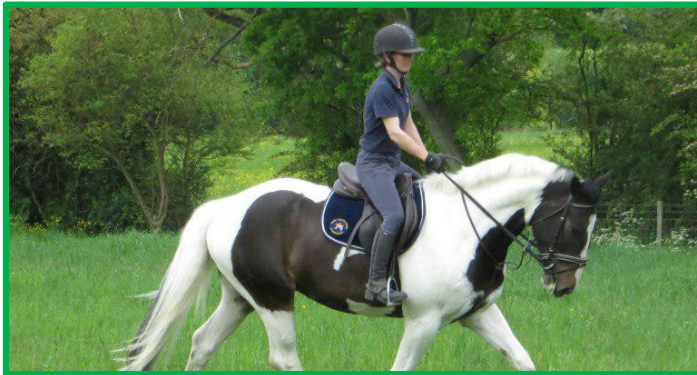
Each section concludes with a number of 'Design Guidelines'. We hope these recommendations will ensure that future developments will preserve the beauty of our countryside

2. LANDSCAPE SETTING OF ST LAWRENCE PARISH

- 2.1 St Lawrence ecclesiastical parish covers an area of approximately 980 acres of quintessential Kentish landscape. It extends 3 miles north to south and one mile east to west. The dominant landscape feature is the Greensand Ridge which straddles the parish from east to west, with Raspit Hill, at a height of just under 200 metres being one of the highest points in Kent. To the north, the ground drops gradually towards the foot of the North Downs. There are extensive woods scattered across the Parish, mainly oak but with impressive stands of beech, many of which are classified as ancient woodland.

There was some quarrying for sand until about 40 years ago; these disused quarries have now returned to nature with oak saplings beginning to replace mature birch. There are several Sites of Special Scientific interest. These are of national importance for their biological or geological interest and include Oldbury and Seal Chart in the north and One Tree Hill and Bitchet Common in the south.

- 2.2 In earliest times the land was mainly used for pastoral farming with enough arable to sustain the scattered farmsteads. The woods have always been of the utmost importance supplying fuel, animal feed, fencing and building materials. They were therefore carefully tended and cropped on a regular basis. These agricultural activities, developed over many generations, make the landscape attractive and distinctive. The patchwork of grazed fields, orchards with their trimmed windbreaks and irregular tracts of coppiced chestnut and extensive oak woodland make the parish a popular venue for walkers and horse riders who use the extensive network of foot and bridle paths. It is these usages which have



determined the appearance of the area. Over the past two centuries the emphasis turned to fruit farming but today this has proved to be non viable and has been replaced with the cultivation of lavender and cob nuts which are used in the preparation of beauty products.

Horse riding

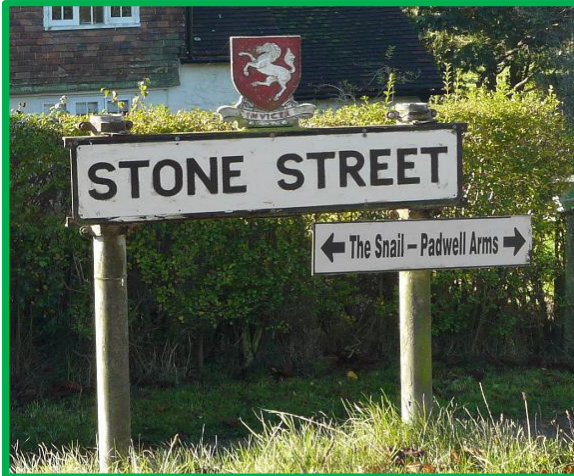
- 2.3 There is surprisingly little change in the extent and distribution of wood and cultivated areas: a visitor from the year 1800 would still find a largely familiar landscape. We are fortunate that much of this beautiful countryside is accessible to the public by a network of foot and bridle paths and winding country lanes through dense woodland, pastures and orchards. Some of these go back to

Agenda Item 7

earliest times and offer panoramic views to the North Downs, to the wooded slopes of the Greensand Ridge, or over the rolling countryside of the Weald.

3. HISTORY AND SETTLEMENT PATTERNS

3.1 The parish has been occupied by humans since Palaeolithic times and has at least one Anglo-Saxon driveway crossing it. Over the centuries development has been strongly influenced by very early tracks, some of which later became roads.



3.2 There are three main settlements, the hamlets of Bitchet Green, Stone Street, and Seal Chart as well as many isolated dwellings among the woods and fields. This reflects our history as a farming area from earliest times with settlements originally based around farmsteads. There is a scattering of smaller dwellings; many of which were originally farmworkers' or tradesman's cottages.

Village sign

3.3 The arrival of the railway in Sevenoaks in the 19th century saw city businessmen building or developing substantial properties, especially in positions affording beautiful views. From information obtained from the Register of Electors there are approximately 180



occupied houses and about 360 adult residents, most of them working in London or neighbouring towns, or retired. Large numbers of children live in the parish and many other children visit for walking, riding and cycling or to attend the excellent primary school. The main centres of local activity – church, school, the village hall, and at the time of writing the two pub/restaurants (The Padwell and The Snail), the cricket/ football pitches – are widely separated from each other

but are all in beautiful rural Setting

St Lawrence School

4. HOUSES: BUILDINGS IN A LANDSCAPE

4.1 The impact of buildings on this rolling countryside depends on the topography. Buildings on the slopes of the Greensand Ridge or in open farmland are visible for many miles around. Others are concealed from the road and from their immediate neighbours, yet are clearly visible at a distance from one of the many vantage points. Others are concealed by foliage in summer while forming a prominent feature after leaf fall. To preserve the beauty of the countryside, consideration must be given to not just a building's compatibility with its immediate environment but its potential impact on the wider landscape and views. In a hilly area such as this, there may be cases where immediate neighbours are not affected by a development but it can easily impact views from miles around.

4.2 There is no dominant vernacular style. Most of the listed buildings (Bitchet Farmhouse, Stone Street Farm Cottage, Foxbury Oast, Pond Farmhouse, Chart Cottage, Apple Tree Cottage School, Chart Oast (formerly Crockers), Stonepitts, Bank Top Cottage, Bennetts Cottage, Cheeseman's Cottage) have their origins in medieval farm houses and cottages. There are a few very large houses, such as Stonepitts, Frankfield, Chart Lodge and Flaneswood, but these are generally unobtrusive and have not had a noticeable influence on the architectural style of the area. Most of the Victorian and Edwardian houses are small (mainly terraced and semi-detached), in sheltered locations and are of local materials which have weathered well. Because they are not of major architectural or historic importance, these Victorian and Edwardian buildings are not listed and are therefore vulnerable to



insensitive alterations and expansion. The lesson to be drawn from our older buildings is that our landscape is best suited to buildings of modest size and unobtrusive appearance which blend in with the countryside rather than bold statements which draw the eye.

St. Lawrence Church

charming additions to the landscape.

4.3 St Lawrence Church and School were built in the mid nineteenth century in the Gothic style and provide

4.4 The 20th century's contribution to the beauty of the area was variable. A few houses have been designed with care and are attractive in their own right, blend in well with neighbouring houses and with a rural setting. (Examples are the farm cottages on Church Road.) Their sympathetic designs sit comfortably in the rural landscape and are not overpowering in size or style by using quality materials, clay roof tiles, stock bricks and timber or metal windows

4.5 The Village Hall is an attractive example of early 20th century architecture that does not dominate the site and has recently been renovated with the help of funding from the Millennium Commission and an enthusiastic community effort. The new windows, while

being more thermally efficient and easy to maintain, do not spoil the overall look of the building with a steeply pitched roof and appropriate use of materials.

4.6 Broadhoath, a semicircle of houses built in the early twentieth century by a local benefactor for occupation by locally employed residents, is stylistically quite different from anything else in the parish. In a more prominent location Broadhoath might appear out of keeping but, in its hidden setting, forms a pleasing architectural whole whose integrity is worth preserving.



Barn conversion



Village Hall

4.7 Residents and visitors have commented that some newer buildings do not blend well into the surrounding countryside in terms of setting, style, proportion and colours. We hope this Village Design Statement can help improve this in the future.

4.8 Green Belt and AONB regulations restrict most new building except for limited extensions, replacement of existing permanent buildings, agricultural buildings that are necessary for the purposes of agriculture, or limited affordable housing within or adjacent to existing settlements that meet an identified local need.

4.9 Any large scale development within the Parish will need to comply with national and local policies for development in the Green Belt and the AONB. The '*Kent Downs Area of Outstanding Natural Beauty Management Plan 2014 - 2019*' and its policies aim to conserve and enhance the local character, qualities and distinctiveness of the Kent Downs. They are a material consideration in planning matters and should be afforded weight in decisions. However, high property prices and the attractive landscape of the area create a considerable financial incentive, and may increase the risk of developments which seek to exceed the limits on expansion allowed under the Local Plan and other policies.

4.10 Replacing, converting or extending isolated properties in visible locations provides a challenge to architects, planners, developers and house owners to contribute to rather than detract from the beauty of the wider landscape.

Design Guidelines

4.11 We would encourage anyone contemplating any development to consult this Village Design Statement before submitting an application. Particular importance is attached to meeting the requirements of Policies EN1, which looks at different ways to encourage good design, and EN2, which seeks to provide adequate residential amenities for existing and future occupiers. Also the Sevenoaks District Council Allocations and Development Management Plan, which provides further development management guidance:

In particular:

DG - 1 Buildings that make an important aesthetic contribution to the landscape due to their size, scale or prominent location will require especially sensitive treatment to ensure that the scale and design does not make the property more dominant in the landscape or detract from the aesthetic contribution it makes to the landscape, even where the building itself is of no special historic or architectural significance (and is therefore not listed).

DG - 2 In the absence of a dominant architectural style, any new buildings, conversions or extensions will be acceptable provided that they do not have a detrimental impact on the character and residential amenity of the immediate vicinity and also that the works do not result in the increase in their prominence in the landscape.

DG - 3 New buildings that would project above the natural skyline and would appear more prominent would not be supported.

DG 4 - All new buildings, alterations, or extensions visible from the road, footpaths, bridleways or from the main vantage points across the Parish should be of a design and in materials that sympathetic to the character and materials of the area. The Kent Design Guide may help with this.

For example, Suitable materials would not include:

Large areas of glass, whitewash, concrete, or similarly reflective surfaces that will be obtrusive by reflecting the light should be avoided where possible. A type of glass that would reduce light emission would be favourable.

DG 5 - The use of obtrusive artificial lighting to buildings should be avoided, except where it can be shown that it is essential for safety or security in accordance with Policy EN6 of the Allocations and Development Management Plan. Low level discreet lighting to drives may be acceptable if proved to be serving a useful purpose.

DG 6 - Where appropriate, new, converted, or extended houses forming part of a complex, row or group of housing should be compatible with neighboring properties in terms of size, scale, roofline, size of windows and, crucially, materials. The aim should be that after ten years the new construction is only noticeable on close inspection.

DG 7 - All new constructions should employ materials that will mellow with time.

DG 8 - Particular care must be taken in proposals for increasing the height of a building. Adding an additional storey can upset the balance and proportion of the building and cause it to obtrude upon the landscape.

Agenda Item 7

DG 9 -Chimneys should normally be retained especially where they are a distinctive architectural feature.

DG 10 – In some instances, provided it is of appropriate scale and employs traditional or appropriate new materials, an original design is preferable to a pastiche of traditional style where a few ‘traditional features’ are added to off the peg buildings.

DG 11 - Window and door design should match the existing building (in the case of extensions) or neighbouring buildings (in the case of new builds).

Note - Double glazing may be inappropriate on historic properties and may require planning permission or Listed Building Consent.

DG13 - Consideration should be given to attaching a condition to granted planning decisions prohibiting the removal of trees which can add to the amenity of the area and afford enhanced views to the applicant.

Extensions: Design Guidelines

EXDG 1 - Present guidelines on extensions in National and Local Planning Policy must be implemented firmly and sensibly to prevent small houses being extended in ways which distort the scale and balance of the original building or are out of keeping with their surroundings.

EXGD 2- Extensions should normally blend in with neighbouring properties in terms of size, roofline, size of windows, style of doors and window frames and, crucially, materials. Ideally, after ten years the new construction should only be noticeable on close inspection.

Replacement Buildings

4.12 There is a trend within the rural areas of the ward to demolish existing houses and replace them with new buildings. The new dwellings usually take full advantage of permitted increase in size in conformity with Planning Policy, currently in the region of an increase of 50% of the floor area that existed before 1948 or when the original dwelling was constructed if after 1948. Many of the new houses have basements or subterranean rooms which allows for even larger units without greater impact upon the open



countryside. It can also be beneficial to relocate the dwelling on the site to mitigate the impact of the building on the openness of the Green Belt and the protected landscape. The aim of the document is to ensure that the replacement buildings are not more obtrusive in the landscape and that developers seek to reduce the impact of the replacement buildings to protect the landscape and character of the area.

Replacement building

RBDG1 - Consideration should be given to the overall impact of the proposal to replace an existing dwelling on the surrounding area and in particular should seek to prevent:

- Large windows with unacceptable light pollution.***
- A negative impact on the character created by walls, gates and entrance drives***
- Excessive roof areas. Ridge heights should be no more than the demolished unit***
- Poor quality of materials and fenestration. Roof tiles in particular should not produce bland surfaces***
- Excessive lighting. Lighting should be low key and not damage the night sky.***
- Inappropriately located solar panels. Panels should be located very discreetly and not damage views from footpaths, bridleways and roads.***

Whilst we would like developers to take this guidance into account when designing and developing new schemes we do understand that some of the works may fall under permitted development and therefore outside the control of planning policies. We would, however, expect any developer to check with the Local Planning Authority to ensure that the works are permitted before they carry out the works.

Domestic Outbuildings: Design Guidelines

DODG 1 - Garages should ideally appear to be an integral part of the original building to prevent the spread of built form across the site where possible Where this is not practicable, the garage should be in keeping with the style and materials of the main building.

DODG 2 - It is preferable that conservatories are sited with care to prevent large areas of glass being visible from a great distance.

DODG 3 - Many properties in the Parish have large gardens. Permission to build stables, barns and stores and similar structures within domestic curtilages should only be granted on condition that their use remains ancillary to the main dwelling on the site, this will prevent structures from being sold off separately.

5. FARMING, THE LOCAL ECONOMY AND EMPLOYMENT



5.1 Relatively few people are now employed in agriculture, reflecting the decline of the industry and increasing mechanisation. The majority of local residents now work in surrounding towns and villages or in London. However there are still two significant farming enterprises (Foxbury Farm and Lower Fawke Farm) and a number of smaller holdings. Foxbury Farm produces lavender and cobnuts while *Chart Farm Businesses* Fawke Farm produces sheep and arable crops.

Recommendations and Design Guidelines

FDG1 Farmers and landowners should be encouraged to make full use of all their assets, including appropriate diversification. The maintenance of the wider agricultural economy will help protect and manage the landscape which makes the area appealing.

FDG2 New and existing businesses can contribute to the local economy and social fabric of the area. A balance of business and residential use within the area is to be encouraged. In line with Core Strategy Policy LO8, new business should be encouraged into the Parish, subject to their activities being in keeping with and not harmful to the tranquil rural area and landscape. Technological advances such as the Internet make this increasingly feasible.

Traffic, parking and noise levels will be key factors when considering proposals for new businesses. The conversion of redundant farm buildings for this purpose should be encouraged, provided the conversion is in keeping with the rural setting and that the conversion does not result in the loss of character of the building itself.

FDG3 Proposals for the construction of new agricultural buildings, stables or sheds must be scrutinised very carefully, to ensure that they are of an appropriate size and location and provide for a clear agricultural need.

FDG4 Agricultural buildings, domestic stabling and field shelters should be designed to minimise the impact on the beauty of the countryside by, for example, siting them in natural hollows or behind existing or new natural screening and using subdued colours or timber cladding.



Listed Oast

FDG6 Permission for caravans, mobile homes or other temporary buildings to be used for agricultural, residential or business purposes should be granted, where appropriate, temporary consent to allow the need for the temporary structure to be reviewed to ensure that the permitted need continues to exist.

6. ROADS, LANES AND RIGHTS OF WAY TRAFFIC

6.1 A particularly attractive feature of the parish is the many country lanes winding between banks and high hedges or through dense woodland. The network of rights of way and bridle paths through dense woodland and extensive orchards is treasured by residents and the many walkers, riders and cyclists who visit throughout the year.

6.2 The parish is divided by the busy and dangerous A25 though fortunately this does not greatly affect the beauty or tranquility of the rest of the parish. A far more serious problem is the ever-increasing volume and speed of traffic on our narrow country lanes. The situation is particularly worrying because of the number of children who come to this area for walking, riding and cycling. Residents believe that a fatal accident, especially one involving walkers, cyclists or riders is inevitable unless traffic calming measures are undertaken as a matter of urgency. The situation is exacerbated by the number of motorists using minor roads for the school run particularly in Stone Street.



6.3 Our narrow lanes are unsuited to large lorries which consequently damage verges and hedges as well as posing a threat to other road users. The Parish would support measures to help improve the protection of these verges.

6.4 There is a general perception among residents that some road signs and bollards within the parish are unnecessary, obtrusive, or poorly sited.

6.5 The atmosphere of a country road can too easily be spoiled by inappropriate walls and gates. In most parts of the parish high brick walls, pillars, solid fencing or ostentatious metal gates look out of place among the fields and hedgerows.

6.6 Most aspects of signage, street furniture and roads are the responsibility of Kent County Council and much of this guidance is directed towards them.

Design Guidelines

ROWDG 1 From a design viewpoint, appropriate markings on the road Surfaces, such as roundels or repeater signs, are preferable to multiple signs on posts.

ROWDG 2 Narrow winding lanes with high banks and hedges are one of the most attractive features of the parish and should be protected wherever possible.

ROWDG 3 In most parts of the parish pavements would be unnecessary or impracticable and out of keeping with the rural surroundings. They should therefore be avoided where possible.

ROWDG 4 Road signs and bollards should be kept to the minimum. The local people would wish to see that the number is compatible with safety but does not result in the proliferation of signage.

Note – independently from this Design Statement, the Parish Council are encouraged to examine the positioning of all road signs with a view to making recommendations to the KCC for the removal of unnecessary ones and for re-siting others.

ROWDG 5 Finger posts are appropriate to a rural area and where possible should be used for directional signs on all 'C' class roads. The Kent 'white horse' signs are recognised by local people as being pleasing.

Note - Planning permission may be required for stone and brick walls, pillars and metal gates and property owners should therefore be encouraged to consult the Council before beginning construction.

ROWDG 6 - Where there are existing adjoining walls and gates, care should be taken to ensure that any new ones contribute to a consistent pattern, form and design. Particular care needs to be taken in the case of isolated dwellings. High walls and elaborate gates can create a more urban character to the site, and look out of place among the hedgerows of our country lanes and landscape.

ROWDG 7 New formal access roads or long imposing driveways, especially with all-weather surfaces, look out of place in this protected landscape and will not be encouraged.

ROWGD 8 Mixed hedges of hawthorn, blackthorn, beech, hornbeam and holly blend in well with the countryside and are encouraged in this Parish. Chestnut fencing is a local product and is therefore particularly appropriate. Conifer hedges can look out of place in a rural setting.

ROWDG 9 The proliferation of advertising signage along the A25 verges on Seal Chart is not encouraged. This an area of special advertising control subject to the Local Planning Authority.

7. LIGHT AND NOISE POLLUTION

7.1 Sound can carry over considerable distances, especially in rolling countryside, and disturb people over a large area. Light pollution is also an increasing problem.

Design Guidelines

NLDG 1 Outdoor lighting for recreational purposes, e.g. tennis courts and swimming pools, normally requires planning consent. If it is required, it would be expected that any proposed development is appropriately designed and discreet. Methods are encouraged to be put in place to reduce light spillage.

NLDG 2 Householders should be encouraged to ensure that lights installed for security and other purposes do not cause light pollution and that security lights are on time switches.

NLDG 3 The potential for noise pollution should be crucial in considering planning applications. Noise abatement measures should be strictly enforced to ensure that the development complies with planning policies in regard to noise, and to prevent any development being harmful to the surrounding amenity.

8. WOODLAND, TREES AND GARDENS

9. Large areas of woodland, much of it ancient woodland with many fine oak and beech, are a distinctive feature of the parish. There are also large plantations of coppiced chestnut which in spring are carpeted with wood anemones and bluebells and which provide an ideal habitat for a wide variety of wildlife. Our woods are treasured by residents and visitors alike, especially as most are accessible to the public through an extensive network of foot and bridle paths. The many small woods, coppices, and fine individual trees on private land contribute significantly to the beauty and rural nature of the Parish.

8.1 In general terms it would be inappropriate for this Village Design Statement to try to influence garden design. However, the conversion of woodland or agricultural land into gardens with, for example, lawns, prominent built features, and leylandii hedges, can have an extremely damaging effect on a rural landscape. This insidious threat to the rural landscape is growing as more house owners are in a position to purchase substantial areas of agricultural land or woodland. Important individual trees on private land are especially vulnerable since they may be felled or unsuitably pruned before the authorities can impose an appropriate preservation order. The Parish would support Tree Preservation Orders (TPOs) where appropriate.

Design Guidelines

WDG1 Ancient Woodland should continue to enjoy a high degree of statutory protection. Residents and the relevant authorities should be vigilant against gradual encroachment and destruction. Applications that encroach and are harmful to these areas would not be supported.

WDG 2 Owners of areas of woodland and agricultural land should not convert these to gardens if they would destroy the character of the land and fail to protect or enhance the natural beauty of the landscape.

Note - Where this has already been done without permission, where appropriate and in line with legislation, they may be required to return the land to its original condition.



Agenda Item 7

Garden

***WDG 3 In order to preserve the openness of the landscape the incorporation of small
Parcels of hitherto agricultural land into garden curtilages should be resisted.***

10. OVERHEAD WIRES AND COMMUNICATIONS EQUIPMENT

9. 1 In an Area of Outstanding Natural Beauty notable for its panoramic views, telecommunications masts may be visible and grossly obtrusive over considerable distances. Siting them where they will do least damage requires great sensitivity. Overhead wires are intrusive though to a lesser extent.

Design Guidelines

OWDG 1 AONB/Green Belt planning restrictions on telecommunications equipment (including masts, satellite dishes and other structures) should be strictly enforced. Operators are encouraged not to permit any masts in prominent position and operators are encouraged to remove them when they become redundant.

9.2 The Local People would support and encourage a programme to relocate overhead wires underground.

APPENDIX

Extracts from Sevenoaks District Council's Core Strategy Adopted February 2011

Policy LO8 - The Countryside and the Rural Economy

The extent of the Green Belt will be maintained.

The countryside will be conserved and the distinctive features that contribute to the special character of its landscape and its biodiversity will be protected and enhanced where possible. The distinctive character of the Kent Downs and High Weald Areas of Outstanding Natural Beauty and their settings will be conserved and enhanced.

Particular regard will be given to the condition and sensitivity of the landscape character and securing the recommended landscape actions in the proposed SPD to ensure that all development conserves and enhances local landscape character and that appropriate mitigation is provided where damage to local character cannot be avoided.

Development that supports the maintenance and diversity of the rural economy including development for agriculture, forestry, small scale business development and rural tourism projects, and the vitality of local communities will be supported provided it is compatible with policies for protecting the Green Belt, the Kent Downs and High Weald Areas of Outstanding Natural Beauty conserves and enhances the value and character of the District's woodland and the landscape character of other rural parts of the District and that it takes account of infrastructure requirements.

Policy SP 1 - Design of New Development and Conservation

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. Account should be taken of guidance adopted by the Council in the form of Kent Design, local Character Area Assessments, Conservation Area Appraisals and Management Plans, Village Design Statements and Parish Plans. In rural areas account should be taken of guidance in the Countryside Assessment and AONB Management Plans.

In areas where the local environment lacks positive features new development should contribute to an improvement in the quality of the environment.

New development should create safe, inclusive and attractive environments that meet the needs of users, incorporate principles of sustainable development and maintain and enhance biodiversity.

The District's heritage assets and their settings, including listed buildings, conservation areas, archaeological remains, ancient monuments, historic parks and gardens, historic buildings, landscapes and outstanding views will be protected and enhanced.

Extracts from Sevenoaks District Council's Allocations and Development Management Plan

Adopted February 2015

Policy EN1 - Design Principles

Proposals which would create high quality design and meet the following criteria will be permitted:

- a) the form of the proposed development would respond to the scale, height, materials and site coverage of the area;
- b) the layout of the proposed development would respect the topography and character of the site and the surrounding area and sensitively incorporate natural features such as trees, hedges and ponds within the site;
- c) the proposal would not result in the loss of buildings, open spaces or green infrastructure that would have an unacceptable impact on the character of the area;
- d) the proposal would ensure satisfactory means of access for vehicles and pedestrians and provide adequate parking and refuse facilities;
- e) the proposal would incorporate, within the design opportunities for increasing biodiversity potential, where possible, and retaining and enhancing Green Infrastructure features including sustainable drainage systems. Proposals that affect a site's existing biodiversity and Green Infrastructure should be designed in a way that avoids or mitigates any potential harm;
- f) the design of new buildings and the layout of spaces, including footways, car and cycle parking areas, would be permeable and provide connectivity with neighbouring areas;
- g) new development would be inclusive and where appropriate make satisfactory provision for the safe and easy access of those with disabilities; and h) the design of new developments would result in the creation of a safe and secure environment and incorporate adequate security measures and features to deter crime, fear of crime, disorder and anti-social behaviour.

Where appropriate, new developments should include infrastructure that meets modern communication and technology needs and restricts the need for future retrofitting. Such infrastructure should include Broadband, high speed internet cabling, digital TV cabling and provision of a power supply that would support green technology initiatives such as in home electric car charging points.

Subject to the above considerations development should make efficient use of the land on which it is proposed.

Where appropriate, proposals should include details and strategies for the effective management and maintenance of sites following their completion.

Policy EN2 - Amenity Protection

Proposals will be permitted where they would provide adequate residential amenities for existing and future occupiers of the development and would safeguard the amenities of existing and future occupants of nearby properties by ensuring that development does not result in, and is not located in areas where occupiers of the development would be subject to, excessive noise, vibration, odour, air pollution, activity or vehicle movements, overlooking or visual intrusion and where the built form would not result in an unacceptable loss of privacy, or light enjoyed by the

Agenda Item 7

occupiers of nearby properties.

Policy EN6 - Outdoor Lighting

Proposals for lighting that affect the outdoor environment which meet the following criteria will be permitted:

- a) where associated with a wider development, the proposal would be well integrated within the scheme;
- b) any impact on the night sky would be minimised through time-limited and user activated lighting, the alignment of lamps, provision of shielding and selection of appropriate lighting type and intensity;
- c) there would be no harmful impact on privacy or amenity for nearby residential properties;
- d) the proposal would preserve or enhance the character or appearance of any Heritage Asset which may be affected;
- e) any potential impacts on wildlife would be avoided or adequately mitigated where avoidance is not possible; and
- f) where proposals affect Areas of Outstanding Natural Beauty or open countryside, it can be demonstrated that the lighting is essential for safety or security reasons.

Where these criteria are met, proposals incorporating the use of low energy lighting will be encouraged.

Sevenoaks District Council

Westerham Village Design Statement

Consultation Statement

Introduction

In accordance with the relevant Planning Regulations, before a Local Authority adopts a supplementary planning document;

“It must prepare a statement setting out the persons the local planning authority consulted when preparing the SPD, a summary of the main issues raised by those persons, and how these issues have been addressed in the SPD...”

This paper fulfils this requirement and sets out the public participation in the preparation of the document (Regulation 17 (1) (b)) and then the statutory public consultation undertaken on the draft Supplementary Planning Document (Regulation 18).

Once adopted, Westerham Village Design Statement SPD will form part of the Sevenoaks District Local Plan. It will not form part of the formal development plan for the area but will be a material consideration in the determination of planning applications.

Approach to consultation

Sevenoaks District Council considers that when preparing SPDs it is appropriate to inform, consult and seek the participation of organisations and/or individuals in order to ensure that the documents more closely reflect local needs and priorities.

The Council undertook a 10 week formal consultation on the Westerham Design Statement 2 between 20th April 2018 and 29th June 2018.

As part of this consultation, the Council:

- Published the draft Westerham Design Statement on the Sevenoaks District Council website and through the Council’s consultation system;
- Made the draft SPD available for inspection at the Council’s offices and libraries in the Council’s administrative area during normal office hours;
- Invited persons and organisations on the Council’s LDF mailing list and those registered on the Council’s consultation database, to make representations during the consultation period.

Public Participation in the Preparation of the VDS by the Parish Council

The Westerham VDS has been built on evidence gathered over several months from both the town of Westerham and the rural communities, including the village of Crockham Hill.

The VDS has been created by people who live and work in Westerham Parish. A task force of volunteers drawn from individuals, local organisations, schools and the National Trust carried out research, surveys and consultations to build an evidence base upon which the design guidelines proposed within this document are formulated.

Sustainability Appraisal

A Sustainability Appraisal for the Village Design Statement has not been undertaken as Sec.180 (5) (d) Planning Act 2008 removed the compulsory requirement for a Sustainability Appraisal for a Supplementary Planning Document.

Comments

Comments were received from:

Natural England (Amy Kitching)

Historic England (Robert Lloyd-Sweet)

Ten interested parties

Some comments received make reference to the proposed 'Which Way Westerham' development and do not apply to the Westerham VDS.

The responses broadly supported the document and suggested strengthening of reference to the AONB and SSSI.

Summary of Issues Raised and Responses

Name	Response Date	Summary	Suggested Changes/ actions
Alison Carter	26 Apr 2018	<ul style="list-style-type: none"> Agrees with the statement 	None
Jenny Smith	30 Apr 2018	<ul style="list-style-type: none"> SC11 more robust approach needed for parking provision for new builds, more parking should be required than KCC guidance Parking standards does not account for car requirements for today's households Parking by residents in centre does not allow for short term parking for people using the shops Agree with reduction in signage LS1 suggest additional description; the meadow views as you approach on the A25 from the West and the Squerryes ridge on the South side of the town 	<ul style="list-style-type: none"> Potentially add further description of additional views
Simon McCarthy	21 May 2018	<ul style="list-style-type: none"> Ensure affordable housing Issues which need to be addressed include lack of schools, overwhelmed doctors and parking Too much expansion will lead to loss of character 	None

Jane Cramp	24 May 2018	<ul style="list-style-type: none"> • Pleased to see Design Statement • Too simplified in places • Appear to treat north east and north west areas as inferior • Supports that development to the north should have regard for air quality • Any relief road would block entry at Town Centre and have negative impact on Town Centre trade • Unclear why Squerries Estates influences current and future development • Extend Conservation Area • Disagree for need for commercial sites; there is always empty office space • London Road is not suited to large vehicles relating to commercial premises • Given the existing car journeys large development is not a good idea 	None
Jane Sinclair	27 May 2018	<ul style="list-style-type: none"> • Inaccuracies in description of Westerham • Inset boundary should be defined • No mention of the important view from the North Downs towards Westerham • Would support an allotment campaign 	<ul style="list-style-type: none"> • Include in descriptions that Westerham is covered by AONB • Add a constraint map for Design Statement area which shows green belt boundary, AONB, conservation area, SSSI etc.
Jenny Cowan	30 May 2018	<ul style="list-style-type: none"> • Not enough emphasis on Green belt and AONB; map should be 	<ul style="list-style-type: none"> • Add a constraint map for Design Statement area which shows

Appendix C

		<p>included to show their extents</p> <ul style="list-style-type: none"> • Support measures to retain character and historic nature of the town if sites are allocated in Westerham • Issues on traffic congestion is not accurately covered • Air quality problem is overstated but agree that development to the north should have regard to air quality regulations • No mention of SSSI and Ancient Woodland at Westerham Wood • Agree with LS1 to LS8 with exception of LS4 • LS4 too willing to concede that open space amenities might simply be replaced with other equivalents • King George Playing Fields are a key feature • SC10 Support emphasis on low densities • SC9 1m between properties is too narrow • Does not identify 'right place' for commercial development • frequency of the M25 overspill problem is overstated • Broadly agree with the specifications SC1 to SC8, and SC10 to SC12 • More opportunity of photos of different architecture and materials to guide larger developments • Comments on WWW masterplan • Broadly support BM1 to 	<p>green belt boundary, AONB, conservation area, SSSI etc (as above)</p>
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		BM15	
Randall	30 May 2018	<ul style="list-style-type: none"> • Generally agree with principles and values • Relationship between Westerham and the Green belt and AONB is not clear • No mention of SSSI and Ancient Woodland at Westerham Wood • Traffic on A25 when M25 is closed is not a frequent occurrence; when it does happen effect is not just in Westerham • Lack of supportive evidence for current poor air quality 	<ul style="list-style-type: none"> • Add a constraint map for Design Statement area which shows green belt boundary, AONB, conservation area, SSSI etc (as above).
Neil Proudfoot	1 June 2018	<ul style="list-style-type: none"> • Statement does not read well • Omission of references to biodiversity and sustainability • Other local government decisions contradict parking guidance in the statement • Traffic congestion issues are not addressed • Parameters surrounding this consultation bounded as they are by previous SDC decisions and planning practice are too tightly drawn for the process to be meaningful 	
Richard Howard	1 June 2018	<ul style="list-style-type: none"> • Comments on Croft Road development • Comments on future development and increase in population • Need for employment 	None

		land is driven by release of land for residential building	
Sandra Johnson	1 June 2018	<ul style="list-style-type: none"> • M25 overspill situation is overstated; all road are affected only for a few hours and is infrequent • 1m between properties is too narrow • Comment on WWW masterplan • Importance of Green Belt, AONB and SSSI Westerham Wood should be highlighted more 	<ul style="list-style-type: none"> • Add a constraint map for Design Statement area which shows green belt boundary, AONB, conservation area, SSSI etc. (as above)
Plan Cons Area Team	27 June 2018	<ul style="list-style-type: none"> • Recommend that the VDS and design guidelines align with, and make clear reference to, the AONB Management Plan • we refer to the following sentences (p.35): 'Green Belt and AONB policies apply throughout the village to new development. Notwithstanding these policies this VDS identifies the important characteristics and provides guidelines for new development'. We would recommend removal of the second sentence, to avoid any contradictions between the VDS and overarching Local Plan documents • Design Guidelines within the VDS may complement and support existing policies (such as those within 	<ul style="list-style-type: none"> • Make reference to AONB Management Plan (https://www.kentdowns.org.uk/landscape-management/management-plan/) • Remove/ alter sentence 'Notwithstanding these policies this VDS identifies the important characteristics and provides guidelines for new development.' on pg 35

		the AONB management plan) but should not be intended to replace existing (overarching) policies	
Historic England (Robert Lloyd-Sweet) (Robert Lloyd-Sweet)	29 June 2018	<ul style="list-style-type: none"> • Well researched and take a pragmatic approach given the different scale and complexity of the areas addressed • May be helpful to include a list of existing policies in Local Plan • Highlight document should not introduce policies but are supplementary to policies 	None

Sevenoaks District Council

St Lawrence (Seal) Village Design Statement

Consultation Statement

Introduction

In accordance with the relevant Planning Regulations, before a Local Authority adopts a supplementary planning document;

“It must prepare a statement setting out the persons the local planning authority consulted when preparing the SPD, a summary of the main issues raised by those persons, and how these issues have been addressed in the SPD...”

This paper fulfils this requirement and sets out the public participation in the preparation of the document (Regulation 17 (1) (b)) and then the statutory public consultation undertaken on the draft Supplementary Planning Document (Regulation 18).

Once adopted, St Lawrence Village Design Statement SPD will form part of the Sevenoaks District Local Plan. It will not form part of the formal development plan for the area but will be a material consideration in the determination of planning applications.

Approach to consultation

Sevenoaks District Council considers that when preparing SPDs it is appropriate to inform, consult and seek the participation of organisations and/or individuals in order to ensure that the documents more closely reflect local needs and priorities.

The Council undertook a 10 week formal consultation on the St Lawrence Village Design Statement between 20th April 2018 and 29th June 2018.

As part of this consultation, the Council:

- Published the draft St Lawrence Village Design Statement on the Sevenoaks District Council website and through the Council’s consultation system;
- Made the draft SPD available for inspection at the Council’s offices and libraries in the Council’s administrative area during normal office hours;
- Invited persons and organisations on the Council’s LDF mailing list and those registered on the Council’s consultation database, to make representations during the consultation period.

Public Participation in the Preparation of the VDS by the Parish Council

Following on from the previous Village Design Statement, the Seal St Lawrence VDS has been revised by Seal Parish Council to reflect the views of the local people from a study of the Seal Parish Plan Questionnaire in 2010.

Sustainability Appraisal

A Sustainability Appraisal for the Village Design Statement has not been undertaken as Sec.180 (5)(d) Planning Act 2008 removed the compulsory requirement for a Sustainability Appraisal for a Supplementary Planning Document.

Comments

Comments were received from:

Natural England (Amy Kitching)

Historic England (Robert Lloyd-Sweet)

The representations received are broadly supportive.

Summary of Issues Raised and Responses

Name	Response Date	• Summary	Actions/ changes
Historic England (Robert Lloyd-Sweet) (Robert Lloyd-Sweet)	29 June 2018	<ul style="list-style-type: none"> • On the whole, well researched and pragmatic approach • Highlight that documents should not introduce policy but are supplementary to policy • List of existing policies is a helpful addition • Appreciate consideration of relationship between villages and their setting 	

Appendix D

AONB Unit - Plan Cons Area Team	27 June 2018	<ul style="list-style-type: none"> • welcome recognition of the parish's location in relation to AONB • Kent Downs AONB Management Plan should be referred to in paragraph 4.9 	Kent Downs AONB Management Plan should be referred to
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Item 8 - Financial Results 2018/19 - to the end of January 2019

The attached report was considered by the Finance Advisory Committee on 27 March 2019. The relevant Minute extract was not available prior to the printing of this agenda and will follow when available.

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FINANCIAL RESULTS 2018/19 - TO THE END OF JANUARY 2019

Cabinet - 4 April 2019

Report of Chief Finance Officer

Status: For consideration

Also considered by: Finance Advisory Committee - 27 March 2019

Key Decision: No

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

Portfolio Holder Cllr. John Scholey

Contact Officers Alan Mitchell, Ext. 7483

Adrian Rowbotham, Ext. 7153

Recommendation to Finance Advisory Committee: That the report be noted, and any comments forwarded to Cabinet.

Recommendation to Cabinet: That Cabinet considers any comments from Finance Advisory Committee and notes the report

Reason for recommendation: Sound financial governance of the Council.

Overall Financial Position

- 1 The year-end position is currently forecast to be an unfavourable variance of £138,000; this represents 0.94% of our net service expenditure budget totalling £14,687,000.

Year to Date - Areas of Note

- 2 Pay costs - the expenditure to date on staff costs is £558,000 below budget. There are currently vacancies within the majority of service areas; the largest salary underspends are being reported within Planning Services and Environmental & Operational Services. The impact of the larger salary variances are included within the Chief Officer commentaries.
- 3 Income - the Council receives a number of different income streams to help balance the budget; section 8 of the monitoring pack provides details in relation to the main streams. Income is ahead of profile in Carparks, On-street Parking and Building Control. The level of on-street parking income

Agenda Item 8

has seen a slight increase, as large scale works are carried out in the car parks. Land Charges, Car Parks and Planning Fee income is currently lower than anticipated; Chief Officers are aware of risks and have provided further details in their commentaries.

- 4 Investment Returns - the return to date on the investments held by the Council has resulted in a favourable position being reported, with interest received to date totalling £221,000 compared to a year to date budget of £132,000. For noting, we are starting to see some amendments to available rates following the Bank of England base rate increase to 0.75% in August 2018.
- 5 New Homes Bonus - the Council is due to receive £1,320,000 New Homes Bonus during 2018/19; as per the 10 year financial plan, this income will not be applied to fund the provision of services, instead it will be transferred to the Budget Stabilisation Reserve to be utilised as future needs arise.
- 6 Retained Business Rates - the Council is part of the 2018/19 Kent 100% Business Rates Retention pilot. An income expectation of £2,700,000 forms part of the 18/19 budget; most of the receipts over and above this amount will be transferred to the Budget Stabilisation Reserve. Regular monitoring takes place, with any outturn amendments feeding into the outturn forecasts.

Year End Forecast

- 7 The year-end forecast position is an unfavourable variance of £138,000. Following are details of the larger variances, both favourable and unfavourable.

Net Service Expenditure - Favourable variances

- 8 The Council is providing Parking Enforcement to Tandridge District Council, as part of a contractual agreement; additional income totalling £28,000 has been forecast in relation to this arrangement.
- 9 Various underspends across Environmental & Operational Services general admin support functions has resulted in a favourable variance of £80,000 being forecast; this is as a result of salary savings and savings on postage, phones, equipment and other minor expenditure areas.
- 10 The Council no longer belongs to the West Kent Equalities arrangement, with services being provided in-house; this has resulted in a favourable variance of £19,000.
- 11 From the savings the Council is able to derive from vacant posts, it is anticipated that the corporate savings target will be exceeded by the year end; this has resulted in a favourable variance of £20,000.

- 12 Salary savings within the Planning Service as a result of vacancies has resulted in favourable variances of £25,000 being forecast in Planning - Enforcement, £30,000 in CIL Administration and £40,000 in Planning Policy.
- 13 Salary savings within the Planning Service as a result of vacancies has resulted in favourable variances of £25,000 being forecast in Planning - Enforcement, £30,000 in CIL Administration and £40,000 in Planning Policy.

Net Service Expenditure - Unfavourable variances

- 14 Business Rates have been paid for properties in Swanley that are being held for future development and this has given rise to an unfavourable variance of £25,000.
- 15 Anticipated lower levels of income from sale of glass and paper has contributed to an adverse variance forecast within the Refuse Collection service, totalling £25,000.
- 16 Savings/income from moving to internal enforcement agents for local tax recovery has not fully been realised, as arrangements have not been in place for the full year; this has contributed to an adverse variance of £75,000 being forecast within the Local Tax service.
- 17 Contractor and consultant costs involved in the feasibility and legal work in the lead up to capital schemes has resulted in Economic Development Property forecasting of unfavourable variance of £35,000.
- 18 Unrealised income expectations with CCTV has resulted in an unfavourable variance of £22,000.
- 19 Planning - Appeals are forecasting an unfavourable variance of £39,000 following awards of costs.
- 20 Underachievement of planning income, partly off-set by salary savings from vacancies within the Planning - Development Management team, has resulted in an unfavourable variance of £81,000.
- 21 The underachievement of income and costs incurred in relation to Public Rights of Way and CON 29 (information provided as part of standard conveyancing process) have contributed to an unfavourable forecast of £70,000 in Land Charges.
- 22 Office maintenance, recruitment costs and investment in new staff training has resulted in an unfavourable variance of £35,000 being forecast within Planning Services - Administrative Expenses.
- 23 Although income is above profile, rent for Bligh's car park and business rates paid, including for the temporary site of Morewood Close for temporary

Agenda Item 8

parking whilst Buckhurst 2 being developed, have contributed to an unfavourable variance of £100,000 being forecast within Car Parks.

Other Variances

- 24 Retained Business Rates - following the qtr 3 business rates pilot monitoring position, the Council are anticipating additional business rates receipts totalling £280,000. A corresponding transfer to the Budget Stabilisation Reserve has been forecast, to enable funds to be utilised in future years.
- 25 Interest Receipts - current levels of investment returns and possible rates available going forward has resulted in £99,000 additional income being forecast.
- 26 Investment Property Income - it is anticipated that income will exceed budgeted levels this year and some of this will be transferred to a reserve, however some of the income will be utilised to off-set consultancy costs incurred within Economic Development in relation to Property Investment projects. As a result a £20,000 favourable variance has been forecast to reflect this.

Future Issues and Risk areas

- 27 Chief Officers have considered the future issues and risk areas for their services and the impacts these may have on the Council's finances as follows:
 - Spend on property feasibility studies may be capitalised if the project is feasible and taken forward. This is monitored carefully during the year.
 - All legal fees and charges for regularising activity at the former Convent of Mercy building in Swanley, including planning enforcement, will be charged to the Community Development budget which will result in an overspend. The amount of legal fees will not be known until later in the financial year.
 - Additional expenditure on reducing homelessness under the new Homelessness Reduction Act is currently funded from the Government's Flexible Homelessness Support Fund; funding for this is promised for 2019/20. We need to monitor the availability of this funding beyond then as any reduction or deletion of that funding would affect the funding of temporary accommodation and staff posts.
 - The full service of Universal Credit, seeing the transfer of new claims to Universal Credit, commenced from 21st November 2018. Migration for existing claims will be phased after this date; however, pensioner cases will be retained. Regular liaison meetings are taking place with DWP partnership managers.
 - There remains the risk that planning decisions and enforcement action will be challenged, either at appeal or through the Courts. The risk is ongoing and associated costs remain uncertain.

- Planning application fee income is uncertain and is currently below budgeted profile. This is being closely monitored.
- Staff turnover, in Planning, remains high and recruiting to vacant posts continues to be difficult.
- Any surplus on the Investment Property budget will be transferred to a reserve as agreed at budget setting to assist with any future maintenance and voids.

28 The impact on financial markets, externally funded projects and rates of inflation following the results of the EU Referendum in June 2016 is being monitored and addressed as part of the Council's risk management process.

Key Implications

Financial

The financial implications are set out elsewhere in this report.

Legal Implications and Risk Assessment Statement.

Under section 151 of the Local Government Act 1972, the Section 151 officer has statutory duties in relation to the financial administration and stewardship of the authority.

Detailed budget monitoring is completed on a monthly basis where all variances are explained. Future risk items are also identified.

Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Appendices

Appendix A - January Budget Monitoring (Tables)

Background Documents

None

Adrian Rowbotham

Chief Finance Officer

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*Position as at the end of January 2019
(Period 201910)*

Communities & Business
Corporate Services
Environmental & Operational Services
Financial Services
Planning Services

Adjustments to Reconcile to amount to be met from reserves

Direct Services Trading Account

Capital Charges outside the General Fund
Support Services outside the General Fund

NET SERVICE EXPENDITURE

Revenue Support Grant and New Homes Bonus
Retained Business Rates
Council Tax
Contribution from Collection Fund

Summary excluding Investment Income

Investment Property Income
Interest Receipts

OVERALL TOTAL

Planned Appropriation to/(from) Reserves
Other Reserve Movements

Supplementary Estimates

(Surplus)/Deficit

Y-T-D Actual £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Annual Variance £'000	Annual Variance %
1,514	1,497	1,553	56	3.7
2,399	2,936	2,996	60	2.0
3,366	4,798	4,842	44	0.9
4,223	4,611	4,647	37	0.8
1,058	1,249	1,309	60	4.8
12,560	15,091	15,348	257	1.7
(147)	(144)	(144)	0	0.0
(50)	(60)	(60)	0	0.0
(153)	(183)	(183)	0	0.0
12,210	14,704	14,961	257	1.7
(1,100)	(1,320)	(1,320)	0	0.0
(2,250)	(2,700)	(2,980)	(280)	(10.4)
(8,683)	(10,420)	(10,420)	0	(0.0)
(213)	(255)	(255)	0	0.0
(36)	9	(15)	(23)	(259.9)
(855)	(735)	(755)	(20)	0.0
(221)	(130)	(229)	(99)	0.0
(1,112)	(856)	(999)	(142)	16.6
728	873	873	0	
0	0	250	250	
(17)	(17)	(17)	0	
(401)	0	108	108	

3. Services by Chief Officer

Position as at the end of January 2019 (Period 201910)

Communities and Business SDC Funded

Administrative Expenses - Communities & Business	26	26	26	-
Administrative Expenses - Housing	0	-	-	-
All Weather Pitch	(4)	(5)	(5)	-
Community Development Service Provisions	(4)	(6)	(5)	1
Community Safety	175	183	203	20
Economic Development	41	57	57	-
Economic Development Property	286	277	312	35
Grants to Organisations	168	183	183	-
Health Improvements	39	44	44	-
Housing Initiatives	48	53	53	-
Homeless	214	130	130	-
Homelessness Funding	35	-	-	-
Housing	209	204	204	-
Homelessness Prevention	14	-	-	-
Housing Energy Retraining Options (HERO)	97	36	36	-
Leader Programme	4	5	5	-
Leisure Contract	62	168	168	-
Leisure Development	20	20	20	-
The Community Plan	41	55	55	-
Tourism	25	31	31	-
West Kent Partnership	2	-	-	-
Youth	28	36	36	-
Total Communities & Business (SDC Funded)	1,524	1,497	1,553	56

Y-T-D	Annual	Annual	Forecast
Actual	Budget	Forecast	Annual
		(including	Variance
£'000	£'000	Accruals)	£'000
		£'000	
26	26	26	-
0	-	-	-
(4)	(5)	(5)	-
(4)	(6)	(5)	1
175	183	203	20
41	57	57	-
286	277	312	35
168	183	183	-
39	44	44	-
48	53	53	-
214	130	130	-
35	-	-	-
209	204	204	-
14	-	-	-
97	36	36	-
4	5	5	-
62	168	168	-
20	20	20	-
41	55	55	-
25	31	31	-
2	-	-	-
28	36	36	-
1,524	1,497	1,553	56

**Position as at the end of January 2019
(Period 201910)**

Communities and Business Externally Funded

Choosing Health WK PCT	(0)
Community Sports Activation Fund	11
Dementia Area Project - Run Walk Push	(0)
Dunton Green Projects - S106	42
Dunton Green Projects	(0)
New Ash Green	0
One You - Your Home Project	(15)
Partnership - Home Office	(10)
PCT Health Checks	(0)
PCT Initiatives	(12)
Repair & Renew Flood Support Scheme	-
Sport Satellite Clubs	(1)
Sportivate Inclusive Archery Project	(1)
Troubled Families Project	(2)
West Kent Enterprise Advisor Network	(8)
West Kent Kick Start	(13)
West Kent Partnership Business Support	(0)
Total Communities & Business (Ext Funded)	(10)

Total Communities & Business

Y-T-D	Annual	Annual	Forecast
Actual	Budget	Forecast (including Accruals)	Annual Variance
£'000	£'000	£'000	£'000
(0)	-	-	-
11	-	-	-
(0)	-	-	-
42	-	-	-
(0)	-	-	-
0	-	-	-
(15)	-	-	-
(10)	-	-	-
(0)	-	-	-
(12)	-	-	-
-	-	-	-
(1)	-	-	-
(1)	-	-	-
(2)	-	-	-
(8)	-	-	-
(13)	-	-	-
(0)	-	-	-
(10)	-	-	-
1,514	1,497	1,553	56

**Position as at the end of January 2019
(Period 201910)**

Corporate Services

Asset Maintenance IT

Civic Expenses

Democratic Services

Elections

Register of Electors

Administrative Expenses - Corporate Services

Land Charges

Street Naming

Administrative Expenses - Legal and Democratic

Administrative Expenses - Human Resources

Support - Contact Centre

Support - General Admin

Support - IT

Support - Legal Function

Support - Local Offices

Support - Nursery

Support - Human Resources

Corporate Projects

Total Corporate Services

Y-T-D	Annual	Annual	Forecast
Actual	Budget	Forecast (including Accruals)	Annual Variance
£'000	£'000	£'000	£'000
160	277	277	-
17	16	16	-
124	143	143	-
80	129	129	-
153	234	234	-
10	25	25	-
(33)	(103)	(33)	70
(10)	5	(9)	(14)
62	51	66	15
11	5	5	-
372	471	451	(20)
51	33	33	-
869	1,046	1,031	(15)
155	206	200	(6)
25	31	31	-
2	-	-	-
275	270	300	30
75	95	95	-
2,399	2,936	2,996	60

**Position as at the end of January 2019
(Period 201910)**

Environment and Operational

	Y-T-D	Annual	Annual	Forecast
	Actual	Budget	Forecast (including Accruals)	Annual Variance
	£'000	£'000	£'000	£'000
Air Quality (Ext Funded)	-	-	-	-
Asset Maintenance Argyle Road	89	108	108	-
Asset Maintenance CCTV	9	17	17	-
Asset Maintenance Countryside	2	8	3	(5)
Asset Maintenance Other Corporate Properties	40	48	48	-
Asset Maintenance Direct Services	16	39	29	(10)
Asset Maintenance Hever Road	79	38	38	-
Asset Maintenance Leisure	145	178	178	-
Asset Maintenance Playgrounds	7	8	8	-
Asset Maintenance Support & Salaries	38	83	83	-
Asset Maintenance Sewage Treatment Plants	0	8	1	(7)
Asset Maintenance Public Toilets	0	7	2	(5)
Bus Station	10	17	15	(2)
Car Parks	(1,420)	(1,894)	(1,794)	100
Car Parking - On Street	(442)	(500)	(500)	-
CCTV	232	258	280	22
Civil Protection	50	47	57	10
Dartford Environmental Hub (SDC Costs)	1	-	-	-
EH Commercial	4	279	279	-
EH Animal Control	3	1	1	-
EH Environmental Protection	24	386	396	10

**Position as at the end of January 2019
(Period 201910)**

Environment and Operational cont.

	Y-T-D Actual £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
Emergency	54	66	66	-
Energy Efficiency	19	29	24	(5)
Estates Management - Buildings	11	(18)	7	25
Estates Management - Grounds	98	113	113	-
Gypsy Sites	(13)	(26)	(17)	9
Disabled Facilities Grant Administration	(47)	(20)	(30)	(10)
Housing Premises	(2)	1	1	-
Kent Resource Partnership	(96)	-	-	-
Licensing Partnership Hub (Trading)	(27)	-	-	-
Licensing Partnership Members	-	-	-	-
Licensing Regime	(24)	(0)	(0)	-
Markets	(204)	(182)	(194)	(12)
Parking Enforcement - Tandridge DC	(8)	-	(28)	(28)
Parks and Recreation Grounds	103	116	121	5
Parks - Greensand Commons Project	(8)	-	-	-
Parks - Rural	113	114	129	15
Private Sector Housing	177	198	178	(20)
Private Sector Housing Maintenance Operatives	(2)	-	5	5
Public Transport Support	-	0	0	-
Refuse Collection	2,270	2,683	2,708	25
Administrative Expenses - Direct Services	0	-	-	-
Administrative Expenses - Health	1	12	7	(5)
Administrative Expenses - Licensing	1	10	7	(3)
Administrative Expenses - Property	3	4	4	-
Administrative Expenses - Transport	6	8	8	-
Street Cleansing	1,168	1,415	1,410	(5)

***Position as at the end of January 2019
(Period 201910)***

Environment and Operational cont.

	Y-T-D Actual £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
Support - Central Offices	391	450	450	-
Support - Central Offices - Facilities	214	290	270	(20)
Support - General Admin	142	234	184	(50)
Support - Health and Safety	11	17	17	-
Support - Direct Services	25	58	48	(10)
Support - Procurement	7	6	6	-
Support - Property Function	47	48	48	-
Sevenoaks Switch and Save	(1)	-	-	-
Taxis	1	(11)	(11)	-
Public Conveniences	48	46	61	15
Total Environmental and Operational Services	3,366	4,798	4,842	44

**Position as at the end of January 2019
(Period 201910)**

Finance

Action and Development	-
Benefits Admin	(449)
Benefits Grants	396
Consultation and Surveys	-
Corporate Management	805
Corporate - Other	-
Dartford Partnership Hub (SDC costs)	1,743
Equalities Legislation	-
External Communications	154
Housing Advances	1
Local Tax	(573)
Members	357
Misc. Finance	1,432
Performance Improvement	7
Administrative Expenses - Chief Executive	9
Administrative Expenses - Finance	22
Administrative Expenses - Transformation and Strategy	2
Support - Counter Fraud	(84)
Support - Audit Function	20
Support - Exchequer and Procurement	110
Support - Finance Function	180
Support - General Admin	6
Treasury Management	86
Total Finance	

Y-T-D	Annual	Annual	Forecast
Actual	Budget	Forecast (including Accruals)	Annual Variance
£'000	£'000	£'000	£'000
-	7	7	-
(449)	167	170	3
396	(25)	(25)	-
-	4	4	-
805	974	977	3
-	298	278	(20)
1,743	-	-	-
-	19	-	(19)
154	192	192	-
1	1	1	0
(573)	(21)	57	78
357	428	428	-
1,432	1,734	1,713	(21)
7	(1)	(1)	-
9	30	18	(12)
22	33	32	(0)
2	5	5	-
(84)	52	52	-
20	170	166	(4)
110	103	135	33
180	218	213	(5)
6	111	119	8
86	114	107	(7)
4,223	4,611	4,647	37

**Position as at the end of January 2019
(Period 201910)**

Planning Services

Administrative Expenses - Planning Services

Community Housing Fund

Conservation

Planning Performance Agreement

LDF Expenditure

Planning - Appeals

Planning - CIL Administration

Planning - Counter

Planning - Development Management

Planning - Enforcement

Planning Policy

Building Control Discretionary Work

Building Control Partnership Members

Building Control Partnership Hub (SDC Costs)

Building Control

Dangerous Structures

Administrative Expenses - Building Control

Total Planning Services

Y-T-D	Annual	Annual	Forecast
Actual	Budget	Forecast (including Accruals)	Annual Variance
£'000	£'000	£'000	£'000
85	44	79	35
2	-	-	-
81	91	99	8
-	-	-	-
(0)	-	-	-
154	196	235	39
(15)	(49)	(79)	(30)
(0)	-	-	-
189	169	250	81
216	279	254	(25)
442	619	579	(40)
-	-	-	-
-	-	-	-
-	-	-	-
(100)	(113)	(116)	(2)
1	3	1	(2)
5	11	7	(4)
1,058	1,249	1,309	60

4. Cumulative Salary Monitoring

**Position as at the end of January 2019
(Period 201910)**

Communities and Business

Corporate Services

Environmental & Operational Services:

- Emergency Planning & Property

- Environmental Health

- Licensing

- Operational Services

- Parking

Financial Services

Planning Services

- Planning

- Building Control

Sub Total

Council Wide - Vacant Posts

Staff Recruitment and Retention

TOTAL SDC Funded Salary Costs

Externally Funded & Funded from other sources (gross figures).
Overspendings here are matched by external funding and represent additional resources secured for the Council since the budget was set.

Communities and Business Ext. Funded

Environmental & Operational Services Ext Funded

TOTAL All Salary Costs

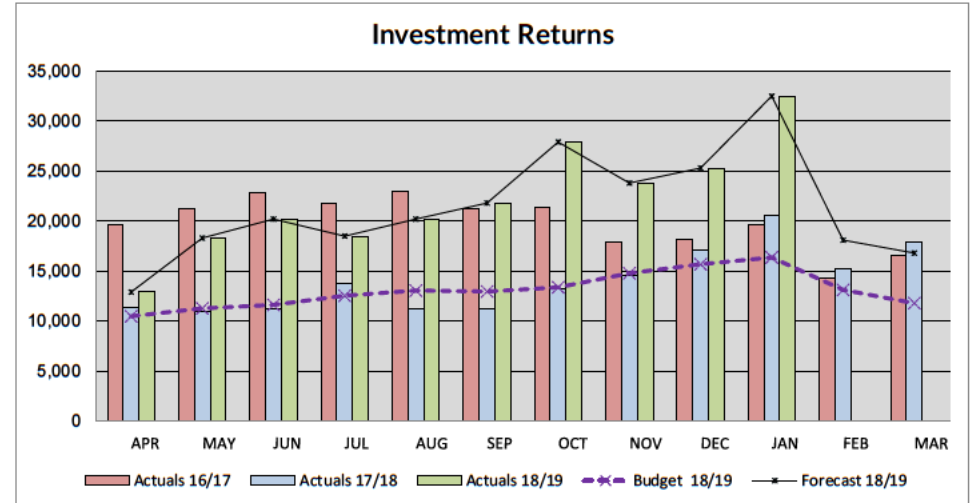
Y-T-D	Annual	Annual	Annual	Annual
Actual	Budget	Forecast	Variance	Variance
£'000	£'000	£'000	£'000	%
795	967	967	0	-
1,970	2,333	2,333	0	-
4,775	6,002	5,886	(116)	(2)
615	775	737	(38)	(5)
505	645	645	0	-
281	370	370	0	-
3,035	3,790	3,712	(78)	(2)
339	421	421	0	-
2,205	2,769	2,750	(19)	(1)
1,875	2,522	2,257	(265)	(11)
1,606	2,201	1,936	(265)	(12)
269	321	321	0	-
11,620	14,593	14,193	(400)	(3)
0	20	0	(20)	-
0	50	50	0	-
11,620	14,664	14,243	(420)	(3)
431	514	514	0	-
142	169	169	0	-
573	683	683	0	-
12,193	15,347	14,926	(420)	(3)

5 Direct Services
Jan-19

	PERIOD				YEAR-TO-DATE				ANNUAL			Y-T-D NET VARIANCE			ANNUAL NET VARIANCE		
2018-19 Jan-18	Budget	Actual	Actual / Budget	Variance	Budget	Actual	Actual / Budget	Variance	Budget	Forecast	Variance	Net Budget by Service	Net Actual by Service	Variance by Service	Net Budget by Service	Net Actual by Service	Variance by Service
	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Income																	
Refuse	(212)	(213)	(0.2)	0	(2131)	(2138)	(0.3)	(7)	(2558)	(2558)	0		79	79	(1)	(1)	0
CDSU	(8)	(8)	0.5		(84)	(84)	(0.5)	0	(101)	(101)	0	16	17	2	19	19	0
Street & Toilet Cleaning	(110)	(110)	(0.3)	0	(1120)	(1136)	(1.4)	(15)	(1347)	(1347)	0	(28)	20	49	(36)	(36)	0
Trade	(32)	(27)	15.1	5	(400)	(371)	7.2	29	(465)	(465)	0	(54)	(42)	12	(49)	(49)	0
Workshop	(55)	(51)	7.3	4	(552)	(617)	(11.9)	(65)	(662)	(662)	0	(1)	(10)	(9)	(1)	(1)	0
Green Waste	(35)	(31)	12.7	4	(470)	(518)	(10.2)	(48)	(535)	(535)	0	(54)	(124)	(70)	(19)	(19)	0
Cesspools	(20)	(17)	13.2	3	(196)	(196)	(0.1)	0	(235)	(235)	0	(24)	(42)	(18)	(29)	(29)	0
Pest Control	(4)	(4)	9.9		(79)	(57)	28.3	22	(88)	(88)	0	(6)	14	19	0	0	0
Grounds	(15)	(15)	0.0	0	(149)	(151)	(1.8)	(3)	(180)	(180)	0	(14)	(32)	(18)	(18)	(18)	0
Fleet	(76)	(74)	2.6	2	(764)	(775)	(1.4)	(11)	(917)	(917)	0	0	(17)	(17)	0	0	0
Depot	(28)	(22)	22.8	6	(236)	(231)	2.0	5	(292)	(292)	0	4	3	(2)	0	0	0
Emergency	(5)	(5)	0.0	0	(46)	(46)	0.0	0	(55)	(55)	0	(8)	(15)	(7)	(9)	(9)	0
Total Income	(600)	(576)	4.0	24	(6227)	(6321)	(1.5)	(94)	(7436)	(7436)		(168)	(147)	21	(145)	(145)	
Expenditure																	
Refuse	213	211	(1.2)	(2)	2,131	2,217	4.0	86	2,557	2,557	0						
CDSU	10	10	2.0		99	102	2.2	2	119	119	0						
Street & Toilet Cleaning	109	108	(1.4)	(2)	1,092	1,156	5.9	64	1,311	1,311	0						
Trade	35	41	17.5	6	346	330	(4.8)	(17)	415	415	0						
Workshop	55	48	(13.1)	(7)	551	607	10.2	56	661	661	0						
Green Waste	39	45	14.7	6	416	394	(5.2)	(21)	516	516	0						
Cesspools	17	16	(6.5)	(1)	172	154	(10.4)	(18)	206	206	0						
Pest Control	7	7	(6.9)	(1)	74	71	(4.2)	(3)	88	88	0						
Grounds	13	11	(20.6)	(3)	135	120	(11.4)	(15)	162	162	0						
Fleet	76	74	(3.1)	(2)	764	759	(0.7)	(6)	917	917	0						
Depot	29	28	(3.3)	(1)	240	234	(2.6)	(6)	292	292	0						
Emergency	4	3	(19.2)	(1)	38	31	(17.9)	(7)	46	46	0						
Total Expenditure	609	601	(1.3)	-8	6058	6174	1.9	115	7291	7291	0						
Net	8	24	2.7	16	(168)	(147)	0.4	21	(145)	(145)							

6 Investment Returns

	Actuals 16/17	Actuals 17/18	Actuals 18/19	Budget 18/19	Variance	Forecast 18/19
APR	19,679	11,389	12927	10,480	2,447	12,900
MAY	21,188	11,020	18323	11,259	7,064	18,300
JUN	22,859	11,182	20233	11,622	8,611	20,200
JUL	21,769	13,806	18443	12,530	5,913	18,500
AUG	23,005	11,280	20224	13,050	7,174	20,200
SEP	21,312	11,190	21831	12,963	8,868	21,800
OCT	21,399	13,282	27864	13,361	14,503	27,900
NOV	17,942	14,533	23808	14,782	9,026	23,800
DEC	18,150	17,148	25281	15,683	9,598	25,300
JAN	19,573	20,510	32513	16,362	16,151	32,500
FEB	14,244	15,173		13,113		18,100
MAR	16,626	17,852		11,795		16,800
	237,746	168,365	221,447	157,000	89,355	256,300



INVESTMENT RETURNS (CUMULATIVE)

	Actuals 16/17	Actuals 17/18	Actuals 18/19	Budget 18/19	Variance	Forecast 18/19
APR	19,679	11,389	12927	10,480	2,447	12,900
MAY	40,867	22,409	31250	21,739	9,511	31,200
JUN	63,726	33,591	51483	33,361	18,122	51,400
JUL	85,495	47,397	69926	45,891	24,035	69,900
AUG	108,500	58,677	90150	58,941	31,209	90,100
SEP	129,812	69,867	111981	71,904	40,077	111,900
OCT	151,211	83,149	139845	85,265	54,580	139,800
NOV	169,153	97,682	163653	100,047	63,606	163,600
DEC	187,303	114,830	188934	115,730	73,204	188,900
JAN	206,876	135,340	221447	132,092	89,355	221,400
FEB	221,120	150,513		145,205		239,500
MAR	237,746	168,365		157,000		256,300

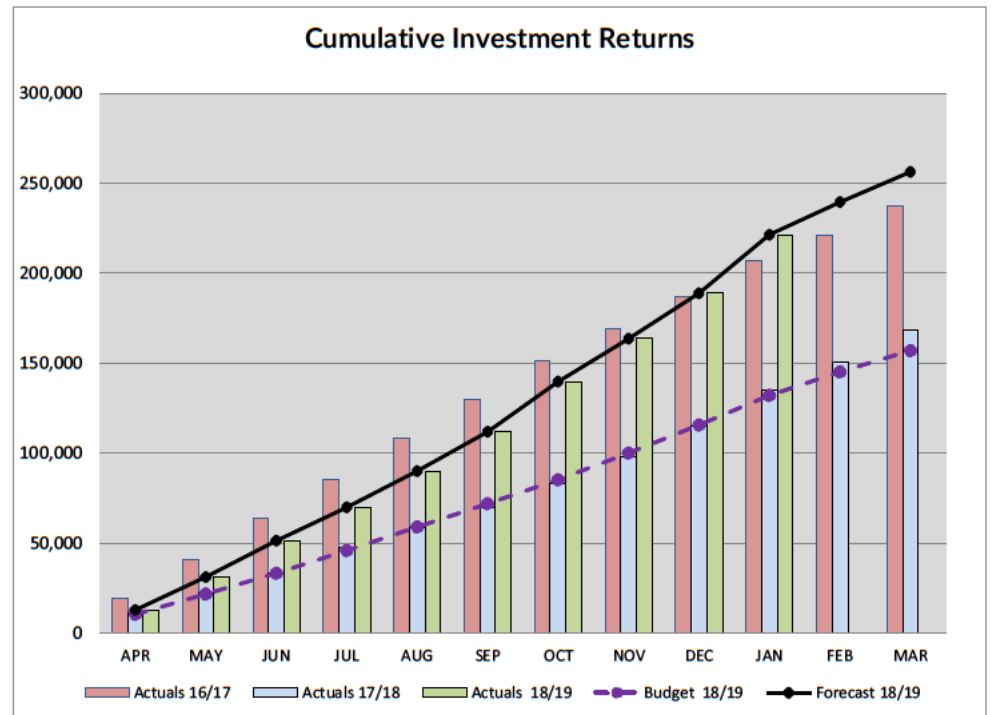
BUDGET FOR 2018/19 157,000
FORECAST OUTTURN 256,300

CODE:- YHAA 96900

N.B.

These are the gross interest receipts rather than the interest remaining in the General Fund

Fund Average 0.6946%
7 Day LIBID 0.4940%
3 Month LIBID 0.6650%



	BUDGET FTE	STAFF FTE	AGENCY STAFF	CASUAL FTE	TOTAL	COMMENTS	DECEMBER TOTALS
1. Communities and Business	20.35	27.58	1.75	0.21	29.54	This includes Housing Advice	27.73
2. Corporate Services <i>Contact Centre, HR, Secretarial, Legal, Democratic Service, Elections</i>	60.88	58.61	0.25	0.40	59.26		59.41
3. Environmental & Operational Services	168.02	159.46	22.10	2.46	184.02		182.66
3a. Environmental Health	12.57	12.00	1.00	0.00	13.00		13.00
3b. Licensing	10.81	9.18	0.00	0.29	9.47		8.37
3c & 3d Operational Services + CCTV	112.16	109.77	21.10	1.33	132.20		128.54
3e. Parking & Amenity Services	12.00	12.00	0.00	0.00	12.00		12.00
3f. Property Services	20.48	16.51	0.00	0.84	17.35		20.75
Finance, Revenues & Benefits, Transformation & Strategy, & Chief Executive	69.81	58.76	3.50	0.22	62.48		61.80
5a. Planning	51.98	44.25	0.43	0.00	44.68		44.66
5b. Building Control	7.00	6.00	0.00	0.00	6.00		6.00
SUB TOTAL	378.04	354.66	28.03	3.29	385.98		382.26
EXTERNALLY FUNDED POSTS							
7. Communities and Business	14.5	8.62	0.00	0	8.62		8.51
8. Operational Services	2	2	0.00	0	2.00		2
9. Property Services	1.50	1.50	0.00	0.00	1.50		1.50
SUB TOTAL	18.00	12.12	0.00	0.00	12.12		12.01
TOTAL	396.04	366.78	28.03	3.29	398.10		394.27
Number of staff paid in January 2019: 397 permanent, 16 casuals							

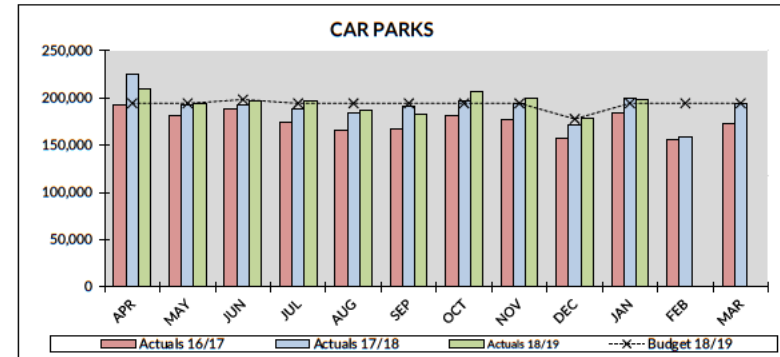
8 Income Graphs Summary

		Comparison of 17/18 and 18/19, where brackets show increased income	MANAGER'S PROFILED BUDGET	Variance, where brackets are favourable	ANNUAL BUDGET 2018/19	Annual Forecast
CAR PARKS	1,951,055	(15,486)	1,929,536	(21,519)	2,317,943	2,317,943
ON-STREET PARKING	946,515	(53,982)	821,642	(124,873)	985,970	985,970
LAND CHARGES	118,576	20,380	170,842	52,266	205,010	165,010
BUILDING CONTROL	385,285	3,666	379,764	(5,521)	455,717	466,717
DEVELOPMENT MANAGEMENT	671,107	97,689	770,215	99,108	945,275	845,275
	4,072,537	52,265	4,071,998	(539)	4,909,915	4,780,915

CAR PARKS (HWCARPK)

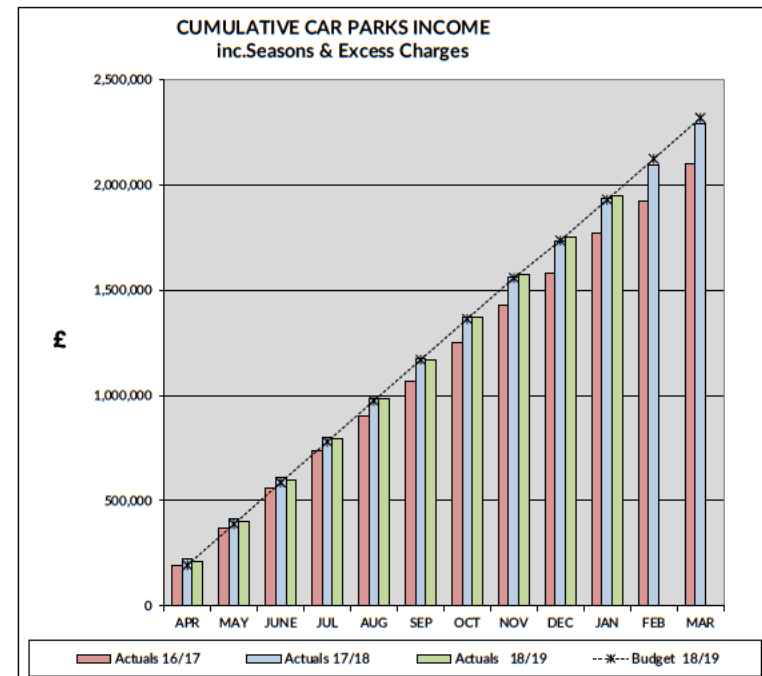
	Actuals 16/17	Actuals 17/18	Actuals 18/19	Increase / decrease from 17/18 to 18/19	Budget 18/19	Variance (Budget-Actuals)	Manager's Forecast
1 APR	192,138	225,193	209,387	15,805	194,204	(15,183)	
2 MAY	180,922	192,331	194,451	(2,120)	194,204	(247)	
3 JUN	187,891	192,806	196,119	(3,314)	198,204	2,084	
4 JUL	174,736	188,319	197,332	(9,013)	194,204	(3,128)	
5 AUG	166,394	184,778	187,490	(2,712)	194,204	6,714	
6 SEP	167,317	190,794	181,917	8,877	194,204	12,286	
7 OCT	180,519	196,832	207,316	(10,484)	194,204	(13,112)	
8 NOV	177,353	194,124	199,634	(5,510)	194,204	(5,430)	
9 DEC	156,462	170,661	178,551	(7,890)	177,704	(848)	
10 JAN	184,609	199,732	198,858	874	194,204	(4,654)	
11 FEB	156,173	158,761			194,204		
12 MAR	173,095	194,523			194,204		
	2,097,610	2,288,853	1,951,055	(15,486)	2,317,943	(21,519)	2,317,943

NOTE: Budget Profiles to be reviewed



CAR PARKS (CUMULATIVE)

	Actuals 16/17	Actuals 17/18	Actuals 18/19	Cumulative increase / decrease from 17/18 to 18/19	Budget 18/19	Variance (Budget-Actuals)	Manager's Forecast
APR	192,138	225,193	209,387	15,805	194,204	(15,183)	
MAY	373,060	417,523	403,838	13,685	388,407	(15,431)	
JUNE	560,951	610,329	599,957	10,372	586,611	(13,347)	
JUL	735,687	798,648	797,289	1,359	780,814	(16,475)	
AUG	902,081	983,426	984,779	(1,353)	975,018	(9,761)	
SEP	1,069,398	1,174,220	1,166,696	7,524	1,169,221	2,526	
OCT	1,249,917	1,371,052	1,374,012	(2,960)	1,363,425	(10,587)	
NOV	1,427,271	1,565,176	1,573,646	(8,470)	1,557,629	(16,017)	
DEC	1,583,733	1,735,836	1,752,197	(16,361)	1,735,332	(16,865)	
JAN	1,768,342	1,935,568	1,951,055	(15,486)	1,929,536	(21,519)	
FEB	1,924,515	2,094,330			2,123,739		
MAR	2,097,610	2,288,853			2,317,943		2,317,943



Jan-19

HWCARPK

	Actual (Cumulative)	Budget	(Monthly)
DAY TICKETS	3300	1,682,251	169,307
EXCESS / PENALTY CHARGES	****1/****3	40	2
SEASON TICKETS	***2	-	(0)
SEASON TICKET CAR PARK	3310	261,454	303,685
OTHER (inc.Res.Pkg)	***9	26	5,385
WAIVERS	3404	2,430	-
RENT	94500	4,854	4,000
Business Permits	3406 / 3408		
	1,951,055	1,929,536	198,858

0

0

-

ON-STREET PARKING (HWDCRIM / HWENFORC)

	Actuals 16/17	Actuals 17/18	Actual 18/19	Increase / decrease from 17/18 to 18/19	Budget 18/19	Variance (Budget-Actuals)	Manager's Forecast
1 APR	87,604	89,694	91,515	(1,821)	82,164	(9,351)	
2 MAY	79,069	97,250	80,099	17,151	82,164	2,066	
3 JUN	102,773	100,738	130,688	(29,950)	82,164	(48,524)	
4 JUL	91,824	86,987	97,678	(10,691)	82,164	(15,514)	
5 AUG	98,529	105,737	97,434	8,303	82,164	(15,270)	
6 SEP	94,326	74,972	79,445	(4,473)	82,164	2,720	
7 OCT	109,009	87,843	106,690	(18,847)	82,164	(24,526)	
8 NOV	99,267	98,849	89,993	8,856	82,164	(7,829)	
9 DEC	80,925	70,137	73,861	(3,724)	82,164	8,303	
10 JAN	85,252	80,326	99,112	(18,786)	82,164	(16,948)	
11 FEB	91,161	70,259			82,164		
12 MAR	95,761	84,739			82,164		
	1,115,500	1,047,530	946,515	(53,982)	985,970	(124,873)	985,970

Note: Budget profiles still subject to review

ON-STREET PARKING (CUMULATIVE)

	Actuals 16/17	Actuals 17/18	Actuals 18/19	Cumulative increase / decrease from 17/18 to 18/19	Budget 18/19	Variance (Budget-Actuals)	Manager's Forecast
APR	87,604	89,694	91,515	(1,821)	82,164	(9,351)	
MAY	166,673	186,944	171,613	15,330	164,328	(7,285)	
JUNE	269,446	287,681	302,302	(14,620)	246,493	(55,809)	
JUL	361,270	374,669	399,980	(25,311)	328,657	(71,323)	
AUG	459,799	480,406	497,414	(17,008)	410,821	(86,593)	
SEP	554,125	555,378	576,859	(21,481)	492,985	(83,874)	
OCT	663,134	643,221	683,549	(40,328)	575,149	(108,400)	
NOV	762,401	742,070	773,542	(31,472)	657,313	(116,228)	
DEC	843,326	812,207	847,403	(35,196)	739,478	(107,925)	
JAN	928,579	892,532	946,515	(53,982)	821,642	(124,873)	
FEB	1,019,739	962,791			903,806		
MAR	1,115,500	1,047,530			985,970		985,970

Jan-19

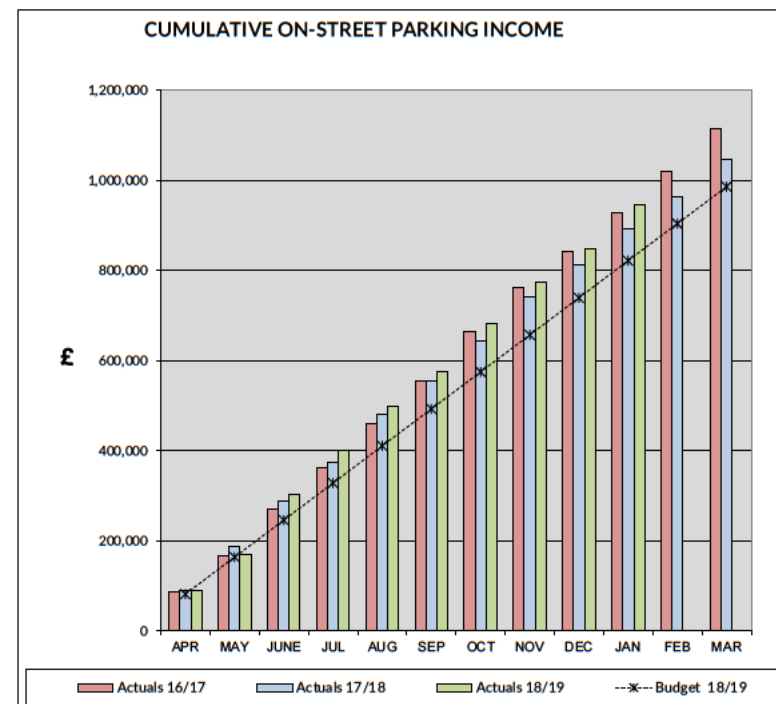
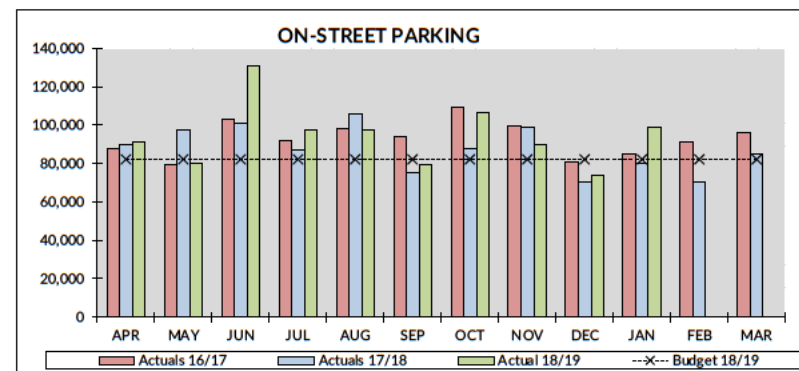
HWDCRIM / HWENFORC

	Actual (Cumulative)	Budget	(Monthly)
PENALTY NOTICES & EXCESS CH/ 3403/****1	280,288	274,518	29,706
WAIVERS	60,232	8,974	677
RESIDENTS PERMITS	60,859	43,076	6,049
ON STREET PARKING	494,580	420,588	48,437
BUSINESS PERMITS	38,556	74,485	3,363
Driveway Access Protection Lines	1,343		308
OTHER	10,658		10,573
	946,515	821,642	99,112

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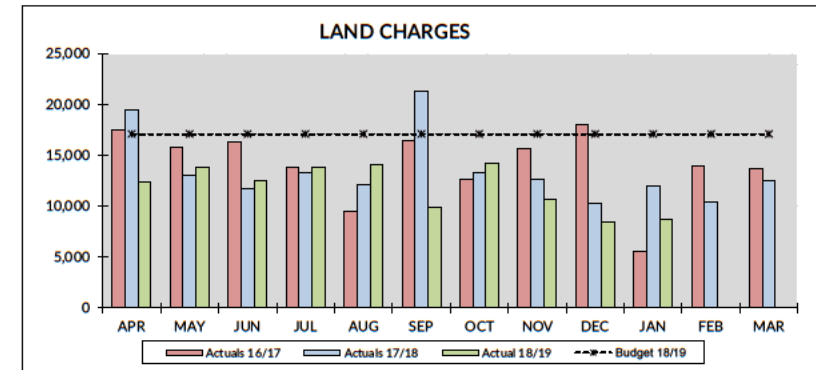
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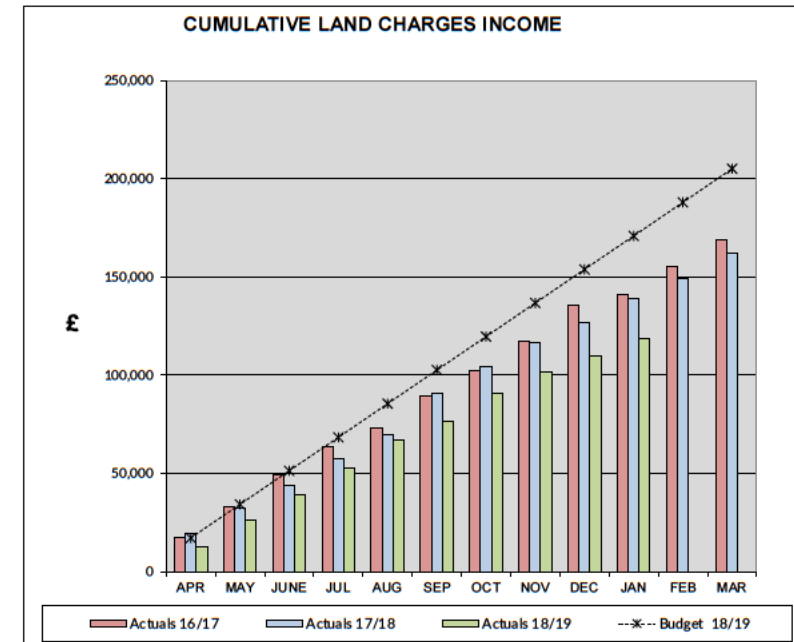
LAND CHARGES (LPLNDCH)

	Actuals 16/17	Actuals 17/18	Actual 18/19	Increase / decrease from 17/18	Budget 18/19	Variance (Budget-Actuals)	Manager's Forecast
1 APR	17,492	19,382	12,416	6,966	17,084	4,668	
2 MAY	15,735	13,025	13,827	(802)	17,084	3,257	
3 JUN	16,316	11,742	12,546	(804)	17,084	4,538	
4 JUL	13,810	13,243	13,782	(539)	17,084	3,302	
5 AUG	9,491	12,132	14,070	(1,938)	17,084	3,014	
6 SEP	16,375	21,283	9,855	11,428	17,084	7,229	
7 OCT	12,685	13,360	14,249	(889)	17,084	2,835	
8 NOV	15,606	12,568	10,650	1,918	17,084	6,434	
9 DEC	18,035	10,270	8,425	1,845	17,084	8,659	
10 JAN	5,530	11,950	8,755	3,195	17,084	8,329	
11 FEB	13,966	10,438			17,084		
12 MAR	13,637	12,485			17,084		
	168,677	161,879	118,576	20,380	205,010	52,266	165,010



LAND CHARGES (CUMULATIVE)

	Actuals 16/17	Actuals 17/18	Actuals 18/19	Cumulative increase / decrease from 17/18	Budget 18/19	Variance (Budget-Actuals)	Manager's Forecast
APR	17,492	19,382	12,416	6,966	17,084	4,668	
MAY	33,227	32,408	26,244	6,164	34,168	7,925	
JUNE	49,543	44,149	38,789	5,360	51,253	12,463	
JUL	63,353	57,393	52,572	4,821	68,337	15,765	
AUG	72,844	69,525	66,641	2,883	85,421	18,779	
SEP	89,219	90,808	76,497	14,311	102,505	26,008	
OCT	101,904	104,167	90,746	13,422	119,589	28,843	
NOV	117,510	116,735	101,396	15,340	136,673	35,278	
DEC	135,545	127,005	109,821	17,184	153,758	43,937	
JAN	141,074	138,955	118,576	20,380	170,842	52,266	
FEB	155,040	149,394			187,926		
MAR	168,677	161,879			205,010		165,010



Jan-19

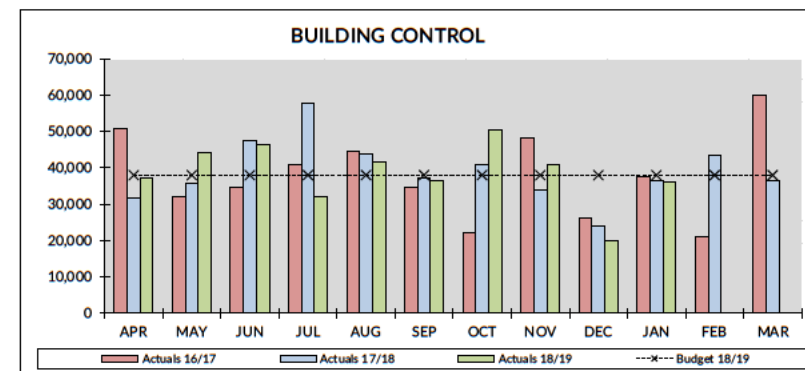
LPLNDCH

Searches Received - Paper
Searches Received - Electronic
Searches Received - Personal

	Received (Month)	Percentage (Month)	Percentage (Month 18/19)	(Cumulative)
£105	13	7%	13%	321
£86	80	43%	40%	950
£0	91	49%	47%	1,113
	184	100%	100%	2,384

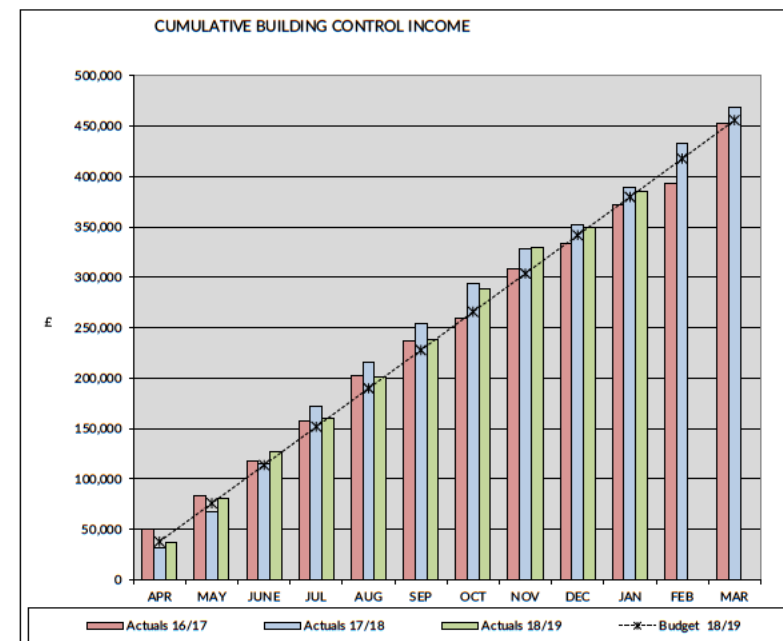
BUILDING CONTROL (DVBCFEE)

	Actuals 16/17	Actuals 17/18	Actuals 18/19	Increase / decrease from 17/18 to 18/19	Budget 18/19	Variance (Budget-Actuals)	Manager's Forecast
1 APR	50,783	31,511	37,342	(5,831)	37,976	634	
2 MAY	32,063	35,809	44,099	(8,289)	37,976	(6,122)	
3 JUN	34,453	47,602	46,293	1,309	37,976	(8,317)	
4 JUL	40,829	57,651	32,009	25,642	37,976	5,968	
5 AUG	44,666	43,832	41,516	2,316	37,976	(3,540)	
6 SEP	34,775	37,255	36,624	631	37,976	1,352	
7 OCT	22,194	40,902	50,302	(9,400)	37,976	(12,326)	
8 NOV	48,342	33,940	40,944	(7,004)	37,976	(2,968)	
9 DEC	26,113	24,156	20,059	4,097	37,976	17,917	
10 JAN	37,436	36,291	36,097	194	37,976	1,880	
11 FEB	21,118	43,486			37,976		
12 MAR	59,778	36,473			37,976		
	452,549	468,910	385,285	3,666	455,717	(5,521)	466,717



BUILDING CONTROL (CUMULATIVE)

	Actuals 16/17	Actuals 17/18	Actuals 18/19	Cumulative increase / decrease from 17/18 to 18/19	Budget 18/19	Variance (Budget-Actuals)	Manager's Forecast
APR	50,783	31,511	37,342	(5,831)	37,976	634	
MAY	82,846	67,320	81,441	(14,121)	75,953	(5,488)	
JUNE	117,299	114,923	127,734	(12,812)	113,929	(13,805)	
JUL	158,128	172,574	159,743	12,831	151,906	(7,837)	
AUG	202,794	216,406	201,259	15,147	189,882	(11,377)	
SEP	237,569	253,661	237,883	15,778	227,859	(10,024)	
OCT	259,763	294,563	288,185	6,378	265,835	(22,350)	
NOV	308,105	328,503	329,129	(626)	303,811	(25,318)	
DEC	334,218	352,660	349,188	3,471	341,788	(7,400)	
JAN	371,654	388,951	385,285	3,666	379,764	(5,521)	
FEB	392,772	432,437			417,741		
MAR	452,549	468,910			455,717		466,717



Jan-19

DVBCFEE

	Actual (Cumulative)	Budget	(Monthly)
Plan Fee	3066	238,619	232,102
Inspection Fee	3067	145,640	147,663
Other	9999	1,025	
	385,285	379,764	36,097

(0)

DEVELOPMENT MANAGEMENT (DVDEVCT)

	Actuals 16/17	Actuals 17/18	Actuals 18/19	Increase / decrease from 17/18 to 18/19	Budget 18/19	Variance (Budget-Actuals)	Manager's Forecast
1 APR	95,276	52,884	58,404	(5,521)	77,022	18,618	
2 MAY	61,633	78,250	69,455	8,796	77,022	7,567	
3 JUN	82,100	106,124	54,668	51,456	77,022	22,354	
4 JUL	60,712	99,681	105,667	(5,985)	77,022	(28,645)	
5 AUG	61,967	40,402	64,977	(24,575)	77,022	12,045	
6 SEP	58,088	80,747	50,827	29,919	77,022	26,194	
7 OCT	67,514	51,400	51,985	(585)	77,022	25,037	
8 NOV	83,870	53,057	63,941	(10,884)	77,022	13,080	
9 DEC	51,041	82,753	54,926	27,827	77,022	22,096	
10 JAN	53,719	123,499	96,258	27,241	77,022	(19,236)	
11 FEB	53,755	66,539			77,022		
12 MAR	67,084	82,682			98,039		
	796,759	918,017	671,107	97,689	945,275	99,108	845,275

DEVELOPMENT MANAGEMENT (CUMULATIVE)

	Actuals 16/17	Actuals 17/18	Actuals 18/19	Cumulative increase / decrease from 17/18 to 18/19	Budget 18/19	Variance (Budget-Actuals)	Manager's Forecast
APR	95,276	52,884	58,404	(5,521)	77,022	18,618	
MAY	156,909	131,134	127,859	3,275	154,043	26,184	
JUNE	239,009	237,257	182,526	54,731	231,065	48,538	
JUL	299,721	336,939	288,193	48,746	308,086	19,893	
AUG	361,688	377,340	353,170	24,171	385,108	31,938	
SEP	419,776	458,087	403,997	54,090	462,129	58,132	
OCT	487,290	509,487	455,982	53,505	539,151	83,169	
NOV	571,160	562,544	519,923	42,621	616,172	96,249	
DEC	622,201	645,297	574,849	70,447	693,194	118,344	
JAN	675,919	768,796	671,107	97,689	770,215	99,108	
FEB	729,675	835,335			847,237		
MAR	796,759	918,017			945,275		845,275

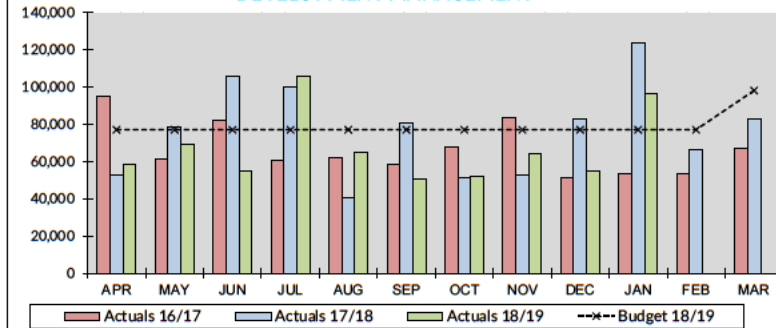
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DVDEVCT

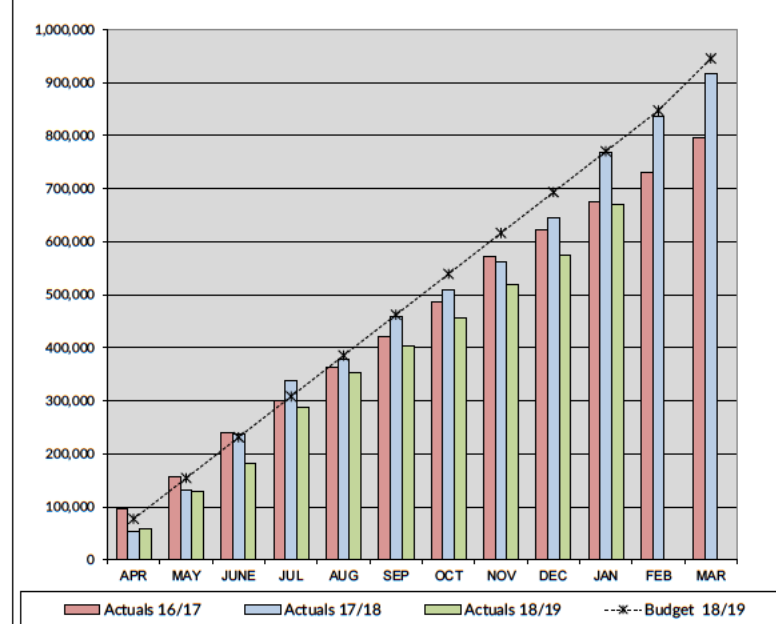
	Actual (Cumulative)	Budget	(Monthly)
Planning Application Fees	3009	591,897	681,931
Other	9999	5,241	6,849
Pre-application Fees	94301	71,270	72,177
Monitoring Fees	94302	2,700	9262
RECH-Other A/C'S	98100	-	-3
	671,107	770,215	96,258

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DEVELOPMENT MANAGEMENT



CUMULATIVE DEVELOPMENT MANAGEMENT INCOME



Reserves

	18/19 Opening Balance	18/19 Cumulative Movement to Date	Balance as at end January 2019	18/19 Closing Balance (Budget)	18/19 Closing Balance (Forecast)
	£000	£000	£000	£000	£000
Provisions					
NNDR Appeals	(2,232)	-	(2,232)	(2,232)	(2,232)
Municipal Mutual Insurance (MMI)	(257)	-	(257)	(257)	(257)
Accumulated Absences	(152)	-	(152)	(152)	(152)
	(2,641)	-	(2,641)	(2,641)	(2,641)
Capital Receipts(Gross)	(49)	(546)	(595)	(49)	(595)
Earmarked Reserves					
Budget Stabilisation	(5,610)	94	(5,516)	(5,516)	(5,766)
Financial Plan	(4,020)	501	(3,519)	(4,839)	(1,589)
Asset Maintenance Reserve	(1,000)	-	(1,000)	(1,000)	(1,000)
Business Rates Retention Reserve	(809)	-	(809)	(809)	(809)
Vehicle Renewal	(697)	-	(697)	(697)	(721)
DWP Hsg Benefit Subsidy	(611)	-	(611)	(361)	(361)
IT Asset Maintenance	(590)	-	(590)	(590)	(590)
Corporate Project Support Reserve	(572)	(82)	(654)	(634)	(576)
Local Plan/LDF	(559)	(2)	(561)	(597)	(555)
Carry Forward Items	(508)	21	(487)	(501)	(480)
Pension Fund Valuation Adj.	(500)	-	(500)	(500)	(500)
New Homes Bonus Reserve	(469)	-	(469)	(439)	(406)
Capital Financing Reserve	(445)	(148)	(593)	(593)	(148)
Re-organisation	(423)	-	(423)	(423)	(398)
Action and Development	(396)	-	(396)	(396)	(396)
Vehicle Insurance	(309)	-	(309)	(309)	(309)
Community Development Reserve	(274)	-	(274)	(225)	(225)
First Time Sewerage	(266)	60	(206)	(206)	(206)
Homelessness Prevention	(231)	(221)	(452)	(203)	(392)
Flood Support Scheme	(144)	10	(134)	(144)	(134)
Community Infrastructure Levy (CIL)	(107)	(90)	(197)	(107)	(162)
Other Earmarked Reserves (balances <£100k)	(644)	116	(528)	(576)	(550)
	(19,184)	259	(18,925)	(19,665)	(16,273)
General Fund					
Required Minimum	(1,500)	-	(1,500)	(1,500)	(1,500)
	(1,500)	-	(1,500)	(1,500)	(1,500)
TOTAL	(23,374)	(287)	(23,661)	(23,855)	(21,009)

10. Capital

Position as at the end of January 2019 (Period 201910)

Communities & Business

Property Investment Strategy - Capital	43	-	-	-
Property Investment Strategy	-	25,198	(24,914)	284
PIS - 3rd Floor, Suffolk House - Extension & Refurbishment	9	-	9	9
PIS 2nd Floor, Suffolk House - Refurbishment	5	-	5	5
PIS 1st Floor Suffolk House - Refurbishment	103	-	158	158

Environmental & Operational Services

Vehicle Purchases	490	548	-	548
CCTV	44	50	-	50
RHPCG 10-11 SDC	24	-	-	-
Buckhurst 2 Multi-Storey Car Park	6,814	5,931	1,326	7,257
Junction Works - Suffolk Way/High Street	554	-	554	554
Buckhurst 2 - Housing	74	-	-	-
Sennocke Hotel	2,570	2,928	(357)	2,571

Better Care Fund

WKHA Adaps for Disab Financing Costs Advances	116			
Improvement Grants	510	889	574	1,463
Improvement Grants HIA (DFG) - Capital	601			

Planning Services

Affordable Housing	97	-	-	-
S106 Capital	37	-	-	-
CIL Other	1,030	-	1,030	1,030
CIL Parish Councils	1,110	-	1,110	1,110

Total Capital

Y-T-D	Annual (18/19)	Annual	Annual (18/19)
Actual	Budget	For Var	Forecast (including Accruals)
£'000	£'000	£'000	£'000
14,231	35,544	(20,505)	15,928

This table shows the position for 2018/19 only; some projects may involve expenditure over more than one year.

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Item 9 - Carry forward requests 2018/19

The attached report was considered by the Finance Advisory Committee on 27 March 2019. The relevant Minute extract was not available prior to the printing of this agenda and will follow when available.

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CARRY FORWARD REQUESTS 2018/19

Cabinet - 4 April 2019

Report of	Chief Finance Officer
Status	For recommendation
Also considered by	Finance Advisory Committee - 27 March 2019
Key Decision	No

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

Portfolio Holder	Cllr. John Scholey
Contact Officer	Alan Mitchell, Ext 7483

Recommendation to Finance Advisory Committee: that the recommendations below to Cabinet, be endorsed.

Recommendation to Cabinet: That

- (a) the Revenue 'carry forward' requests totalling up to £314,000 as set out in paragraph 3 of the report be approved, subject to any amendments suggested by the Finance Advisory Committee;
 - (b) the Capital carry forward request totalling £8,869 as set out in paragraph 4 of the report be approved, subject to any amendments suggested by the Finance Advisory Committee;
-

Introduction

- 1 In preparation for a shorter final accounts process these requests for specific unspent budgets to be placed in an earmarked reserve for spending in a subsequent year (the 'carry forward' reserve) have been brought to this meeting rather than waiting until the final outturn results are available.
- 2 As was the case in 2017/18 any other variances at year end are transferred to the Budget Stabilisation Reserve.

Revenue Carry Forward Items

- 3 There are five specific Revenue carry forward requests. Further details including the implications of not carrying forward these budgets are set out in the Appendix A.

Agenda Item 9

No.	ITEM	CHIEF OFFICER	AMOUNT £
R1	Internal Audit Partnership	Finance	16,000
R2	Internal Audit Partnership	Finance	9,000
R3	Customer redesign	Chief Executive	180,000
R4	Asset maintenance	Environment & Operations	30,000
R5	Revenues and Benefits	Finance	79,000
	SUB TOTAL		314,000

Capital Programme

- 4 The following capital scheme was underspent at the year end and the unspent budget is recommended for carry forward. Further details are set out in Appendix A.

No.	SCHEME	CHIEF OFFICER	AMOUNT £
C1	Vehicle Replacement Fund	Environment & Operations	8,689
	Total		8,869

Key Implications

Financial

There are no financial implications arising from this report.

Legal Implications and Risk Assessment Statement.

Under section 151 of the Local Government Act 1972, the section 151 officer has statutory duties in relation to the financial administration and stewardship of the authority.

Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Conclusion

Approving these carry forwards will assist the council in managing within budget during 2019/20 whilst continuing to improve services to residents.

Risk Assessment Statement

The approval of these carry forward requests should reduce the risk of the Council exceeding its planned expenditure in 2019/20.

Appendices

Appendix A - Budget Carry Forward Requests

Background Papers

None

Adrian Rowbotham
Chief Finance Officer

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Budget Carry Forward Request 2018/19

Chief Officer : Adrian Rowbotham

Appendix A

Budget description : Internal audit

Type of expenditure: Revenue

Cost Centre & Account code : YPAA

Budget forecast to be unspent at 31/3/19: £ 48,000

Amount requested for carry forward: £ 16,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2018/19 and timescales for expenditure in 2019/20 :

There is an underspend on the staffing budget in 2018/19 due to the vacant posts being held prior to the new staffing structure being implemented. It is proposed to carry forward part of that underspend to fund the difference between the budgeted salary for the Audit Manager and the direct costs of the secondment for 2019/20.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

The Council is currently holding the Audit Manager vacancy to allow for service improvement work to be led by the secondment and it is anticipated that a decision will be able to be made on the full time appointment and the future method of service provision over the course of 2019/20.

Chief Officer : Adrian Rowbotham

Budget description : Internal audit

Type of expenditure: Revenue

Cost Centre & Account code : YPAA

Budget forecast to be unspent at 31/3/19: £ 48,000

Amount requested for carry forward: £ 9,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2018/19 and timescales for expenditure in 2019/20 :

To carry forward funds to enable the purchase and implementation of new IT hardware to support the ongoing service improvement work across the Partnership:

- Tablet devices: Surface Pro 6 + accessories; or
- Laptops: Dell XPS 13 + accessories

We had anticipated to utilise some of the underspend on internal audit to support the purchase of new IT for the Partnership following completion of the service review. While significant steps have been taken, this work won't finish until early 2019/20.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

The Council is currently holding the Audit Manager vacancy to allow for service improvement work to be led by the secondment and it is anticipated that a decision will be able to be made on the full time appointment and the future method of service provision over the course of 2019/20.

The External Quality Assessment follow-up in 2017, highlighted the need to invest in better IT hardware to enable the service to achieve greater efficiency when working across multiple sites. The work undertaken in the service over 2018/19 was directed at addressing the outstanding actions from the EQA but also undertaking a review of the service.

Budget Carry Forward Request 2018/19

Chief Officer :	Pav Ramewal
Budget description :	Customer Redesign Project
Type of expenditure:	Revenue
Cost Centre & Account code :	69006 PPSAVING
Budget forecast to be unspent at 31/3/19:	£180,000 (up to)
Amount requested for carry forward:	£180,000 (up to)

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2018/19 and timescales for expenditure in 2019/20:

In the 2018/19 budget, funding was put aside for corporate projects and staff recruitment and retention.

The Council's new Council Plan was recently launched. In order to achieve the effective delivery of the Council Plan, some services are being redesigned so that they are better aligned to customer needs and with a much stronger emphasis on wrapping services around the customer.

In order to achieve this, the new Customer Solutions Centre is now operating. The Customer Solutions Centre is resourced with a wider skill set to deal with more interactions at first point of contact and in parallel more effective processing is being investigated. As stated in the Budget Update report to Cabinet on 10/01/19, it is anticipated that the cost of these changes can be met within approved budgets and therefore a SCIA was not required.

By carrying forward the above amount, it will enable more services to be brought into the Customer Solutions Centre.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

The ability to progress with the Customer Redesign Project would be impacted and the benefits to customers may be reduced or delayed.

Chief Officer : Richard Wilson

Budget description : Asset Maintenance Argyle Road

Type of expenditure: Flooring & Security Door Replacement Revenue

Cost Centre & Account code : 30200 YMKAG 9999

Budget forecast to be unspent at 31/3/19: £

Amount requested for carry forward: Up to £ 30,000.00

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2018/19 and timescales for expenditure in 2019/20 :

Flooring

Contractor delays due to material supplies + because of the nature of the works and locations weekend working is necessary resulting in Contractor labour being limited.

Security Doors

The works order for these doors was raised several weeks ago, unfortunately, there is a delay with the supply of the specifically needed locks, this in turn is causing a manufacturing delay as the manufacturer is unable to proceed with the cutting of the doors without the locks.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

Flooring

There are increasingly Health & Safety risks with this not being undertaken i.e. trip hazards etc.

Security Doors

There is a potential security risk to the building without these doors, which impacts on Health & Safety issues for all.

Budget Carry Forward Request 2018/19

Chief Officer :	Adrian Rowbotham
Budget description :	Revenues and Benefits
Type of expenditure:	Revenue
Cost Centre & Account code :	FSLTHSB, XBAF
Budget forecast to be unspent at 31/3/19:	£79,000 (up to)
Amount requested for carry forward:	£79,000 (up to)

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2018/19 and timescales for expenditure in 2019/20:

The following grants were received in 2018/19:

- KCC - Counter Fraud work to Council Tax £46,490
- DWP - Benefits Cap £11,913
- DWP - Universal Credit £24,198
- DWP - Local Authority Data Sharing £15,558
- DWP - Verify Earnings and Pensions Alerts Service £35,977
- DWP - others £21,511

With welfare reform changes continuing to occur following the Local Council Tax Support Scheme replacing Council Tax Benefit from 2013/14, several grants have been received.

The largest item above is from Kent County Council for fraud work. As the largest recipient of Council Tax, it is in their best interests for as much Council Tax to be collected as possible and therefore they have provided funding for the Counter Fraud Team to help achieve this. Sevenoaks and Dartford (as a shared service) were the first council's in Kent to get this agreement in place and to start to receive this extra funding.

A restructure of Revenues and Benefits took place in 2018. Improvements and efficiencies have already taken place which have used some of the above grants but more work is planned to improve the service further. There will be one off items of expenditure that will help to facilitate these changes and the grants received could be used to fund these items.

The costs of Revenues and Benefits are shared with Dartford BC. Some of the above funding has already been spent but when the partnership accounts for the year are confirmed between the two partners, it is expected that some of the above funding will not have been used in the year.

Agenda Item 9

It is requested that any unspent grant funding is carried forward to 2019/20.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

It will reduce the funding available to deliver the improvements and efficiencies planned for the service.

Budget Carry Forward Request 2018/19

Chief Officer : Richard Wilson

Budget description : Vehicle Replacement Fund

Type of expenditure: Capital

Cost Centre & Account code :YLLP 9999

Budget forecast to be unspent at 31/3/19: £8,689

Amount requested for carry forward: £8,689 or remaining unspent balance.

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2018/19 and timescales for expenditure in 2019/20 :

The annual vehicle replacement programme is supported by a rolling, renewing capital vehicle replacement fund. Expenditure on vehicles is repaid through depreciation payments made to the Vehicle Replacement Fund (VRF) over the life of each vehicle. Savings or slippage in expenditure in any one year keeps the balance in the VRF higher, which should remain available for expenditure in the following year.

The approved vehicle replacement budget for 2018/19 amounted to £548,000. Vehicle depreciation payments into the VRF for 2018/19 are estimated to be £520,000. Anticipated actual expenditure on 2018/19 purchases, after vehicle disposal credits, amounts to £756,000. This figure includes expenditure of £237,000 on one new glass recycling truck and one new caged truck, which were ordered for delivery in 2017/18 as part of that years replacement programme but were delivered and paid for in May 2018.

The Portfolio-holder has authorised the vehicle replacement programme for 2019/20 and agreed expenditure of £549,000.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

The annual vehicle replacement programme underpins the on-going delivery of efficient services that are generally highly regarded by residents. These services have challenging performance targets and rolling vehicle replacement is crucial to continuous delivery and improvement of each service.

The Council also has an obligation to reduce carbon emissions including those from its commercial vehicle fleet. The Vehicle Replacement Fund allows for purchase of cleaner, fuel-efficient vehicles, manufactured to meet ever higher European emissions standards, so reducing fuel costs and vehicle emissions as well as ensuring the commercial fleet remains operationally effective.

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