

11 July 2019 at 7.00 pm

Conference Room, Argyle Road, Sevenoaks
Despatched: 03.07.19

Cabinet

Membership:

Chairman, Cllr. Fleming; Vice Chairman, Cllr Dickins
Cllrs. McArthur, Piper, Dyball and Thornton

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 13 June 2019, as a correct record	(Pages 1 - 2)	
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		
5. Strategic Management Team Restructure	(Pages 3 - 12)	Dr. Pav Ramewal Tel: 01732 227298





REPORTS ALSO CONSIDERED BY THE CABINET ADVISORY COMMITTEES

6. Sevenoaks District Community Safety Strategy & Action Plan Annual Report 2018-19	(Pages 13 - 40)	Kelly Webb Tel: 01732227474
7. Adoption of updated Conservation Area Appraisals and extensions to conservation areas	(Pages 41 - 210)	Regina Jaszinski Tel: 01732227103



8. **Community Infrastructure Levy (CIL) Spending Board - Review of Governance** (Pages 211 - 266) Claire Pamberi
Tel: 01732227178

 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 13 June 2019 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

Cllrs. Dickins, Piper, Dyball and Thornton

Apologies for absence were received from Cllr. McArthur

Cllrs. Grint, Mrs Hunter and Pender were also present.

5. Minutes

Resolved: That the minutes of the meeting of Cabinet held on 4 April and 21 May 2019 be approved and signed as a correct record.

6. Declarations of interest

There were no additional declarations of interest.

7. Questions from Members

There were no questions from Members.

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

There were none.

9. Provisional Outturn 2018/19

The Finance & Investment Portfolio Holder presented the Provisional Financial Outturn figures for 2018/19, which showed that a favourable variance of £85,000 had been achieved which represented 0.6% of the net service expenditure budget. The Head of Finance answered questions on the item and he advised that the Finance & Investment Advisory Committee had noted the same report.

Cabinet expressed their thanks to the Chief Finance Officer, Head of Finance and the Finance team for their timely completion of the year end accounts.

Public Sector Equality Duty

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

Resolved: That the provisional outturn report for 2018/19 be noted.

THE MEETING WAS CONCLUDED AT 7.25 PM

CHAIRMAN

IMPLEMENTATION OF DECISIONS

This notice was published on 14 June 2019. The decision contained in Minute 9 takes effect immediately.

STRATEGIC MANAGEMENT TEAM RESTRUCTURE

Cabinet - 11 July 2019

Report of	Chief Executive
Status	For Decision
Also considered by	Council - 23 July 2019
Key Decision	No

Executive Summary: This report sets out a proposed Strategic Management Team restructure to better enable the Council to meet the priorities set out in its new Council Plan and the ambitions of Members following the District Council elections in May this year.

It is proposed that the Chief Officer roles are reduced from five posts to four posts and a new Strategic Advisor role for Commercial & Property is introduced to increase focus and bring new skills in to the organisation for regeneration and the delivery of capital projects.

This will result in two existing roles being deleted and the post holders, with their mutual agreement, leaving the organisation.

Portfolio Holder	Cllr Peter Fleming
Contact Officer	Dr Pav Ramewal, Ext. 7298

Recommendation to Cabinet: That it is recommended to Council to approve the restructure of the Council's Strategic Management Team.

Recommendation to Council: That the restructure of the Council's Strategic Management Team is approved.

Reason for recommendation: A proposed restructure of the Strategic Management Team is recommended to ensure the council is well placed to deliver on its Council Plan promises and on the objectives set out by the Leader of the Council and Cabinet.

Introduction and Background

- 1 This report sets out a proposed senior management restructure to better enable the Council to meet the priorities set out in its new Council Plan and the ambitions of Members following the District Council elections in May this year.

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- 2 The current senior management structure, as set out as Appendix A to this report, was adopted in May 2015. The Chief Executive is supported by five Chief Officers, who together with the Head of Legal and Democratic Services (& Monitoring Officer) and the Head of Transformation and Strategy, make up the Council's Strategic Management Team.

Council Priorities

- 3 Members will be aware that the Council became the first in the country to become self-sufficient of central government funding in 2017, fulfilling a promise made to residents. This was achieved over a time period where the Council has gone from receiving a grant of over £5 million, to no grant funding at all in 2018.
- 4 An innovative 10 year budget, exceptional financial management and long-term strategic planning have enabled the Council to deliver savings, increase income and reduce costs. Through innovation and tough choices, services have been protected and residents have not seen a decline in the level of service provided. These achievements have been widely recognised by our colleagues in local government and beyond.
- 5 Although we are proud of our achievements and how we have met the challenges of the past four years, there are more challenges to come. The new Council Plan, adopted in November 2018 begins to set out what some of those may be, and importantly sets out what it is that the Council wants to deliver for its residents in the years ahead.
- 6 The Council Plan sets out five themes of community safety, environment, economy, housing and health. It explains that wellbeing will be at the heart of everything we do, and confirms that we will continue to focus on our three pillars of excellence, innovation and value for money in the provision of services to our customers. The promises within the Council Plan include:
 - Protecting our high quality natural environment through a robust Local Plan;
 - Strengthening the District's thriving economy through the regeneration of our market towns, making better use of existing employment sites, redeveloping previously used land and enhancing both the visitor and rural economies;
 - Delivering our Housing Strategy for Sevenoaks District;
 - Protecting the strong local identities of our neighbourhoods, ensuring residents will be safe, healthy and proud of the area in which they live and work;
 - Building strong and connected neighbourhoods where residents feel proud of where they live and have a sense of belonging; and
 - Delivering first class wellbeing services, supporting residents to make healthy choices, and linking them to our core services such as leisure and housing.

- 7 Specific objectives that have been set for the Chief Executive to enable the new Council Plan to be delivered include:
- Ensuring that capital projects are delivered to programme;
 - Increasing investment income by £300,000 per annum by 2023;
 - Delivering the customer redesign project across the Council;
 - Delivering 100 genuinely affordable homes, that are in line with the local housing allowance, within 10 years;
 - Improving levels of community engagement through a programme of work in local areas and neighbourhoods; and
 - Creating opportunities for empowered communities to deliver positive change in their local area.
- 8 Although each of these objectives have timescales that extend beyond this year, it is imperative the Council takes decisions early and begins to implement plans for their delivery almost immediately. Our experience has shown that preparing early will provide better long-term benefits and increase the likelihood of the Council being successful in achieving its aims.
- 9 From initial discussions with the Leader of the Council and the Cabinet, it is clear that there is a requirement to review the Strategic Management Team structure, to ensure that it is aligned to the achievement of the ambitions that Members have set out and has the right roles and skills in place to deliver on the Council's objectives.

Strategic Management Team Restructure

- 10 Having considered the needs of the Council to deliver its priorities it is proposed that the Chief Officer roles are reduced from five posts to four posts and a new Strategic Advisor role for Commercial & Property is introduced to increase focus and bring new skills in to the organisation for regeneration and the delivery of capital projects.
- 11 The proposed new structure is set out in the diagram at Appendix B, which also shows the responsibilities of each of the posts. The paragraphs below set out the changes to existing roles, albeit job titles are still to be finalised.
- 12 Chief Officer Finance & Trading - The criteria for this role includes holding appropriate qualifications to be the Council's section 151 Officer. In addition to the responsibilities of the existing Chief Finance Officer role this Chief Officer area will also include responsibility for Direct Services, Parking Services, and Emergency Planning & Property Services. Responsibility for Revenues & Benefits services will transfer to the Chief Officer for Customer & Resources. The role of the Chief Officer Finance & Trading enables the Council to have a single responsible officer for the Council's priorities for financial self-sufficiency, value for money and assets.

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- 13 Chief Officer Planning & Regulatory Services - The criteria for this role includes holding appropriate qualifications to be the Council's Chief Planning Officer. In addition to the responsibilities of the existing Chief Planning Officer, this Chief Officer area will also include responsibility for Environmental Health and Licensing. It should be noted that responsibility for housing policy will not remain in this area, and instead be overseen by the Chief Officer for People & Places. The role of the Chief Officer Planning & Regulatory Services will ensure a strong focus on all planning matters, which are critical to our residents and enable greater co-operation amongst services that have a positive impact on the quality of the environment.
- 14 Chief Officer Customer & Resources - It is a requirement for this role to be the Deputy Electoral Registration Officer and to act as the Deputy Monitoring Officer. In addition to the responsibilities of the existing Chief Officer Corporate Services, which also includes Customer Services, IT and HR, this Chief Officer area will also include responsibility for digital services and council tax, business rates and benefits. This Chief Officer area retains a strong focus on the Council's organisational culture and approach to the customer, and responsibility for the delivery of the customer redesign, which is a priority for Members.

New Roles

- 15 The new roles within the proposed structure, Chief Officer People and Places and Strategic Advisor Commercial & Property (job titles to be confirmed), are explained further in the paragraphs that follow.
- 16 Chief Officer People & Places - This new role will have a strong focus on the empowerment of communities, to increase levels of community engagement and to ensure the co-creation of a vision for each local place.
- 17 The post holder will work with partners, town and parish councils, local community groups and the voluntary sector, to help the Council to better understand and identify local aspirations and priorities, and will have skills in building community capacity. It is hoped that this will extend to increasing active inclusion and to develop opportunities for enhanced engagement with groups who are more vulnerable and hard to reach.
- 18 The intention will be to deliver more community-led solutions that tackle priorities that matter most to local people. This will be achieved through a more joined-up, collaborative and participative approach to services working with all sectors. This should enable better outcomes for everyone and increased opportunities for people and communities to shape their own lives.
- 19 The role will bring together all of the Council's housing functions alongside those for health and wellbeing. This ensures an ongoing focus on health and housing, and provides a focal point for embedding wellbeing across Council services, which is a key ambition of the Council Plan.
- 20 Strategic Advisor Commercial & Property - This new role will report directly to the Chief Executive and provide the Council with additional commercial

and property market experience to enable it to deliver on its ambitions for growth in income and a growing portfolio of investments in the residential and commercial property markets.

- 21 Critical to the success of the post is the ability to create opportunities for inward investment, opportunities to invest in property for commercial and social benefit, and to provide advice on other opportunities to adopt a commercial approach to areas of the Council's business.
- 22 The post holder will be effective in creating strong and effective networks at local, regional and national level. They will be an outstanding negotiator and have a proven track record in identifying projects that have been delivered to improve local places, and identifying investment opportunities which generate sustainable income through resilient property portfolios.
- 23 The post holder will be supported by the Council's Head of Economic Development & Property and hold overall responsibility for the services they provide.
- 24 Having consulted the existing Chief Officers about the proposed structure it has been mutually agreed that both Lesley Bowles and Richard Wilson will not seek appointment to the new structure.
- 25 As a result and following the advice of the HR Manager:
 - Jim Carrington-West will be appointed to the role of Chief Officer Customer & Resources;
 - Adrian Rowbotham will be appointed to the role of Chief Officer Finance & Trading;
 - Richard Morris will be appointed to the role of Chief Officer Planning & Regulatory Services;
 - An external recruitment exercise will be undertaken for the post of Chief Officer People & Places; and
 - An external recruitment exercise will be undertaken for the Strategic Advisor - Commercial & Property.
- 26 Should the recommendations of this report be accepted, I would hope Members would join me in recording our sincere thanks to both Lesley Bowles (Chief Officer Communities & Business) and Richard Wilson (Chief Officer Environmental & Operational Services) for their exemplary service to the council and its communities. They have each contributed significantly to the council's recent success, had a lasting impact on the way the council manages and delivers its services, and improved the strength of its reputation locally and nationally. On a personal note they are both respected and trusted colleagues who have provided me with support and advice that I will always be grateful for.

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Company Directors

- 27 It should be noted that both Lesley Bowles and Richard Wilson are currently Directors of the Council's wholly-owned companies, Quercus 7 Ltd and Quercus Housing Ltd.
- 28 When their employment with the District Council ends they will automatically cease to hold the office of Company Director. As required, the Trading Board will appoint new Directors, who will be Officers from the Council's Strategic Management Team. In considering the recommendations of this report, Members should note the use of this delegated responsibility, which will ensure the ongoing and proper management of the Council's trading companies in line with their articles of association.

Other Options Considered and/or Rejected

- 29 Consultation has been undertaken with staff that are affected by the proposed restructure of the Strategic Management Team. As part of the consultation process Officers are invited to bring forward any comments on the proposals, which can include any amendments or alternative proposals that they wish to be considered. At the time of writing no alternative structures had been put forward for consideration.
- 30 Members should note that the consultation period closed on Friday 5 July, one week after the time this report was written. As a result any further consultation responses that require Member's attention will be reported at the meeting.

Key Implications

Financial

The costs associated with delivering the restructure will be met from within existing budgets and will be limited to the costs that the Council is required to pay under national terms and conditions. The restructure is not designed to deliver financial savings to the organisation.

Legal Implications and Risk Assessment Statement

Advice has been taken from the Council's Legal and HR teams to ensure that appropriate procedures and processes have been followed in the restructure of the Strategic Management Team.

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.

Conclusions

A proposed restructure of the Strategic Management Team is recommended to ensure the Council is well placed to deliver on its Council Plan promises and on the

objectives set out by the Leader of the Council and Cabinet. This will result in two existing roles being deleted and the post holders, with their mutual agreement, leaving the organisation.

Appendices

Appendix A - Current Strategic Management Team structure

Appendix B - Proposed Strategic Management Team structure

Background Papers

None

**Dr Pav Ramewal
Chief Executive**

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Appendix A - Current Strategic Management Team structure

Pav Ramewal Chief Executive				
↓	↓	↓	↓	↓
Lesley Bowles Chief Officer Communities & Business	Jim Carrington-West Chief Officer Corporate Services	Adrian Rowbotham Chief Finance Officer	Richard Morris Chief Planning Officer	Richard Wilson Chief Officer Environmental & Operational Services

Lee Banks Head of Transformation & Strategy (Reports to Chief Executive)	Martin Goodman Head of Legal & Democratic Services (Reports to Chief Officer Corporate Services)
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Appendix B - Proposed Strategic Management Team structure

* - New services for the Chief Officer area

Pav Ramewal, Chief Executive				
↓	↓	↓	↓	↓
NEW POST Chief Officer People & Places	Jim Carrington-West Chief Officer Customer & Resources	Adrian Rowbotham Chief Officer Finance & Trading	Richard Morris Chief Officer Planning & Regulatory Services	NEW POST Strategic Advisor - Commercial & Property
* Empowering Communities * Community Wellbeing Place-making Housing Services * Private sector housing * Housing policy Health, wellbeing & leisure Community Planning, projects & grants Community Safety	Corporate projects Customer solutions IT & Digital Services HR & Payroll Legal & Democratic Services Governance Electoral Registration & Elections * Revenues & Benefits service	Assets & Corporate Governance Finance * Direct Services * Parking Services * Kent Resource Partnership * Emergency Planning & Property Services	Development Management Planning Enforcement Conservation Local Plan Planning & Transport Policy Building Control Dangerous Structures * Licensing * Environmental Health	Regeneration Property Economic Development

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Lee Banks Head of Transformation & Strategy (Reports to Chief Executive)	Martin Goodman Head of Legal & Democratic Services (Reports to Chief Officer Customer & Resources)
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**Item 6 - Sevenoaks District Community Safety Strategy & Action Plan
Annual Report 2018-19**

The attached report was considered by the People & Places Advisory Committee on 18 June 2019. The relevant Minute extract is below.

People & Places Advisory Committee (18 June 2019, Minute 11)

The Community Safety Manager presented the report and gave a [presentation](#) highlighting the work of the Community Safety Partnership throughout 2018-19.

Resolved: That the report be noted and recommended to Cabinet.

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SEVENOAKS DISTRICT COMMUNITY SAFETY STRATEGY & ACTION PLAN ANNUAL REPORT 2018-19

Cabinet - 11 July 2019

Report of : Chief Officer Communities and Business

Status: For Information

Also considered by: People & Places Advisory Committee - 18 June 2018

Key Decision: No

Executive Summary: This report looks at the work of the Community Safety Partnership from April 2018 - March 2019.

This report supports the Key Aim of Safe and Caring Communities.

Portfolio Holder Cllr Lesley Dyball

Contact Officer Kelly Webb, Ext. 7474

Recommendation to People and Places Advisory Committee: To consider the Sevenoaks District Community Safety Partnership's Annual Report for 2018-19.

Recommendation to Cabinet: To consider the Sevenoaks District Community Safety Partnership's Annual Report for 2018-19.

Reason for recommendation: To keep Members updated on the work of the Sevenoaks District Community Safety Partnership.

Introduction and Background

- 1 In 2006, a review of the partnership provisions of the Crime and Disorder Act 1998 and the Police Reform Act 2002 led to a series of recommendations to strengthen and extend existing requirements through the experience gained from partnership working. This resulted in a new set of national minimum standards which came into force in August 2007.
- 2 The 1998 Crime & Disorder Act included the requirement to produce a detailed crime and disorder audit through consultation with key agencies and the wider community and to use the findings to identify strategic priorities and take action to address them. The new national standards placed a legal obligation on responsible authorities to comply with the

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specified requirements, one of which was the creation of an annual strategic assessment in place of the previous 3 yearly audit.

- 3 The Sevenoaks District Community Safety Strategy & Action Plan 2018-19 was put in place for the year ended March 2019 and the report attached as Appendix A is a summary of the work that has taken place over the year to deliver that action plan.

Key Implications

Financial

The cost of the action plan itself is minimal. Funding to implement the plan is provided by all partner agencies through their core budgets with additional funding from the PCC (Police & Crime Commissioner) and other external funding streams.

Legal Implications and Risk Assessment Statement.

National Standards require Partnerships to produce an annual action plan which is reviewed and updated annually. The requirement to produce an action plan to take forward a multi-agency approach to community safety stems from the Crime & Disorder Act 1998.

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 report directly impact on end users. The impact has been analysed and does not vary between groups of people. The results of this analysis are set out immediately below.

There are no negative impacts - the annual report applies to all. All victims of crime and anti-social behaviour are treated equally and fairly regardless of disability, age, sexual orientation, gender reassignment, marital or civil partnership, race, gender, carer status or religion and belief.

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	The Annual Report assists with the provision of services to support District residents, including victims of crime.

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	The Annual Report addresses issues that affect the whole community including specific groups, such as older people, families, young people and people with disabilities
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		No negative impacts identified

Conclusions

The Community Safety Annual Report highlights the work of the Community Safety Partnership throughout 2018-19.

Appendices

Sevenoaks District CSP Annual Report 2018-19

Background Papers:

None

Lesley Bowles

Chief Officer for Communities and Business

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Sevenoaks District Community Safety Partnership



Annual Report 2018-19 - DRAFT

Produced by: Sevenoaks District Community Safety Partnership

May 2019

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Introduction

Background

Community Safety Partnerships were set up under the 1998 Crime & Disorder Act. Their purpose is to bring together all of the agencies in an area who can have an impact on crime, anti-social behaviour and the fear of crime. In Sevenoaks District, the Sevenoaks District Community Safety Partnership undertakes this role. Co-ordinated by the Council, its membership includes the Police, Kent Fire & Rescue Service, Kent County Council, the Probation Service, Housing Associations and others. A full list of partners is given on page 18 of this report.

The Partnership has 3 key aims. They are to:

- Reduce and detect crime
- Reduce anti-social behaviour and the fear of crime
- Strengthen community involvement

2018 Strategic Assessment

One of the Partnership's functions is to undertake an annual strategic assessment which identifies current and future community safety issues using evidence, consultation and analysis. It then puts in place a multi-agency action plan aimed at tackling the identified priority issues.

The 2018 Strategic Assessment includes a comprehensive analysis of crime and other data. This identifies local needs for 2019/20 to help the Partnership put in place its annual priorities and action plan. It was published early in April 2019 and our priorities for 2019-20 are:-

- Domestic Abuse
- Serious & Acquisitive Crime (including Organised Crime Groups, Emerging Trends, County Lines)
- Anti-Social Behaviour including Environmental Crime
- Safeguarding (including Prevent, Mental Health, Human Trafficking, Modern Slavery, CSE (Child Sexual Exploitation), Vulnerable Adults and Protecting Children)
- Substance Misuse
- Doorstep Crime and Scams including Cyber Crime
- Road Safety

Annual Report

This Annual Report looks at what the Partnership and the Community Safety Unit (CSU) have achieved over the last financial year (1 April 2018 - 31 March 2019). The Sevenoaks District Community Safety Partnership **achieved 96% of actions** in the Community Safety Strategy Action Plan during 2018/19. This built on their success during 2017/18 when they achieved 92% of actions in their Action Plan.

COMMUNITY SAFTY PRIORITIES FOR 2018/19 - PARTNERSHIP ACTIVITY

Anti-Social Behaviour including environmental crime

The Anti-Social Behaviour Crime & Policing Act 2014 was implemented in 2014. The Act replaced nineteen pre-existing measures with six new measures for tackling anti-social behaviour and providing protection for victims and communities.

Between 1 April 2019 - 31 March 2019 the legislation has been used as follows:

No community triggers have been raised

1 Criminal Behaviour Order is still being monitored since it was put in place in October 2017

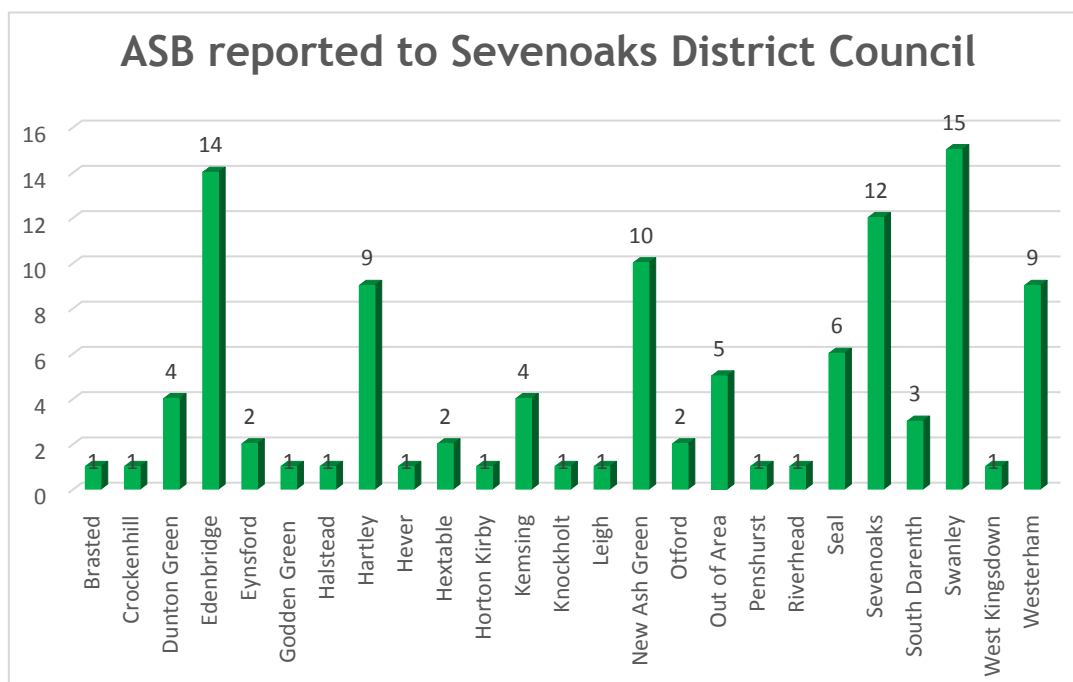
13 Community Protection Warnings were served

1 Community Protection Notice was issued

1 Closure Order was put in place

The SDC Anti-Social Behaviour (ASB) Officer has worked on **108** reports of anti-social behaviour from residents. This is exactly the same number as the same period last year. These calls are separate to those that come into the CSU daily briefing. The ASB Officer has made **58** joint visits with partner agencies (Police, Wardens, Housing, Fire) in the period and attended **27** Community events.

Chart 1 shows the areas where calls have been received. The highest number of calls were concerning nuisance reported about groups of young people and neighbour nuisance.



The ASB Task Group in September 2017 became a Community MARAC (Multi Agency Risk Assessment Conference). The Community MARAC is designed to address medium and high risk victims, offenders and problem locations. The areas of work covered are:

- ASB including Disputes & Environmental Crime
- Hate related incidents
- Mental Health concerns
- Persistent offenders of crime and Disorder
- Vulnerable victims and locations including Child Sexual Exploitation, human trafficking, modern slavery and gangs
- Vulnerable adults and young persons
- Substance Misuse
- Low to Medium Risk Domestic Abuse

The meetings are chaired by the CSU Police Sargent and Vice Chair is the Community Safety Manager. This group has been in place for over a year and on average deals with 20 cases per month, of which 92% are removed within 6 months due to changed behaviour. This change is due to support and education as well as enforcement action taken.

Arising from the Community MARAC 24 ASB warning letters and 15 ABA's (Anti-social Behaviour Agreements) have been served.

The number of incidents of ASB recorded by Kent Police in Sevenoaks District, 1 April 2018 - 31 March 2019, is the second lowest in the County, at 1427 incidents. This is a 11.8% reduction (192 reports) compared with the previous year (1619 incidents).

PACT (Partners & Communities Together) Panel meetings are held in Swanley, Edenbridge, West Kingsdown, Westerham and New Ash Green. The Panels consist of partner agencies including the District Council, Police, Housing Associations and local Town or Parish Councils, businesses and residents. Activities include youth projects, community litter picks and other actions to tackle local priorities. This can include Environmental Visual Audits which are joint walkabouts with residents, police, local housing officers and community wardens to tackle environmental issues.

There were three **Environmental Visual Audits (EVAs)** this year, in areas identified by local groups.

Mobile CCTV has been deployed to target ASB and criminal damage. The CSP has 7 cameras (2 new ones were bought this financial year in March 2019 and 2 were sent to be fixed). They were deployed in Sycamore Drive and Azalea Drive, Swanley, Over Minnis, New Ash Green, Bradbourne Vale Road, Sevenoaks and Caxton Close, Hartley. The cameras are monitored by the CSU. In May 2018 seven

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Officers of the CSU were trained in using the cherry picker and harness so that we could put up the cameras in house for a more responsive approach.

Westerham Town Council also bought their own mobile CCTV.

Safeguarding

Gang Training for front line workers was delivered in April 2018 and February 2019 by Junior Smart from St Giles Trust funded by Kent County Council, attended by 32 people in April and 45 people in March.

Throughout the time period (April 2018-March 2019) we have undertaken a number of patrols on train lines from Swanley to Bat and Ball and into Sevenoaks Station to deter any potential offenders coming into the District especially around drug dealing. This has been a joint operation with British Transport Police (BTP), Police, Kenward Trust, SDC and KCC Youth Officers. This has proved really successful in talking to young people using the railway about their concerns, whilst also addressing ASB and substance misuse issues.

Prevent - The Counter Terrorism and Security Act received Royal Assent on 12 February 2016, placing the Prevent Programme on a statutory footing. Part 5 of the Act (Chapter 1 s. 26-35) places a general duty on all specified authorities to, when exercising their functions, have due regard to the need to prevent people from being drawn into terrorism.

The three specific objectives of Prevent still stand and focus on:

1. Challenging the ideology that supports terrorism and those who promote it;
2. Protecting vulnerable individuals to prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support;
3. Supporting sectors and institutions where there are risks of radicalisation.

The Community Safety Partnership developed a Prevent action plan. Ours was one of the first in Kent and has been seen as good practice by Kent Police. It is monitored and reviewed at the Partnership meetings on a quarterly basis.

On 26 October 2018, KCC delivered Prevent training to 40 front line workers from the Partnership including staff members from SDC. This followed the training of 358 people in the previous years. The CSU received 2 Prevent Channel Panel referrals this year. All were discussed at the appropriate county-based multi-agency panels, with no further outcome, but support was given. All referrals were of people aged under 18.

Modern Slavery and Human Trafficking legislation confers a duty on Local Authorities who must ensure that we safeguard anyone reporting that they have suffered the above.

In November 2018, the CSU undertook proactive action to address modern slavery and human trafficking by visiting all nail bars and car washes in the District over a number of days. There has been an increase in calls from residents in the District, where they believe modern slavery is taking place. We have made 4 multi-agency

visits to locations in response to reported concerns and have dealt with any issues arising. The visits revealed signs of modern slavery or human trafficking and all those concerned had passports. We did however give housing advice to them and serve prohibition orders on property owners as they were house of multiple occupancy.

CSE (Child Sexual Exploitation). Work has been ongoing and has been linked into the gang's work. CSE day was in March 2019 and the CSU did a lot of online social media messaging. The Community Safety Manager is the CSE Champion for the Community Safety Partnership and the District Council. Our partner agencies also have CSE Champions within their own organisations.

Young People. In September 2017 Kent Police changed the way they work and delivered their 'New Horizons' approach. This created dedicated PCSO roles, one of which is a Vulnerable Young People's Officer. Their role is to liaise with schools around safeguarding young people, addressing CSE and vulnerable young people. This officer is based within the CSU.

Continuing through 2018-19 the dedicated PCSO has visited schools to address CSE and online bullying at Knole Academy, Parkwood Hall, Trinity, Orchards Academy and West Heath School.

Tuesday 5 February 2018, was National Internet Safety Day. This year our main focus was on Sexting and Online bullying with secondary schools. This was done in Partnership with Kent Police and followed a teaching plan designed by Child Net. We visited secondary schools and delivered 3 sessions regarding sexting and the consequences of receiving and sending photos, consent and the law. This was received really well by Year 9/10/11 students.

Alongside this we delivered the Digital Sunset Challenge again for Primary Schools. The Police & Crime Commissioner, Matthew Scott, attended on Monday 4 February to launch it at St Pauls Primary School in Swanley. The Community Safety Manager delivered a further 6 primary schools and Cllr Firth delivered 2 and 3 parent sessions across that week. It was shown on KMTV news and had good coverage in the local newspapers and Social Media.

Vulnerable Adults There have been a number of safeguarding referrals for older people and vulnerable adults. Again there is a dedicated PCSO for Vulnerable Adults and this role started in September 2017. The role is looking at all concerns for adults and repeat victims. In May 2018 we set up a Rogue Traders/Scams Task Group to help stop vulnerable adults becoming victims and repeat victims of fraud/theft. This group also looks at fraud on line for young people. Some of the actions we are taking forward are: -

- Set up a vulnerable person's database
- Workshops in schools and youth groups
- Audit of existing services
- Memo minders for repeat victims
- Online fraud training

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The Council's Communities & Business team also manage a directory of services available to assist residents of the District.

Domestic Abuse

Between 1 April 2018 and 31 March 2019 there were 2,157 reports of Domestic Abuse to the Police. This was an increase of 292 reports (15%) compared with the previous year. The increase is always looked as a positive that victims are phoning in and reporting Domestic Abuse and that services can be put in place. Sevenoaks District has the lowest number of reports in West Kent.

Domestic Abuse Training was held in May to help front line workers to make referrals to the Freedom Programme and Recovery tool kit initiative. Around 40 people attended.

The Domestic Abuse Voluntary Support Service (DAVSS) supports any victim of Domestic Abuse who seeks help. Volunteers are trained to a high level to deal with all aspects of Domestic Abuse. They support victims including helping them through any court proceedings. The IDVA (Independent Domestic Violence Advisor) service provided by DAVSS looks at high risk cases through the Domestic Abuse MARAC (Multi Agency Risk Assessment Conference). The Partnership works closely with DAVSS and helps to fund the service for low and medium risk cases. During the year, DAVSS supported 189 victims of domestic abuse in the Sevenoaks District, an increase of 4 compared with the previous year. There were 8 male victims, an increase of 3. There were 262 calls to the helpline, an increase of 137 calls compared to the same period last year.

The Community Domestic Abuse Perpetrators Programme (CDAP) is a 29 rolling week programme covering 9 modules to help men tackle their abuse. The women and children of perpetrators are supported by a Woman's Support Worker. 2 men from Sevenoaks District attended the course in 2018-19.

The Freedom Programme has been designed to help women who have been a victim of or are affected by domestic abuse. It is a 12-week programme which runs for two hours each week in various locations across Sevenoaks District. 4 programmes were delivered in Swanley, Sevenoaks and Edenbridge and West Kingsdown, attended by a total of 32 women.

Two evening programmes were also held, both in Sevenoaks. The programme was attended by 16 women who are suffering or have survived domestic abuse.

Recovery Tool Kit sessions follow on from the Freedom Programme and we ran an evening and a day session. 22 women attended the programme.

Substance Misuse

The Kenward Trust provides sessions within schools and detached work to help young people understand the facts about substance misuse and help those misusing drink or drugs to change their behaviour. They run a number of initiatives using a mobile unit and interactive and visual tools to engage young people about the

dangers of substance misuse, so that they will make informed and responsible choices. They are also tasked through the CSU daily briefings to attend “hot spot” locations to work with young people and identify and address substance misuse issues.

With PCC funding through the Partnership, Kenward Trust has worked with over 350 young people this financial year in addition to their work in schools. They have also been tasked to work in over 8 locations that have been highlighted by the CSU in response to community concerns over drugs and alcohol.

CGL (Change, Live, Grow), commissioned by the Kent Drugs and Alcohol Service, provide early intervention services. This includes breakfast clubs and specialist rehabilitation services. They also undertake home visits to those with children and mobility issues.

Addaction is commissioned by the Kent Drugs and Alcohol Service for young people’s services. This includes work around legal highs and preventative work.

Organised Crime Groups (OCGs)

Criminals behind organised crime often intimidate and create fear, which is intended to prevent the local community reporting what they see. Often the criminals don’t even have to try hard to do this - instead relying on word of mouth and reputation. Over the past year, Organised Crime has seen a more targeted approach by Partnerships. There are two OCGs within the Sevenoaks District, both of which have had numerous visits from partner agencies and action has been taken such as: -

- Eviction
- Criminal Behaviour Order
- Civil Injunction
- Prohibition Order
- Several arrests

This has disturbed some of the offending behaviour.

The Serious Crime & Tactical Group is a monthly multi-agency meeting chaired by the Community Safety Manager to address OCGs and serious crime. The most common crime types associated with these groups is organised theft.

Mental Health

The CSP identified Mental Health as an issue especially around frequent and repeat callers. The complexity of cases where mental health is involved means that the CSP has to look at each case individually to make sure that the right enforcement and support has been put in place.

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A mental health action plan was developed. One of those actions was to set up a crisis drop in service in the northern parishes. The CSP received funding from Matthew Scott, Police & Crime Commissioner, Cllr Michael Horwood, KCC Member and Sevenoaks District Council through the Local Strategic Partnership. This enabled the CSP to establish a working relationship with CAB and North Kent Mind.

On Friday 25 January 2019, a soft launch was held for the Mental Health Crisis Drop in Service based at CAB Offices in Swanley and opened by the Cllr Pat Bosley, Chairman of Sevenoaks District Council. The service officially opened on Saturday 23 February.

The service runs on two nights every week.

Thursday evening 4pm-6pm for young people (14-18)
Saturday evening 7pm-9pm for adults

Mental Health has been incorporated into the Community MARAC and a number of mental health cases have been raised and through partnership working specific services have been put in place.

Acquisitive Crime includes Burglary and Vehicle Crime

Burglary

In April 2017 Burglary categories were changed to Burglary Residential and Burglary Business and Community so this is the first year that we have been able to compare figures. There were 764 reports of Burglary Residential an increase of 44 (6%) compared to the same period previous year. However, there was a decrease of Burglary Business and Community compared to the same period last year. There were 219 reports, a decrease of 84 (27%)

The Police have continued to run 'Op Cocoon' This operation involves targeting both Burglary & Vehicle Crime. This involves specific offenders being targeted as well as offering advice and information to local residents and repeat and vulnerable victims.

Street Briefings have worked well around acquisitive crime (Burglary/Vehicle Crime). This is a quick turnaround of visible policing, engaging with the local community. For example, if a burglary occurs in a street, residents are invited to attend a street briefing either that evening or following day (Op Cocoon) so that Officers can offer reassurance, crime reduction devices and collate evidence if any is offered by residents. There were 43 Op Cocoon interventions from 1 April 2016 - 31 March 2017.

Articles about protecting your property and out-buildings have also been published in InShape, the Community Safety Newsletter and Twitter. Neighbourhood Watch & E-Watch provide regular information & home security advice to residents on a weekly basis.

The CSU sent out over 800 shed alarms to residents following information in InShape Magazine and in response to identified trends.

Vehicle Crime

The use of false number plates to commit crime continues to be tackled by the ‘Safe Plate’ schemes. There have been 8 Safe Plates Events delivered by Police Community Support Officers and North West Kent Crime Prevention Panel across the District where tamper proof screws have been fitted, free of charge, to prevent the theft of number plates.

A leaflet providing information on Vehicle Crime was produced and is available on the District Council website. It has also been delivered to areas where there has been a report of Vehicle Crime.

There was a decrease in Theft of Motor Vehicles of 6.1%, or 15 crimes (229 in total) during the year. There was also a decrease in Theft from Motor Vehicles of 16% or 94 crimes (494 in total).

Police & Crime Commissioner Funding (PCC)

The PCC funded Sevenoaks District CSP £34,218 and KFRS gave £3500 towards Partnership projects. The table below sets out what the Partnership agreed in March 2018 to spend the funding on.

Organisation	Project Name	Amount
DAVSS	Support for Medium & High Risk Victims - Domestic Abuse	£8,000
Kenward Trust	Youth Diversionary & Targeted Youth Project against substance misuse	£12,000
Kent Community Domestic Abuse Perpetrators Programme	Support 3 males through the CDAP Programme	£2,218
Sevenoaks CSU	Mobile ASB Camera	£6,000
Sevenoaks CSU	Internet Safety Day 2019	£2,000
Sevenoaks CSU	Shed Alarms	£1,000
Sevenoaks CSU	Memo minders to address rogue traders	£1,000
Reform Restore Respect (RRR)	Gang Youth Project/Bullying	£2,000

Police - New Horizons

Kent Police's New Horizons, was launched in September 2017. New Horizons was to deliver the change in the way Police deliver daily services. Its aim was to robustly deliver a wider breadth of community engagement, to have specialist roles for PCSOs (Missing Children, Domestic Abuse, Vulnerable Intervention Adults & Youth Engagement) that would sit within the CSUs. New Horizons provided the below across the County: -

- A Detective Superintendent for Local Policing to improve service delivery to victims of crime and reduce harm to our communities
- An Additional 100 staff embedded into local policing to enhance the response to vulnerable adults; children and victims of DA
- Dedicated gang's teams for each Division, in partnership with Community Safety Units, to tackle harm caused by gangs
- 210 PCSOs dedicated to community policing, 90 Specialist PCSOs dedicated to proactive work in communities to reduce harm to potentially vulnerable people
- New Localised safeguarding teams and community liaison officers providing a specialist service to children and adults vulnerable to abuse & exploitation

In September 2018 there was an annual review of New Horizons in which the Police looked at their performance from the above strategies put in place. There has been a number of key successes, more information into the CSU regarding Domestic Abuse, Vulnerable Adults and Young People, dedicated officers to deal with specific safeguarding issues and a quicker response time in dealing with vulnerable and repeat victims.

We have seen an increase of two PCSOs to our District as stated by Chief Constable in 2017 and they were recruited in March 2019.

During 2017/18, following a visit by Her Majesty's Inspector of Constabulary, Kent Police changed the way it records crime leading to a significant increase in recorded crime across the County. In 2017/18, Victim Based Crime went up by 32% in the District. However, with the recording being in place for now over a year we are able to compare the number of recorded crimes during 2018/19 with the 2017/18 figures. Although crime has gone up across the County, Sevenoaks District has had the lowest increase. From 1 April 2018- 31 March 2019 there have been 7745 victim based crimes reported, an increase of 33 crimes (0.4%). Across the County the increase has been 10.7 %.

Community Safety Unit (CSU)

The CSU is located within the District Council's Communities & Business Team at Argyle Road, Sevenoaks. There are 4 Police Officers including a Sergeant, 3 dedicated PCSOs addressing Domestic Abuse, Vulnerable Adults and Vulnerable Young People. The Council's Community Safety Manager, Anti-Social Behaviour Co-ordinator and Community Safety Officer as well as the KCC Community Warden Supervisor and the Business Crime Reduction Co-ordinator are also based within the CSU.

The CSU also has access to an additional Local Community Policing Team (CPT) which can be deployed to tackle local issues within the District. The CPT are based in Swanley but can be tasked by the CSU across the District.

The CSU works closely with other Council teams - Communities & Business, CCTV, Environmental Health, Licensing, Social Housing, Revenues and Benefits Planning Enforcement, Planning, Building Control and the Customer Solutions Centre.

The CSU meets every morning to go through the previous 24 hours' ASB reports, Concern Calls and community safety issues from Police, SDC, Wardens, Housing Associations and other partners. There have been **613** daily taskings from 1 April 2018 - 31 March 2019. All actions have been taken forward and dealt with and all residents/customers have been updated on the action taken, apart from those who approached the CSU anonymously or have said that they do not want feedback.

A lot of the cases have been complex, requiring a partner agency response. Many have been repeat callers dealing with issues such as mental health, neighbour disputes, harassment in the community and nuisance bikes (motor and pedal). There have been over 500 follow up visits and calls made by partner agencies (Police, SDC, Community Wardens and Housing Associations) to all the residents who have reported issues and concerns. The other actions have been followed up but have either been reported back to organisations, town and parish councils or they have been anonymous so have not expected feedback on actions taken.

The CSU also arranges Environmental Visual Audits (EVAs) where Police, Council, partners and residents look at an area to see what improvements can be made. Issues raised can be graffiti, litter, fly tipping, under aged drinking and the perception of young people gathering and causing anti-social behaviour.

The CSU also provided a variety of community events with partner agencies, where either a night of action has taken place organised by Police or weekend/evening community safety events as follows:

Community Events were held in Westerham, Hartley, New Ash Green and Swanley, the North West Kent Crime Prevention attended 12 locations across the District including Leigh, Edenbridge, Fawkham, Chiddingstone, Swanley, Otford, Seal, West Kingsdown and Eynsford mainly supporting local town and parish council events. Speedwatch had another successful year with 1 more group setting up, making Sevenoaks District one of the most successful districts. The CSU has 6 speed boards that residents can borrow and then report the registration numbers of

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speeding vehicles to Kent Police. Over 1000 vehicles have been reported and owners, especially repeat offenders, will have received letters. Kent Police have followed this up by doing speed checks in repeat locations and PCSOs have delivered some of the letters to drivers.

Speed Watch Groups are proactive in: Bayham Road, Sevenoaks; Noah's Ark; Chevening; Brittain's Lane, Sevenoaks; Edenbridge; Crockenhill; Westerham; Bessels Green and White Hart Estate, Sevenoaks. Speedwatch is co-ordinated by the CSU in partnership with town and parish councils.

Task and Finish Groups have been established to provide intensive intervention by partner agencies when a number of reports have come in through the CSU Daily Tasking meetings relating to specific areas or to vulnerable people. During 2018-19 there were 7 Task and Finish Groups set up of which 4 were completed and 3 are ongoing.

In addition to the Task & Finish group actions the CSU Sargent organised over 8 nights of proactive policing in the following areas - New Ash Green, Westerham, Sevenoaks Town, West Kingsdown and Swanley. This is with local Policing Teams, KCC Community Wardens and SDCs ASB Officer to address anti-social behaviour.

West Kent Extra has been working closely with younger people to reduce negative attitudes and behaviour by providing learning activities, crime prevention projects, a Buddy Scheme and Reflection Scheme. In December 2016 they were awarded a 5-year contract across the District to deliver youth work.

KCC provide the **Duke of Edinburgh** and other accredited programmes to support the transformation and progress of younger people in Sevenoaks District.

Swanley Youth Centre is open and runs activities 5 nights a week; KCC also deliver detached youth work that is highlighted through the CSU daily briefings. They have visited over 25 locations visiting on a weekly basis to the areas.

Reform Restore Respect (RRR) is a District based charity which provides anti-crime workshops to schools across the District and 1:1 work with individuals who need intensive advice and support. Between 1 April 2018 and 31 March 2019, 15 workshops were delivered in schools. RRR have also worked on presentations around bullying and racial diversity.

Work of Sevenoaks District Community Safety Partnership 2018-19 by month

The Partnership month by month

In addition to the daily work of the Partnership and CSU, the following projects and successes took place.

April 2018

- Community Safety Manager was made an Online Champion for the Council and CSP
- New Anti-Social Behaviour Officer was recruited
- Lizzy Yarnold Bus Tour was really successful across the District and visited a number of schools and Swanley Market on 18th April
- Frontline training around Gangs was held by St Giles Trust

May 2018

- The District Council was successful in obtaining a 3 month Closure Order for the former Convent of Mercy site in Swanley due to the ongoing ASB there. This deterred the activity on the site, people living w were affected by a prohibition order relating to the condition of the site and failure to take forward a comprehensive fire alarm system, breaches of planning as well as building control. This was a success for the Council and one of the first used across the County.
- Sevenoaks District Council hosted training on Environmental Crime on 9th May and -on Traveller Nuisance on 10th May. Frontline staff attended from all over the Country, as well as local partners.
- The CSU was awarded a Team Contribution Award from Kent Police on our continued work around Oak View Stud Farm.
- Cherry Picker Training took place on 7th and 18th May. Members of the CSU, both Council and Police officers were trained over 2 days to use the Cherry Picker in order to deploy Partnership mobile CCTV cameras over the district.
- Matthew Scott, Police and Crime Commissioner approved a funding bid for Mental Health Crisis Drop in Service and awarded the CSP just over £11k

June 2018

- The Community Safety Manager and Officer attended the Kent Police CSU Away Day on 27th June. The Community Safety Manager gave a presentation regarding Partnership working and successes
- The Community Safety Officer attended a meeting regarding parking affecting residents living near Sevenoaks Primary School on 18th June.
- The Big Sing was held at the Stag Theatre on 21 June. This event was organised by Sevenoaks District Council via the Chairman and it was hosted by Cllr Pat Bosley to address mental health and how singing groups can improve people's mental health. 17 choirs attended.

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July 2018

- Operation Mali took place during the summer and targeted scooter based crime and ASB. This was a real issue particularly in Kemsing. Three significant arrests were made for offences ranging from drugs possession to theft of motor vehicle.
- Visit to Brokehill Golf Club site to discuss ongoing ASB and motorbike nuisance with developers. This has now been reduced by developers protecting their land more effectively.
- Drug activity seen by CCTV is now notified to Pubwatch members which allows the pub staff to refuse service and eject possible offenders. This has been a successful action in deterring many drug users from using the town's pubs.
- Community Safety Officer attended a Housing Event in Leigh to promote the Safer Shops initiative.

August 2018

- Proactive working relationship between Community Wardens and SDC ASB Officer in response to issues raised in Hartley, West Kingsdown, New Ash Green, Swanley and Westerham.
- Community Safety Officer attended a Domestic Abuse event at Hope Church to present on what the Partnership does.
- The District Council were granted a further 3 month extension to the Closure Order at the former Convent of Mercy site
- New community based activities were organised and supported by Wardens across Sevenoaks District, intended to counter social isolation. They included Hartley Singers, NAG 'Simply Singing' (launched 25.09.18); New Ash Green Community Hub (03.07.18); Swanley SILK (06.07.18); Westerham community event (23.08.18); BEAMs (disability support) in Otford (26.09.18)
- Sevenoaks District Council became White Ribbon Accredited. This shows that the Council and CSP are dedicated to stopping violence against women and girls.

September 2018

- PCSOs held Safe Plate events with the North West Kent Crime Prevent Panel in attendance.
- Police Cadets started in Swanley run by Insp Nick Finnis (now A/CI Finnis), also supported by the PCSO for Young People, local PC and a Special. There are currently 21 cadets on the programme. They won the Community Safety award at the Making It Happen Awards in Feb 2019, for their volunteering work
- Worked with partner agencies to address a landlord, with regard to treatment of their tenants and the community concern around the tenants
- Community Safety Manager attended an OCG Workshop held for Police staff to talk about how Councils and Partners can get involved.

October 2018

- Safeguarding Training took place on 1 and 5 October. Alongside this Prevent training by KCC took place on 26 October.
- Jackie West, Community Warden received a Kent Dementia Alliance Award (05.10.18) recognising the support she provides to those living with dementia. In addition, residents, along with invited guests, held an 'Extra Mile' evening event in Hartley (27.10.18) acknowledging Jackie West's contributions to community life in Hartley, as well as the highly valued support she provides individuals
- Community Safety Manager was invited to lunch with the Archbishop of Canterbury in Tonbridge to talk about CDAP and Freedom programmes and how the CSP tackles Domestic Abuse

November 2018

- SDC and CSP took part in OP Eden, Major Emergency Plan. The day was well attended and showed how partners can work together.
- Held a stand at the launch of the pop up café to celebrate Prince Charles 70th Birthday in Dunton Green
- Convent of Mercy was successfully handed over to the owners who had been granted an injunction against the occupier of the site. Court dates were also set for March 2019 for court cases led by Planning.

December 2018

- Dark Web Training (access to illegal substances) was delivered by Addaction on 17th December, with 37 attendees.
- The Community Safety Manager and Acting Chief Inspector attended a meeting to discuss residents' concerns regarding parking in Bradbourne Vale Road, with KCC members, SDC and residents.
- Community Safety Manager attended Serious Organised Crime Panel, hosted by Assistant Chief Constable and Chief Executives of Border Agency, Prison Service and KCC regarding OCGs

January 2019

- The Community Safety Partnership Development Day was held when the 2019-20 Action Plan was drafted based on the Strategic Assessment Report.
- The Mental Health Crisis Drop in Service had a soft launch and was opened by Cllr Pat Bosley, Chairman of Sevenoaks District Council
- Good collaborative working between Pubwatch members and CCTV operators has resulted in further Pubwatch exclusions of disruptive members of the public. This generally involves use of drugs, violence and anti-social behaviour. This sends a strong message and helps to deter further incidents.
- The Chief Constable visited the District in January and met with members of the CSU, Council Staff and members and went on patrol with a PCSO

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February 2019

- Internet Safety Day was 5th February. Sexting was the main topic covered in workshops in secondary schools. Also the Community Safety Manager gave Digital Sunset presentations in St Pauls Primary, Shoreham Primary, Dunton Green Primary and Walthamstow Hall Primary Schools. Cllr Firth delivered assemblies and parent sessions.
- The 'Making it Happen' Awards took place in Sevenoaks, the evening was a great success and held at St Nicholas's church
- The ASB Officer was part of two late evening patrols in New Ash Green and Hartley to try and tackle issues of young people causing ASB.
- The Mental Health Crisis Drop in Service opened, with young people nights on Thursday and adults on Saturday

March 2019

- CCTV worked with Police, Business Crime Reduction Partnership and CSU on a number of arrests on shoplifting, violence against the person, domestic abuse, drugs, criminal damage, speeding including drink driving.
- SDC's Fly Tipping Enforcement Officer has been proactive across the District over the financial year, taking forward a number of fly tipping investigations and prosecutions.
- Swanley PACT visit to CCTV was held on 4th March.
- The ASB Officer held a Community Event in Hartley along with partner agencies and invited the local residents to attend and discuss their community Safety issues
- Trial started for Convent of Mercy site, but was then rescheduled until July 2019
- 6 site visits took place Jan - March - Eureka, West Kingsdown, Bat n Ball, Sevenoaks, Morley's Farm, Weald, Livery Yard, Horton Kirby, Hever Road Traveller's Site and Wildernesse Farm, Hever

Alongside all the above the CSU held their quarterly PACT meetings in Westerham, West Kingsdown, New Ash Green, Edenbridge and Swanley. There were also monthly Community MARACs, West Kent Domestic Abuse Working Groups, Daily Taskings, Oak View Stud Farm and Convent of Mercy site.

The CSU also attend County meetings on Reducing Reoffending, Prevent, Kent Community Safety Managers, Safeguarding Leads, Threats Risks and Vulnerabilities, Online Safeguarding and Offender Management monthly meetings.

The CSU is very proactive on Social Media and our Twitter account has increased by 80 followers to 652 followers and over 7000 tweets have been submitted up to end of March 2019.

Future Developments

Future Developments

The Strategic Assessment was completed in January 2019 using data supplied by a variety of agencies. Based on this, our new 2019-20 Community & Safety Strategy & Action Plan will prioritise the following issues:

- Domestic Abuse
- Serious & Acquisitive Crime (including OCG, Emerging Trends, County Lines)
- Anti-Social Behaviour including Environmental Crime
- Safeguarding including Prevent, Mental Health, Human Trafficking, Modern Slavery, CSE (Child Sexual Exploitation, Vulnerable Adults and Protecting Children)
- Substance Misuse
- Doorstep Crimes and Scams including Cyber Crime
- Road Safety

Efforts will continue to promote community safety and help people to feel safer through existing local PACTS (Partners and Communities Together panels), feedback from the CSU and Community Awareness days.

Members of the Community Safety Partnership

<p>Sevenoaks District Council Argyle Road Sevenoaks Kent TN13 1GP Tel: 01732 227000 Web: www.sevenoaks.gov.uk</p>	<p>Kent Police 1 Pembury Road Tonbridge Kent TN9 2HS Tel:01622 690690 Web: www.kent.police.uk</p>	<p>Kent Fire & Rescue Service West Group HQ Sevenoaks Fire Station London Road, Sevenoaks Tel: 01622 692121 Web: www.kent.fire-uk.org</p>	<p>Police & Crime Commissioner Kent Police Headquarters Sutton Road Maidstone ME15 9BZ Tel: 01622 677055 Web: www.kentpa.kent.police.uk</p>
<p>NHS West Kent CCG Wharf House, Medway Wharf Road Tonbridge Kent TN9 1RE Tel: 01732 375200 Web: www.westkentpct.nhs.uk</p>	<p>Kent Surrey and Sussex CRC Ltd Maidstone Corporate Centre 3rd Floor, Maidstone House King Street Maidstone Kent, ME15 6AW Tel: 01622 239147 Website: www.ksscrc.co.uk</p>	<p>KCC Social Services The Willows, Hilda May Ave, Swanley Kent BR8 7BT Tel: 0300 041 1400 Web: www.kent.gov.uk</p>	<p>Imago 17-19 Monson Road Tunbridge Wells Kent TN1 1LS Tel: 01892 530330 Web: www.imago.org.uk</p>
<p>KCC Early Help & Preventative Service C/o Swanley Youth Centre St. Mary's Road Swanley Kent BR8 7BU Tel 01322 615275 Web: www.kent.gov.uk</p>	<p>KCC Trading Standards Public Protection 1st Floor, Invicta House, Maidstone, Kent ME14 1XX Web: www.kent.gov.uk</p>	<p>KCC Community Safety KFRS Station Loose Road Loose Kent Web: www.kent.gov.uk</p>	<p>West Kent Housing Association 101 London Road Sevenoaks Kent TN13 1AX Tel: 01732 749400 Web: www.westkent.org</p>
<p>Kenward Trust Kenward Road Yalding, Maidstone Kent ME18 6AH Tel: 01622 814187 Web: www.kenwardtrust.org.uk</p>	<p>MOAT Homes Galleon Boulevard Crossways Dartford Kent DA2 6QE Tel: 0300 323 0011 Web: www.moat.co.uk</p>	<p>West Kent Extra 101 London Road Sevenoaks Kent TN13 1AX Tel: 01732 749400 Web: www.westkent.org</p>	

Glossary

- **ASB** - Anti-Social Behaviour
- **BCRP** - Business Crime Reduction Partnerships
- **BOTD** - Burglary Other Than Dwelling
- **CSE** - Child Sexual Exploitation
- **CSP** - Community Safety Partnership
- **CSU** - Community Safety Unit
- **KFRS** - Kent Fire & Rescue Service
- **KCC** - Kent County Council
- **MARACs** - Multi Agency Risk Assessment Conference
- **OCGs** - Organised Crime Groups
- **PACT** - Police and Community Together
- **PCC** - Police & Crime Commissioner
- **PCSOs** - Police Community Support Officer
- **SDC** - Sevenoaks District Council
- **TFMV** - Theft from a Motor Vehicle
- **TOMV** - Theft of a Motor Vehicle
- **YOS** - Youth Offending Service

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Item 6 - Adoption of updated Conservation Area Appraisals and extensions to conservation areas

The attached report will be considered by the Development & Conservation Advisory Committee on 9 July 2019. The relevant Minute extract was not available prior to the printing of this agenda and will follow when available.

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ADOPTION OF UPDATED CONSERVATION AREA APPRAISALS AND EXTENSIONS TO CONSERVATION AREAS

Cabinet - 11 July 2019

Report of	Chief Planning Officer
Status	For Consideration
Also considered by	Development and Conservation Advisory Committee - 9 July 2019
Key Decision	Yes

Executive Summary: This report provides a summary of the outcome of the public consultation on six draft conservation area appraisals. The report sets out any changes that have been made as a result of the public consultation and recommends the adoption of the updated conservation area appraisals, including changes to the conservation areas' boundaries and the making of a focussed Article 4 Direction to remove limited permitted development rights in the Shoreham Conservation Area and Swanley Village Conservation Area.

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

Portfolio Holder Cllr Julia Thornton

Contact Officers Regina Jaszinski, Ext. 7103 / Rebecca Lamb, Ext. 7334

Recommendation: That Development and Conservation Advisory Committee take note of the report and agrees to recommend to Cabinet the recommendations below.

Recommendation to Cabinet: That Cabinet

- a) adopts the six updated conservation area appraisals for the Brasted High Street, Leigh, Seal, Shoreham, and Swanley Village Conservation Areas;
 - b) designates the proposed extensions to each of the above conservation areas, as set out in paragraphs 27, 31, 35, 41 and 48 and shown in the maps in Appendix B;
 - c) cancels the Shoreham Mill Lane Conservation Area and designates extensions to the Shoreham High Street and Church Street Conservation Area to include all properties of the former Shoreham Mill Lane Conservation Area to form
-

the Shoreham Conservation Area, as set out in paragraph 41.

- d) agrees to the making of a focused use of Article 4 directions to remove limited permitted development rights for protecting historic boundary treatments and front gardens in the Shoreham Conservation Area and Swanley Village Conservation Area, as set out in paragraphs 51 to 55.
- e) agrees to the final version of the document to be approved by the Portfolio Holder.

Reason for recommendation: To enable the progression of the review of the District's conservation areas and their associated appraisals. To increase protection of the Shoreham Conservation Area and the Swanley Village Conservation Area to preserve and enhance their character and appearance by making limited Article 4 Directions that bring specified works under planning control.

Introduction and Background

- 1 The Conservation Team is undertaking a review of the District's conservation areas. Six conservation areas, i.e. Brasted High Street, Leigh, Seal, Shoreham High Street and Church Street, Shoreham Mill Lane and Swanley Village, have been reviewed and updated conservation area appraisals been drafted for them.
- 2 There are 42 conservation areas within the district. All of them have conservation area appraisals, but most of these are in need of updating. Although legislation requires the local planning authority to review its areas 'from time to time', it gives no indication how often this might mean. Good practice is generally accepted to be every 5 years. The above conservation areas were chosen based on the date of their last review/appraisal and the number of applications received in recent years.
- 3 Conservation area appraisals are adopted as supplementary planning documents (SPDs) and are a material consideration in assessing applications for development in the conservation areas. Therefore, it is important that the special interest of the conservation areas is clearly and accurately articulated. The appraisals also serve as evidence base for the Local Plan.
- 4 The Council appointed consultants Alan Baxter Associates to re-survey the areas and draft new appraisal documents. It is anticipated that the conservation area review will be continued over the following years, either in-house or with the help of consultants, to update all out-of-date conservation area appraisals.
- 5 The revised appraisals introduce a new, more concise and accessible format with an emphasis on visual presentation. They incorporate management recommendations to help support not only the Council's functions, but also those of other bodies and stakeholders involved in the areas. An Open Space Assessment has been included to highlight the contribution of open spaces

within and in the setting to the character and appearance of the conservation areas.

6 Each revised conservation area appraisal consists of three parts:

Sevenoaks District Conservation Areas:

- *Part 1: An Introduction to Conservation Area Appraisals revised in 2019*
- *Part 2: The Appraisal*
- *Part 3: Conservation Area Design Guidance*

7 The review established that all of the six conservation areas fully merit their status and are of special interest, and that they are generally in a good condition.

8 Key findings include recommendations for merging the two Shoreham conservation areas into one and for limited extensions to all of the six conservation areas. Further, it is recommended to make focussed Article 4 directions to remove permitted development rights in the Shoreham Conservation Area and the Swanley Village Conservation Area to protect front gardens and boundary treatments.

9 In October 2018, Officers reported an update on the progress of the review to Planning Advisory Committee, requesting approval on the draft conservation area appraisals and authority to go out to public consultation. Subsequent to this, the draft appraisals were put out to public consultation for a six weeks period from 19 October to 30 November 2018.

Policy Context

10 The Planning (Listed Building and Conservation Areas) 1990 Act imposes a duty on local authorities to review from time to time their areas and to determine whether any further parts should be designated as conservation areas. Section 71 of the Planning (Listed Building and Conservation Areas) Act 1990 also places a duty on local planning authorities to draw up and publish proposals for the preservation and enhancement of the conservation areas in their districts.

11 The National Planning Policy Framework (NPPF) advises that '*when considering the designation of conservation areas, local planning authorities should ensure that an area justifies such status because of its special architecture or historic interest, and that the concept of conservation is not devalued through the designation of areas that lack special interest*' (para. 186).

12 Para 190 of the NPPF states that

Local planning authorities should identify and assess the particular significance of any heritage asset that may be affected by a proposal

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(including by development affecting the setting of a heritage asset). They should take this into account when considering the impact of a proposal on a heritage asset, to avoid or minimise any conflict between the heritage asset's conservation and any aspect of the proposal.

- 13 In the SDC Core Strategy 2011, para 5.1.1 addresses the protection of the District's key historic assets, stating:

'At a local level Conservation Area Appraisals and Management Plans will be used to provide guidance on distinguishing features of the historic environment that should be protected, together with identifying opportunities for enhancement.'

- 14 Policy SP1 Design of New Development and Conservation stipulates:

'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 form of (...) Conservation Area Appraisals and Management Plans.'

- 15 It is highlighted in the SDC Core Strategy that conservation area appraisals are in place for all conservation areas and that some of them have been updated to include management plans. It states that these will be kept under regular review and that remaining appraisals will be updated with management plans, and adopted as Supplementary Planning Documents. Accordingly, the proportion of conservation areas with up-to-date appraisals is one of the Core Strategy's performance indicators.

- 16 In terms of Article 4 directions, the NPPF states that

'The use of Article 4 directions to remove national permitted development rights should be limited to situations where this is necessary to protect local amenity or the wellbeing of the area' (para 53)

- 17 The Article 4 direction would bring the certain proposals under planning control and thus the application of para 193 of the NPPF:

'When considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation (...). This should be irrespective of whether any potential harm amounts to substantial harm, total loss or less than substantial harm to its significance.'

Public Consultation

- 18 There is no statutory duty to consult when preparing conservation area appraisals and management plans, but it is good practice to do so and it is a prerequisite for adoption of the appraisals as SPDs. Public consultation was carried out by the consultants, with assistance from Officers at public consultation events. Public consultation began on the 19th October 2018 and ran until 30th November 2018 and consisted of;

- An information leaflet to all addresses and an invitation to;
 - A public consultation drop-in event in a local venue;
 - A website containing all the documents, maps and questionnaire, with the opportunity to comment;
 - A walkabout for key local stakeholders including parish and district councillors and other local amenity groups.
- 19 The Council issued a press release and the consultation was advertised on the website and social media. Hard copies of the appraisal were available in the Sevenoaks District Council Office, Sevenoaks Library and a locally accessible place in each location.
- 20 The walk-about events and drop-in sessions were attended by 78 people and the Council received 69 responses in writing. The great majority of respondents of all areas felt that the appraisals accurately captured what is special about each of the reviewed conservation areas and that the appraisals are easy to use and understand.
- 21 Historic England responded to the consultation and whilst not commenting on the findings of individual appraisals, they were pleased to support what they consider to be an important initiative which shows the Council are taking a leading hand in managing their conservation areas. They commented on the new format of the appraisal, which they noted is one that Historic England have recommended as good practice because of its accessibility and presentation of information that will be relevant to decision making.

Brasted Conservation Area Appraisal

- 22 The Council received three written responses to the public consultation and 18 people attended the public consultation event. The key recommendations of the appraisal included the making of additions to the conservation area on Rectory Lane and on the High Street, affecting altogether five properties.
- 23 Two respondents addressed the proposed extensions on Rectory Lane, one requesting further extensions to be made, the other objecting to the extensions and requesting the exclusion of one property, which is already in the conservation area. See attached schedule of comments and responses in Appendix A.
- 24 Subsequent to the comments received, the properties in question were re-surveyed and re-assessed before concluding that the five properties proposed as additions in the draft appraisal should be included in the conservation area, but that no further extensions beyond these should be made.
- 25 One owner who had objected to the inclusion of his properties in the conservation area was written to, informing him of the outcome and giving

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him the opportunity to provide further comments within a three weeks period. No further representations were received.

- 26 The value of a number of open spaces inside and outside the conservation area was re-assessed, with the conclusion that the paddock west of Rectory Lane, which defines the northern boundary of the village, and the key open spaces (parkland to the historic estates) in Character Zone 2 are making a strong contribution to the character and appearance of the conservation area.
- 27 This report recommends the adoption of the revised Brasted High Street Conservation Area Appraisal and the inclusion of the following five properties into the Brasted High Street Conservation Area:

Old Orchard, High Street and Tanners Mead, The Old Forge and 1 & 2 Tannery Cottages, all on Rectory Lane (see Appendix C for map).

Leigh Conservation Area Appraisal

- 28 The Council received 11 written responses to the public consultation and 15 people attended the public consultation event. All of the people who responded to the question considered that the revised appraisal captures what is special about the area. See attached schedule of comments and responses in Appendix A.
- 29 The review established that Nos. 1-22 Garden Cottages, an intact set-piece of early 20th century social housing development with Arts and Crafts influences, and a small number of properties along Powder Mill Lane should be included into the conservation area. The proposal was supported by the majority of respondents, including the Leigh Parish Council, the Local Historic Society, and two of the properties owners, including the owners of Nos. 1- 22 Garden Cottages.
- 30 Following the public consultation, the northern end of Crandalls, south of The Green, was identified as meriting inclusion. The two property owners and the Parish Council were written to, informing them of the proposal and giving them a six week period to respond, with the appraisal documents being available for viewing on the Council's website. One owner responded seeking clarification on the implications of inclusion and following this, was happy to support the proposal.
- 31 This report recommends the adoption of the revised Leigh Conservation Area Appraisal and inclusion of the following properties into the Leigh Conservation Area:
- 1-22 (consecutive) Garden Cottages, 21 and 22 Barnetts Road, 1 Powder Mill Lane, The Hawthorns, Oak Tree Cottage, The Beeches, The Cottage and Rosslyn, all on Powder Mill Lane, and the northern section of Crandalls (the street), Land to the south of Site of Former Public Conveniences, and Land belonging to Chestnuts, The Green, Leigh (see Appendix B for map).

Seal Conservation Area Appraisal

- 32 The Council received 15 written responses to the public consultation and 16 people attended the public consultation event. All of the ten people who responded to the question considered that the revised appraisal captures what is special about the area. See attached schedule of comments and responses in Appendix A.
- 33 The Council received a request from the Seal Village Allotments Trust and the Jubilee Rise Residents' Association for including the allotments and Jubilee Rise into the conservation area. This was supported by a petition signed by the residents/owners of eight of the nine affected properties of Jubilee Rise. The areas in question were subsequently re-surveyed and re-assessed and it was concluded that they would merit inclusion.
- 34 Property owners who were affected and the Parish Council were written to, informing them of the outcome and giving them a six week period to respond, with the appraisal documents being available for viewing on the Council's website. The Council received four responses, including from the Parish Council and the Seal Village Allotment Trustees, all supporting the proposed extensions to the conservation area.
- 35 Following from above, this report recommends the adoption of the revised Seal Conservation Area Appraisal and the inclusion of the following 11 properties into the Seal Conservation Area:

The Seal Village Allotments on Childsbridge Lane, 1 - 5 (consecutive) Jubilee Rise, Northview, Hill House and Bella Vista on Jubilee Rise, and the Scout Hut of the Ninth Sevenoaks Scout Group and Lulworth, both on School Lane (see Appendix B for map).

Shoreham Conservation Area

- 36 The Council received 26 responses to the public consultation, and 30 people attended the public consultation event. The engagement reflected the deep value residents place on the historic village and its setting in the Darent Valley and Kent Downs AONB.
- 37 22 out of 23 respondents who answered this question considered that the revised appraisal captures what is special about the area.
- 38 The key recommendations of the appraisal included the proposal for extensions to and merging of the two conservation areas to form a unified 'Shoreham Conservation Area'. This was strongly supported by stakeholders and residents, with 90 percent responding in the affirmative. The proposal to include Crown Field at the northern end of the village was particularly welcomed.
- 39 The second key recommendation of the review is for the making of a focussed Article 4 direction to protect the front gardens and boundary features. The appraisal established that the cumulative effect of creating

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off-street parking by way of removing boundaries and paving over the front gardens has started to affect the character and appearance of the conservation area. The proposal received strong support, with all people who responded to this question supporting it, including the Shoreham Society, see attached schedule of comments and responses in Appendix A.

- 40 Many respondents, including the Parish Council and the Shoreham Society, made requests for further areas around the fringes of the historic village to be included in the conservation area. These were carefully assessed and it was concluded that no further extensions should be made other than those proposed in the draft appraisal.
- 41 In relation to the revised Shoreham conservation areas, this report recommends the following actions:
- The merging of the Shoreham High Street and Church Street and the Shoreham Mill Lane Conservation Areas by way of
 - 1) cancelling the Shoreham Mill Lane Conservation Area,
 - 2) extending the Shoreham High Street and Church Street Conservation Area to include all properties that make up the Shoreham Mill Lane Conservation Area, and
 - 3) re-name the extended area as 'Shoreham Conservation Area';
 - The extension of the conservation area to include the following 14 properties: Nos. 40, 42, 44, 46-56 (even), 72-76 (even), 76a and 83 High Street and Field at the North End of High Street, known as Crown Field, into the conservation area (see Appendix B for map);
 - The adoption of the Shoreham Conservation Area Appraisal;
 - The making of an Article 4 direction to remove limited permitted development rights for protecting boundary treatments and front gardens.

Swanley Village Conservation Area

- 42 Seven residents and stakeholders responded to the public consultation in writing or via the online questionnaire, and 18 people attended the public consultation event.
- 43 The key recommendations of the appraisal included the proposal for additions to the conservation area along Beechenlea Lane, affecting eight properties. Four respondents, including the Swanley Village Resident Society, supported this proposal, whilst three respondents, including the Swanley Town Council, objected to the proposal.
- 44 Subsequent to the comments received, the properties in question were re-surveyed and re-assessed. The two owners objecting to the inclusion of their properties were written to, giving them the opportunity to provide further comments within a three week period, to which both responded. After considering the further evidence submitted, the two properties Argyle and Ascona on Beechenlea Lane have been removed from the proposal.

- 45 A request for a further extension to the conservation area relating to the building attached to the listed Coach House at Old Place, now part of Old Place Stables, was made by a number of attendees to the public consultation event and in writing by the Swanley Village Residents Society. A subsequent assessment of the building and of historical map evidence identified the building worthy of inclusion.
- 46 The property owner and the Town Council and Swanley Residents Society were written to, informing them of this proposal and giving them a six week period to respond. No response was received.
- 47 The second key recommendation of the review is for the making of a focussed Article 4 direction to protect the front gardens and boundary features. The appraisal established that the cumulative effect of creating off-street parking by way of removing boundaries and paving over the front gardens has started to affect the character and appearance of the conservation area. The proposal for making the Article 4 direction was received with a mixed response, with three respondents supporting it and two respondents, including the Swanley Village Residents Society, objecting to it.
- 48 This report recommends the following action:
- The adoption of the revised Swanley Village Conservation Area Appraisal;
 - The inclusion of the following seven properties into the conservation area: Lucas Farmhouse, Land North of Lucas Farmhouse, Lucas Cottage and Pine Cottage, Cygnet and Land East of Cygnet, all on Beechenlea Lane, and the building attached to the listed Coach House at Old Place, Old Place Stables, Swanley Village Road (see Appendix B for map)
 - The making of an Article 4 direction to remove limited permitted development rights for protecting boundary treatments and front gardens.

Consequences of Extending and Merging Conservation Areas

- 49 Inclusion of properties into a conservation area has the following principal effects:
- The local planning authority (LPA) is under a general duty to ensure the preservation and enhancement of these areas, and a duty to prepare proposals to that end;
 - Planning permission is required for the demolition of any unlisted building;
 - Restriction of a limited number of permitted development rights for owners in conservation areas. These include, for example, the need for planning permission for roof extensions or for the cladding of external elevations.

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- Advertisement consent is required for illuminated signage in a conservation area.
- The LPA is under the duty to take account the desirability of preserving and enhancing the character and appearance of the area when determining such application.
- Notice must be given to the LPA before any works are carried out to any tree in the area.
- Extra publicity is given to planning applications affecting conservation areas.
- Environmental improvement schemes and grants for the repair of historic buildings, if available, tend to be targeted towards the historic environment and heritage assets.

50 The merging of the two Shoreham conservation areas to form one conservation area will not result in any change for property owners or the LPA since the status as conservation area and the associated effects remain the same.

Article 4 Directions

51 An Article 4 direction is a provision that can be introduced to better protect and manage an area's character by withdrawing permitted development rights for certain types of development and requiring that an application for planning permission is made. Making an Article 4 direction does not conclude that something is unacceptable in principle or that no changes can be made, but instead simply brings proposals for such development under the control of the Local Planning Authority so that their impact can be fully considered.

52 The use of Article 4 directions has to be carefully justified, because they limit rights that would otherwise exist to property owners. A fee will be payable in respect of any planning application made as a result of the Article 4 direction. The fee is the same as those for other planning applications.

53 To protect the rural character of the Shoreham Conservation Area and the Swanley Village Conservation Area, it is recommended that permitted development rights are removed only from the following three classes within Schedule 2 the Town & Country Planning (General Permitted Development) (England) Order 2015 (as amended) (the "GDPO"):

- The construction or replacement of a hard surface (Class F, Part 1);
- The erection or alteration of boundary treatments of a gate, fence, wall or other means of enclosure (Class A, Part 2);
- The demolition of the whole or any part of any boundary treatments (Class C, Part 11).

- 54 When an Article 4 direction is made a public consultation exercise is carried out. Following statutory notification, residents are invited to make representations concerning the direction during a period of at least 21 days. The notice will be accompanied by a guidance sheet explaining what an Article 4 direction is, and why one has been made in this particular case. The Council then has to consider the representations received before deciding whether to confirm the direction.
- 55 The direction comes into force when statutory notification of it is given. It cannot be applied retrospectively to development which has already been carried out prior to the making of the direction. The Council is required to confirm the direction within six months, or it lapses.

Reviews and Appeals

- 56 There is no formal right of appeal to an Article 4 direction. Similarly, there is no statutory right of appeal against a building being included in a conservation area.
- 57 Should a planning application be refused because it cites the impact on the significance or character and appearance of the conservation area, which is a designated heritage asset, there is the right of appeal to the Planning Inspectorate who will make an independent judgement on the impact of the proposed development on the heritage asset.
- 58 The conservation areas will be kept under review in order to monitor their condition and to establish whether existing planning controls are successful in preserving the areas' character and appearance or whether further proposals for avoiding harmful change or for measures for enhancement need to be considered.

Other Options Considered and/or Rejected

The Core Strategy is specific about the documents necessary to support Policy SP1. Not pursuing the update of the existing appraisals would not accord with SDC policy, and the Council would fail in its statutory duties in relation to conservation areas, as set out in the Planning (Listed Building and Conservation areas) Act 1990.

The Council has considered whether it could exercise its powers under Article 4 by giving greater notice to residents and not implementing it with immediate effect. By giving longer notice of the Direction, the Council would also not be subject to claims for compensation under Class F for not being able to exercise these rights after withdrawal. However, this option has been considered and rejected because it would not provide protection during the notice period and this could compromise the purpose of the Direction.

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Key Implications

Financial

The production of the appraisals and management plans has been accommodated within existing budgets.

The processing of additional planning applications that would result from the proposed extensions to the conservation areas and the application of the recommended specific Article 4 directions to two areas will be accommodated within the departmental budgets.

Section 108 of the Town and Country Planning Act 1990 makes provision for compensation to be paid by the local planning authority either if an application for development is refused, which would normally have been permitted development before an Article 4 Direction was introduced, or grant planning permission subject to more limiting conditions than the General Permitted Development Order 2015 would normally allow. An application for compensation must be made within 12 months of the planning decision and compensation is only payable if the applicant has an interest in the land.

Section 107 sets out the method for assessing such compensation, which is strictly limited to the abortive costs associated with the planning application and any other loss, which is directly attributable to the Article 4 direction being made. In relation to Class F, Part 1 (construction or replacement of a hard surface), the Council is only liable to pay compensation on planning decisions made within 12 months of the Article 4 direction being introduced. In relation to Class A, Part 2 (erection or alteration of any means of enclosure) and Class C, Part 11 (demolition of boundaries), the Council is liable to pay compensation even if an application is made 12 months or more after the Article 4 direction has taken effect. The making of a direction creates this right. Such payments are made from the departmental budget.

Legal Implications and Risk Assessment Statement

The Council has a statutory duty under the provisions of section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to designate and review conservation areas and is required to produce Appraisals and Management Plans for each area.

The documents are based on best practice and would involve local engagement. It is therefore considered that once finalised, they would provide a sound basis for the future conservation and management of the areas.

Legal input will be required for advising on the procedure for making extensions to conservation area and the use of Article 4 directions.

Equality Assessment

Equal opportunities will be achieved by making the documents available equally to all and providing other formats when necessary. Otherwise, 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.

Conclusions

In adopting the revised appraisals, Cabinet will see the completion of a first tranche of updates of the Districts mostly outdated conservation area appraisals. In supporting the revision of the conservation area appraisals, the Council fulfils its statutory duties in relation to conservation areas, and the making of Article 4 directions to two of the reviewed conservation areas will have a positive impact on their management. The appraisals will help planning officers, the local community and other stakeholders in the conservation and enhancement of the conservation areas and secure the long term preservation of their character and value as important heritage assets.

Appendices [Appendix A - Public Consultation Matrix Report](https://cds.sevenoaks.gov.uk/documents/s38839/10%20Appendix%20A-%20Response%20Matrix.pdf?J=3) **On website**
<https://cds.sevenoaks.gov.uk/documents/s38839/10%20Appendix%20A-%20Response%20Matrix.pdf?J=3>

Appendix B -Brasted, Leigh, Seal, Shoreham and Swanley Village Conservation Area maps - 2019 Extensions

Appendix C - Sevenoaks District Conservation Areas: An introduction to conservation area appraisals revised in 2019

Appendix D -Brasted Conservation Area Appraisal

Appendix E -Leigh Conservation Area Appraisal

Appendix F - Seal Conservation Area Appraisal

Appendix G -Shoreham Conservation Area Appraisal

Appendix H -Swanley Village Conservation Area Appraisal

Appendix I - Sevenoaks District Conservation Area Appraisals, Appraisals revised in 2019: Conservation Area Design Guidance

Background Papers National Planning Policy Framework
Sevenoaks District Council Core Strategy, 2011

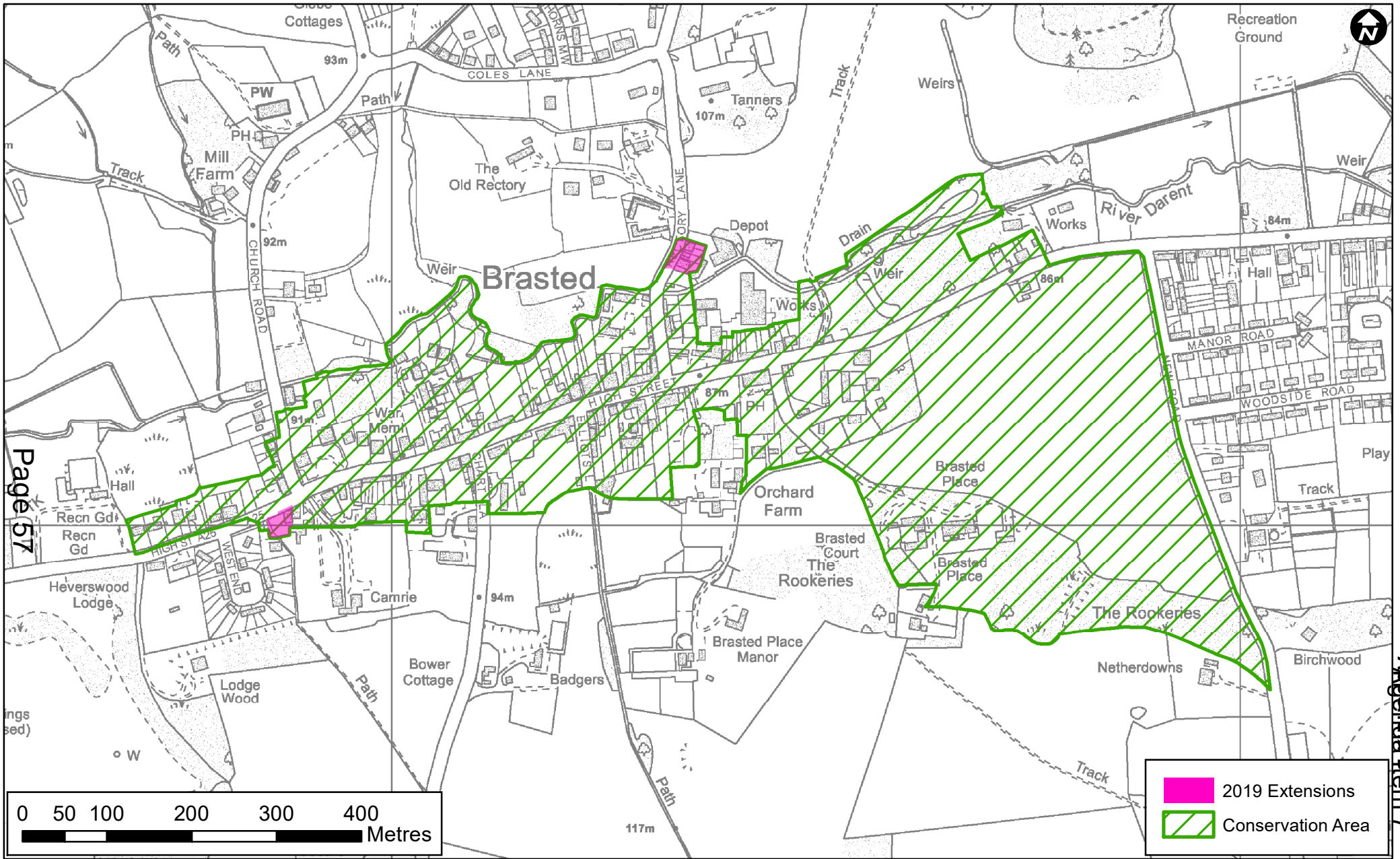
Historic England Advice Note 1 '*Conservation Area Designation, Appraisal and Management*' (2019)

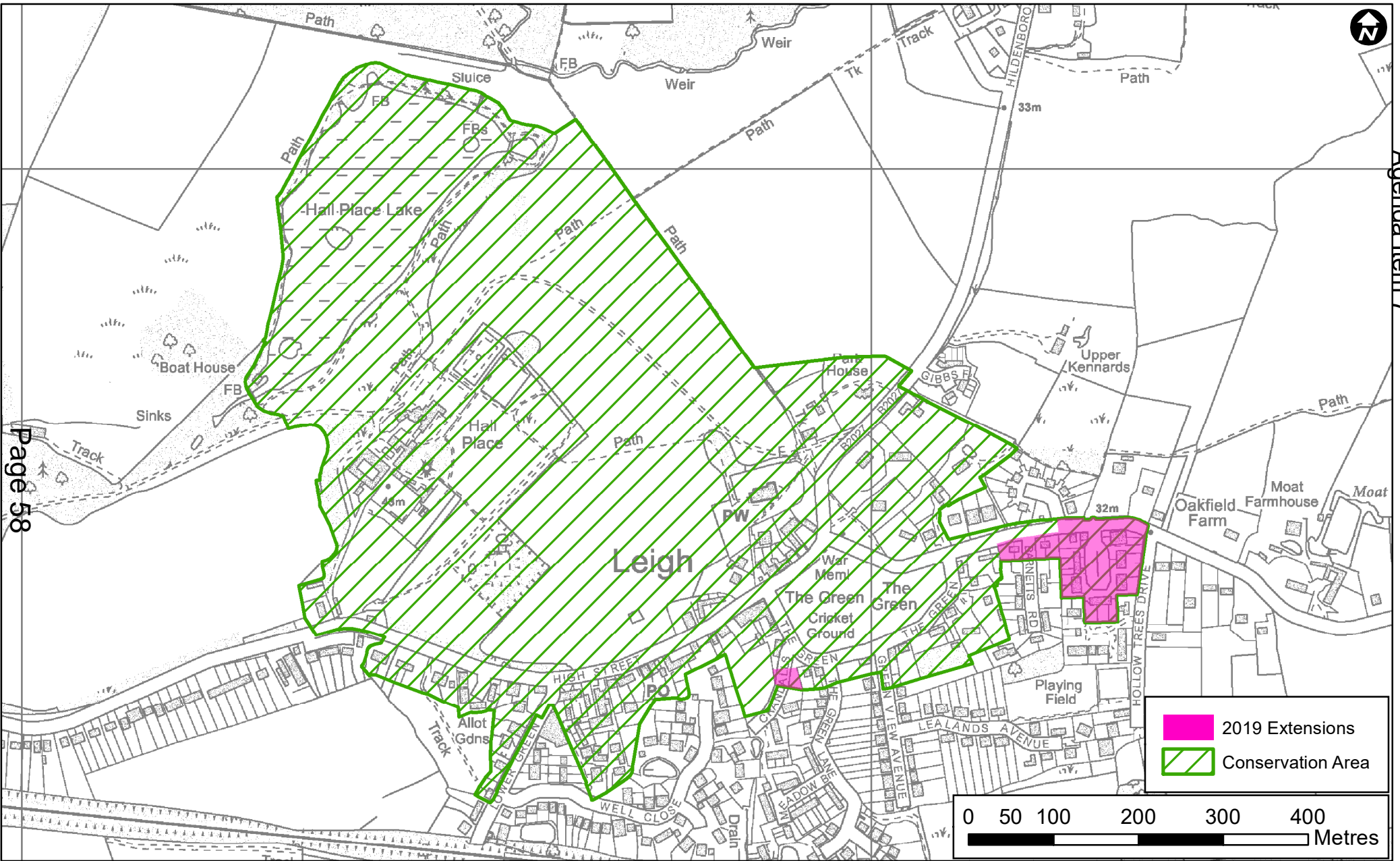
Historic England: Conservation Principles (2008)

Richard Morris

Chief Planning Officer

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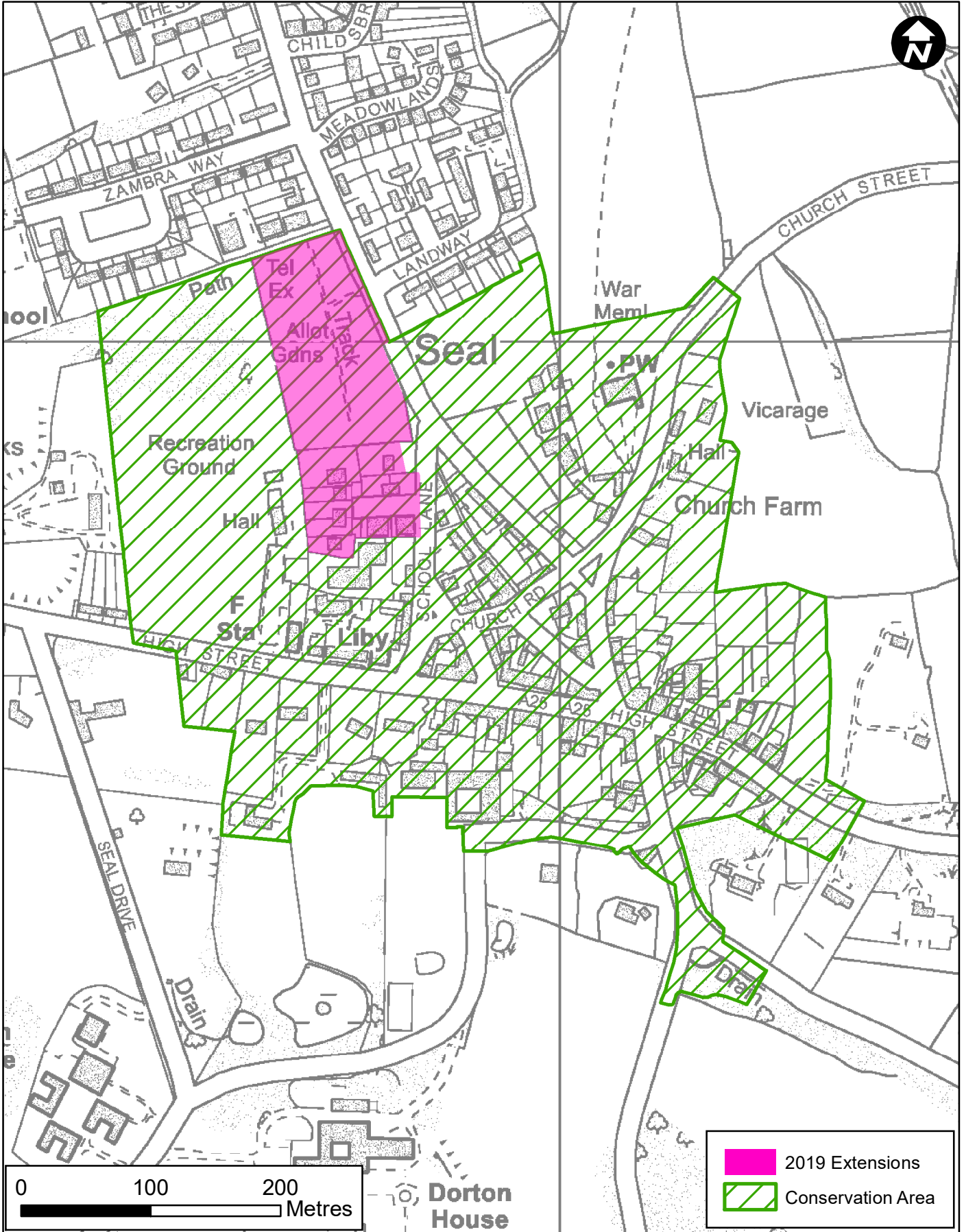


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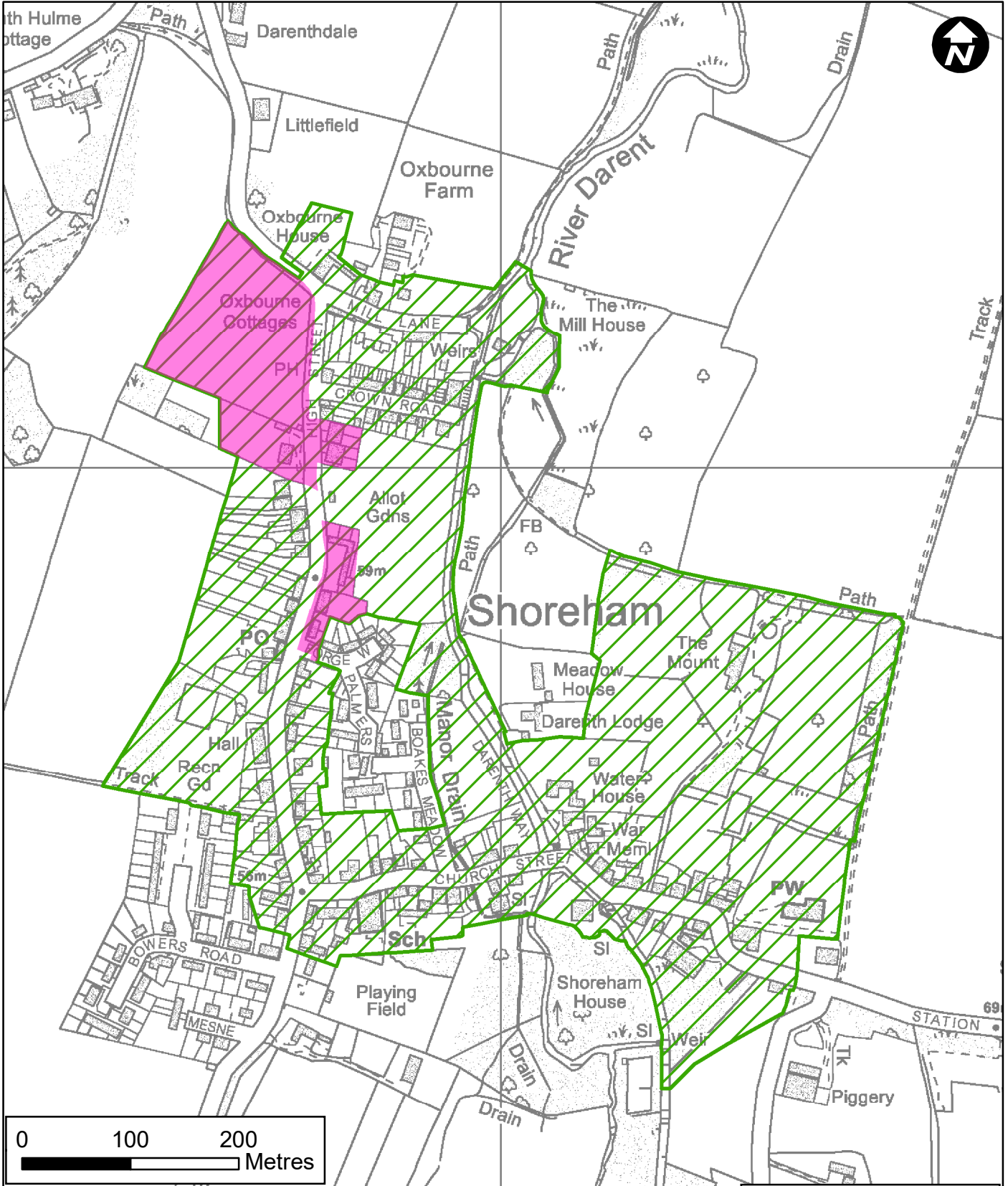
Leigh Conservation Area

2019 Extensions

Scale: 1:6,000
Date: June 2019

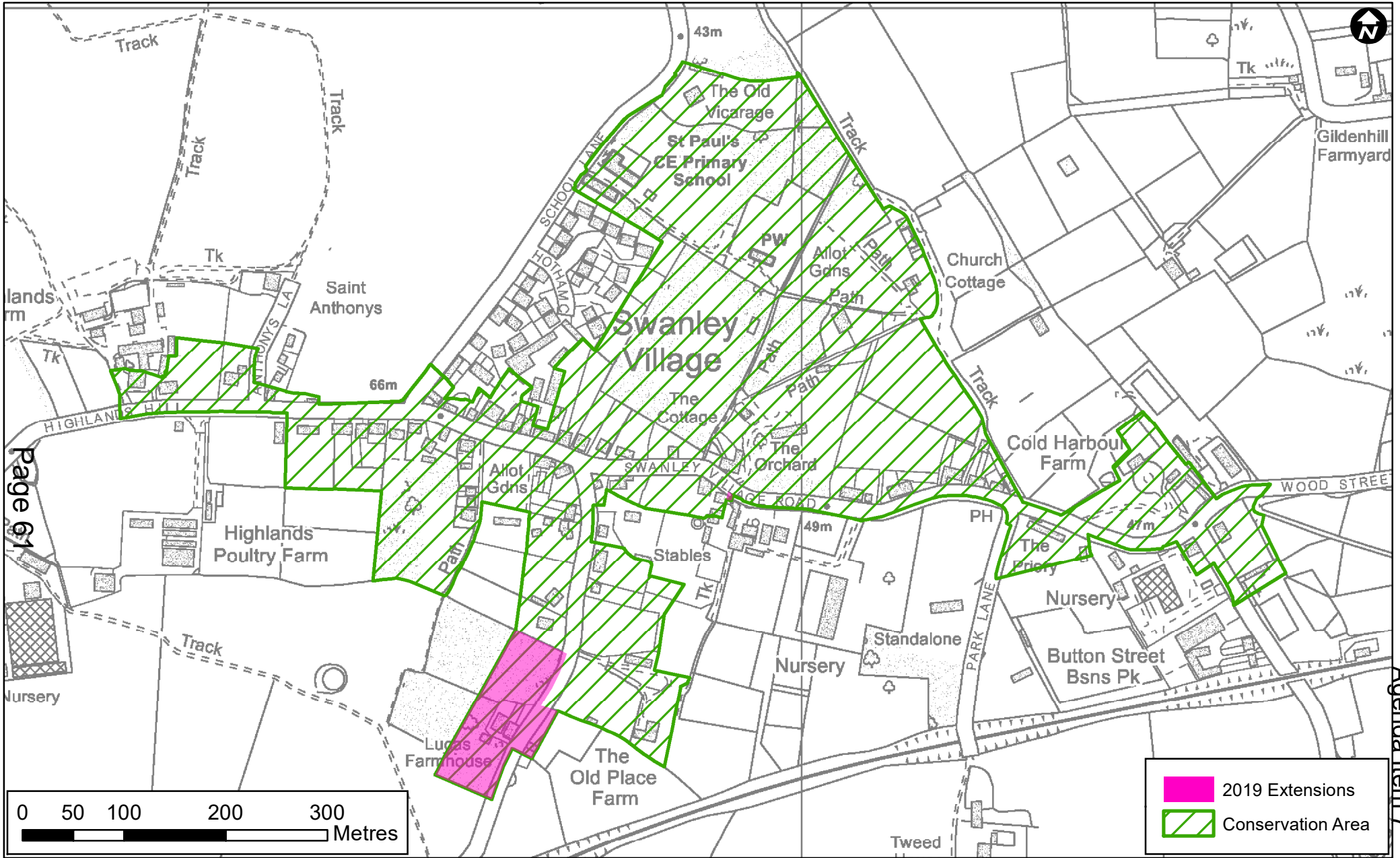


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Merging of the Shoreham Mill Lane with the Shoreham High Street Conservation Area to form the Shoreham Conservation Area, and 2019 Extensions

- 2019 Extensions
- Conservation Area



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Sevenoaks District Conservation Areas: An introduction to appraisals revised in 2019

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Appendix 7

1.0 What is this document?

This document is an overarching introduction to five conservation area appraisals which were revised in 2019 as part of Sevenoaks District Council's conservation area review programme.

The affected conservation areas are:

- Brasted High Street;
- Leigh;
- Seal;
- Shoreham (previously Shoreham High Street and Church Street, and Shoreham Mill Lane);
- Swanley Village.

Each revised conservation area appraisal consists of three parts:

Sevenoaks District Conservation Area Appraisals

- Part 1: An Introduction to Conservation Area Appraisals revised in 2019
- Part 2: The appraisal
- Part 3: Conservation Area Design Guidance

The appraisals can be downloaded from the Sevenoaks District Council website.

This document will be updated as the Council progresses with its conservation area review programme.

The location of conservation areas which have new appraisals is shown on the map opposite.



- 4 Brasted High Street
- 22 Leigh
- 27 Seal
- 36 Shoreham
- 40 Swanley Village

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2.0 Purpose of conservation area appraisals

Conservation area appraisals help Sevenoaks District Council and local communities to preserve the special character of conservation areas.

They do this by providing homeowners, developers, Council officers and other interested parties with a framework against which future development proposals in the conservation area can be assessed and determined.

A conservation area appraisal outlines the history of an area and explains what makes it special. It identifies the elements that make up the character and special interest of the area, and those that detract from it, and provides recommendations for the area's future management. This may include recommendation for the changes to its boundaries, where appropriate.

In doing so, appraisals support the District Council's legal duty (under section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990) to prepare proposals for the preservation and enhancement of conservation areas and to consult the public about those proposals.

3.0 Owning a building in a conservation area

3.1 What are conservation areas?

Conservation areas are areas of 'special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance' – in other words, they exist to protect the features and the characteristics that make a historic place unique and distinctive.

They were introduced by the Civic Amenities Act 1967. They need to have a definite architectural quality or historic interest to merit designation.

They are normally designated by the local planning authority, in this case Sevenoaks District Council.

3.2 Effects of conservation area designation

The Council has a duty, in exercising its planning powers, to pay special attention to the desirability of preserving or enhancing the character or appearance of the area.

Designation introduces some extra planning controls and considerations, which exist to protect the historical and architectural elements which make the areas special places. Historic England has a helpful website that explains these planning controls and considerations, including those on;

- Trees in conservation areas;
- Demolition of a building or structure in a conservation area;
- Permitted development.

See: <https://historicengland.org.uk/advice/your-home/owning-historic-property/conservation-area/>

Whilst conservation area designation brings with it additional responsibilities for owners and occupiers, these are often outweighed by the benefits of living in an area of architectural integrity and traditional character. People tend to value these areas for their distinctiveness, and this value is often reflected in higher property values. See the Historic England research report on the financial benefit of conservation areas: <https://historicengland.org.uk/content/docs/research/assessment-ca-valuepdf/>

Policy background

Government planning policies in relation to conservation areas and other types of designated heritage assets are set out in Chapter 16 of the National Planning Policy Framework (NPPF). <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Local policies for alterations and development in conservation areas are contained in the Sevenoaks Council's Core Strategy (adopted 2011), Policy SP1 *Design of New Development and Conservation*, and in the Allocations and Development Management Plan (adopted 2015), Policy EN3 (Demolition in Conservation Areas) and EN4 (Heritage Assets). https://www.sevenoaks.gov.uk/info/20069129/current_local_plan/249/core_strategy_development_plan

4.0 Appraising conservation areas and defining significance

4.1 Best practice

Two Historic England publications provided relevant and widely-recognised advice for this project, which informed the methodology employed to prepare the draft appraisals:

- *Conservation Area Designation, Appraisal and Management; Historic England Advice Note 1* (Second edition), Historic England (2018)
- *The Setting of Heritage Assets: Historic Environment Good Practice Advice in Planning Note 3* (Second Edition) Historic England (2017)

Other guidance and advice documents that were consulted are listed in the Sources in Section 7.0.

4.2 Methodology

The appraisal of each conservation area involved the following steps:

- A re-survey of the area and its boundaries;
- A review of the condition of the area since the last appraisal was undertaken to identify changes and trends;
- Identification of views which contribute to appreciation of the character of the conservation area;
- A description of the character of the area and the key elements that contribute to it;
- Where appropriate, the identification of character zones where differences in spatial patterns and townscape are notable that have derived from the way the area developed, its architecture, social make-up, historical associations and past and present uses;

- Assessment of the contribution made by open space within and around the conservation area;
- Identification of heritage assets, other positive contributors and, where applicable, detractors;
- Making recommendations for future management of the conservation area.

4.3 Heritage Assets

The appraisals identify buildings, listed or unlisted, which are of townscape merit or which contribute in other ways to the special architectural and historic interest of the area.

Statutory listed buildings are buildings and structures that have, individually or as groups, been recognised as being of national importance for their special architectural and historic interest. The high number of nationally listed buildings plays an important part in the heritage significance of many of the district's conservation areas. Listed buildings are referred to as designated heritage assets.

There are many unlisted buildings that help to shape the character of an area. The Historic England advice note on conservation area designation, appraisal and management includes a set of criteria that can be used to identify positive contributors in a conservation area.

Positive contributors identified during the re-survey tend to meet at least one or more of the criteria shown below. They can include buildings that may have suffered from unsympathetic alterations but have retained their historic form and could be restored to their original appearance relatively easily.

Positive contributors in conservation areas constitute non-designated heritage assets.

Checklist for identifying positive contributors in a conservation area:

- Is it the work of a particular architect or designer of local or regional note?
- Does it have landmark quality?
- Does it reflect a substantial number of other element in the conservation area, in age, style, materials, form or other characteristics?
- Does it relate to adjacent designated heritage assets in age, materials or in any other historically significant way?
- Does it contribute to the quality of recognisable spaces including exterior or open spaces within a complex of public buildings?
- Is it associated with a designed landscape, e.g. a significant wall, terracing or a garden building?
- Does it individually, or as part of a group, illustrate the development of the settlement in which it stands?
- Does it have significant historic associations with features such as the historic road layout, burgage plots, a town park or a landscape feature?
- Does it have historic associations with local people or past events?
- Does it reflect the traditional functional character or former use in the area?
- Does its use contribute to the character or appearance of the area?

Source: *Conservation Area Designation, Appraisal and Management*, Historic England 2018, Table 1, p. 16.

4.4 Detractors

Not every aspect of a conservation area will contribute to the characteristics that make it special.

This may be by virtue of the scaling and detailing of structures and their impact on the streetscape or townscape, the type and extent of alterations to houses, the way buildings relate to neighbouring properties, street clutter, or poor quality of features such as shopfronts, advertisements, street furniture or hard landscaping.

4.5 Views analysis

Significant views have been identified both because they contribute to the understanding and appreciation of the special character of the conservation areas (and in some cases the contribution of their landscape setting), and because they are a consideration in assessing the impact of new development and other change within the area or its setting.

The methodology applies best practice from Historic England's advice document *The Setting of Heritage Assets: Historic Environment Good Practice Advice in Planning Note 3* (Second Edition) 2017.

At the heart of the methodology is the analysis of the 'significance' of each view in terms of its historical, architectural, townscape, aesthetic and community interest, and of the key landmarks or heritage assets visible within it.

The purpose is to identify views that capture and express the special and unique character of each conservation area, although the list in each appraisal does not claim to be exhaustive.

Views are categorised as:

- **Townscape views:** views within the conservation area which are short in range and enclosed by buildings or trees;
- **Contextual views:** longer range views from within the conservation area into the surrounding landscape;
- **Scenic views:** views from outside the conservation area which allow it to be understood and appreciated in its landscape setting.

4.6 Open space assessment

The character of a conservation area can be affected not just by the buildings in it, but also by open space inside and outside its boundaries. The appraisals therefore include an assessment of the value of such spaces to the character and appearance of the conservation area.

Definition

Open space is defined as common land, farmland, countryside and recreational spaces (including school grounds, churchyards and cemeteries). Private gardens and private car parks are excluded.

Analysis

The analysis considered open space inside and immediately outside the conservation areas. Fieldwork to assess the open space was carried out in March and April 2018; seasonal variations, particularly leaf growth on trees may make a difference to the contribution of open space at different times of year.

Fieldwork was combined with an analysis of historic mapping and other secondary sources. From this, the following factors were taken into account in assessing the contribution of open space to the character and appearance of each conservation area:

1. *the historical relationship and function of open space;*
2. *its contribution to the form and structure of historical settlements;*
3. *how open space is experienced and viewed from within the conservation area;*
4. *how the pattern of historic settlements and their relationship to the wider landscape can be understood when looking in from outside.*

Open spaces were mapped and graded into three different categories: 'strong contribution', 'some contribution' and 'no or negligible contribution'.

5.0 Public consultation

In preparing each draft conservation appraisal (Stages 1 and 2 as set out in Sevenoaks District Council's *Statement of Community Involvement in Planning*) a walk-about and on site discussion was undertaken with representatives of the community of each conservation area. This was of assistance in gathering evidence on the history of the conservation areas and understanding its condition and the issues affecting its future management. Those attending included District and Parish Councillors, local amenity, and civic and historical societies.

Wider public consultation on the draft appraisals (Stage 3) was carried out for a period of six weeks from mid-October to the end of November 2018.

Copies of the appraisals and accompanying documents were posted on the Sevenoaks District Council website, where they could be read and/or downloaded. Paper copies were made available locally and at the Council offices in Sevenoaks.

'Drop-in' sessions were held in each of the five villages affected, where Council staff and the external consultants who prepared the draft appraisals were available to answer questions and explain how the assessments had been made.

Written comments could be submitted online, by email, or on printed feedback forms available at the local consultation events.

The public consultation events were attended by a total of 97 people. A total of 60 responses were received.

A full report on the public consultation is available on the Council's website.

6.0 How to use the document

6.1 Software

- Documents created as part of this project have been designed to be viewed digitally. They will work best on Adobe Reader or Adobe Acrobat Pro versions X or later on a PC or laptop.
- Please be aware that some interactive features such as layered maps and navigation buttons do not currently work on many other pdf readers, or on the version of Adobe Reader which is used on many mobile devices such as I pads and mobile phones.
- Because the layered maps are an integral part of the appraisals, we recommend using Adobe on a desktop PC or laptop only.

6.2 Navigation

- To navigate through an appraisal, click on the relevant title on the contents page.
- Hyperlinks - identified by blue text – are quick links within the appraisals to other sections of the report.
- A series of buttons at the bottom of each page allow you to:

- ☰ return to the contents page
- 🗺 access the layered map
- ↶ return to the previous page
- ↷ go back one page or forward one page

Layered maps

- Using the 🗺 button at the foot of the page you can access the layered conservation area map.
- This has a series of layers, each displaying a different piece of information. For example, heritage assets, historic Ordnance Survey maps, the conservation area boundary, etc.
- These layers can be hidden and revealed in any combination.
- This is achieved by switching layers on and off using the 'layers panel', which can be revealed by clicking the button on the left hand side of the screen (although it should display automatically).
- On this panel click the small box alongside the layer name to hide or reveal it.

7.0 Sources and Acknowledgements

7.1 Sources

7.1.1 Legislation and policy

National Planning Policy Framework, MHCLG (2018)

Sevenoaks District Local Plan (2011)

7.1.2 Guidance

Conservation Area Designation, Appraisal and Management; Historic England Advice Note 1 (Second edition), Historic England (2018)

Historic Environment Good Practice Advice in Planning Note 3: The Setting of Heritage Assets (Second edition), Historic England (2017)

7.1.3 Reference

National Heritage List for England, Historic England (online)

Kent Historic Buildings Index: Sevenoaks Section, Kent Historic Buildings Committee (1998)

Ordnance Survey mapping

7.1.4 Secondary sources

'Influences shaping the human landscape of the Sevenoaks area since c.1600', *Archaeologia Cantiana* Vol130, David Killingray (2010)

Buildings of England, Kent: West and the Weald, John Newman (2012)

English Domestic Architecture: Kent Houses, Anthony Quiney (1993)

8.0 Annex 1: Notes on the history and character of Sevenoaks District

These notes provide context to the conservation appraisals. More information on these subjects can be found amongst the sources listed in section 7.0.

8.1 Geology

The geology of Kent runs in strata from Surrey and Greater London east towards the Straits of Dover.

In Sevenoaks, this creates clear bands, running east-west. From the north, these are:

- Chalk, forming the North Downs;
- A narrow lowland belt – the Vale of Holmeddale – made of Gault clay and Upper Greensand stone;
- Then the escarpment of the Lower Greensand (on which Sevenoaks town sits);
- The Lower Greensand includes beds of building stone such as the famous Kentish ragstone (in the Hythe Formation);
- The clay of the Low Weald;
- The ‘Hastings Beds’ of the High Weald, which include fine yellow sandstones which have been widely quarried.

8.2 Landscape and agriculture

The stratified geology creates matching landscape zones, instantly recognizable to those who live in Kent:

- The North Downs is a region of rolling chalk uplands, which rises gently to the south, heavily wooded. This is an Area of Outstanding Natural Beauty;
- The soils of chalk overlaid with clay and flint are poor and very hard to plough. Traditionally, these soils and the altitude made for limited settlement and where woodland was cleared farms concentrated on sheep and corn;
- The southern edge of the Downs is an escarpment, at the foot of which is the

narrow Vale of Holmsedale. This is drained by the River Darent before it turns north through gap in the North Downs, towards Dartford. The soils here are fertile, and have supported settlements for thousands of years;

- The Charlton is the area south of the Vale of Holmsedale, no more than 3 or 4 miles wide around Sevenoaks and rising steadily to a ridge overlooking the Weald (the highest point is Toy’s Hill at 245m). Historically this was wooded country: ‘chart’ means poor or infertile soil);
- The famous Kent Weald is an large heavily wooded rolling landscape, running south to the South Downs. The heavy clay soils were difficult to plough, which meant that historically the Weald was a pasture economy. The clay was once described as ‘cement in summer and soup in winter’, and made access relatively difficult until the railways.

8.3 History

Neolithic

The first farmers are believed to have arrived in Kent, perhaps as immigrants from the Continent, c.4000BC.

Bronze and Iron Ages

The evidence of barrows (burial mounds) suggest a sizeable population living in Kent from the early Bronze Age. These were overwhelmingly agrarian communities.

By the Iron Age homesteads were thickly studded across the county. Ironworking in the Weald became increasingly common, exploiting the iron deposits there.

There is an iron age hillfort at Otford, at a crossing point on the River Darent.

Romans

Kent was the arrival point for the Romans and the closest location to the rest of the Empire. The impact of the Romans was therefore particularly marked.

Sevenoaks District is off the main Roman road network (which passed to the north)

and there were no major settlements. However, the fertile soils of the Darent valley were the location of many villas.

Middle Ages

Settlement patterns continued little altered after the Romans left. Cattle were driven between the Chartland and the Weald, where they rooted for food in the forests.

Sevenoaks town may pre-date the Norman Conquest, and begun as a market or wayside shrine on one of the drovers roads.

Rural industries of cloth working and iron smelting (in the Weald) brought exceptional prosperity in the fifteenth and sixteenth centuries, reflected in the fine churches and timber-framed houses that survive.

Seventeenth and eighteenth centuries

The proximity of the district to Kent increasingly affected its character, for example by successful lawyers and merchants investing in estates and building fine houses.

Arrival of the railways

Railways transformed Kent by revolutionizing access to markets and materials. The town of Sevenoaks is a good example of the way in which the railway (which first arrived in the 1840s) caused rapid and extensive expansion, with a considerable change of character as well as form.

It became possible to commute to London from west Kent, and villas and terraces for commuters began to emerge in villages and towns with good rail services.

Twentieth century

This process continued through the twentieth century as the economy has shifted away from agriculture towards services.

Since the middle of the twentieth century, the beauty of the Kent landscape and its towns and villages has been recognized and protected through designations such as the Green Belt, Areas of Outstanding Natural Beauty and listed buildings and conservation areas.

9.0 Annex 2: Glossary

Designated heritage asset – A World Heritage Site, Scheduled Monument, Listed Building, Protected Wreck Site, Registered Park and Garden, Registered Battlefield or Conservation Area designated under the relevant legislation.

Edwardian – Correctly refers to the period from 1901 to 1910, the reign of King Edward VII, but often used in a more general way to refer to the whole period from 1900 to 1914.

Flemish bond brickwork – an arrangement of bricks in which headers and stretchers alternate in each course; the predominant form of brick bond throughout the Georgian period.

Flint – widely available in Kent as a building material, generally used close to its source because it was too heavy to transport. Used either in its natural rounded form, or ‘knapped’ (cut and shaped).

Georgian – Dating to between 1714 and 1830, i.e. during the reign of one of the four Georges: King George I to King George IV.

Half-timbering – non-structural, decorative use of timberwork, as distinct from structural timber framing. Popularly used in the nineteenth century and associated with Old English and vernacular revival styles of architecture.

Hipped roof – a pitched roof with four slopes of equal pitch.

Kent peg tiles – the traditional form of clay roof tile used in Kent, traditionally hung on roof battens with a peg.

Kentish ragstone – a hard grey sandy limestone found in East and West Kent, not suitable for fine stonework or carving and typically used as rubble for walls.

Locally listed building – a building which is of local architectural and historic interest or makes a significant contribution to the character and appearance of the District, but which is not designated at the national level, i.e. as a listed building. Structures and open spaces can also be locally listed.

Mathematical tiles – thin fired clay tiles attached to a timber frame, giving the outward appearance of fine brickwork; a response to brick tax levied between 1784 and 1850.

M-shaped roof – a form of pitched roof consisting of two parallel pitched roofs meeting in a central valley.

Neo-Tudor – A nineteenth-century architectural style involving revival of elements of Tudor architecture. Typically used for schools, workhouses, gate lodges and model cottages.

Non-designated heritage asset – A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its local historic and architectural interest, but which does not have the degree of special interest that would merit designation at the national level, e.g. statutory listing. Buildings, structures and open spaces on the Local List for Sevenoaks are considered non-designated heritage assets.

‘Old English’ style – an architectural style of the late nineteenth century involving revival of vernacular elements from the Weald of Kent and Sussex, such as tile-hung walls and timber-framing, casement windows with leaded lights and decorative bargeboards, in picturesque compositions evoking a bygone England.

Pitched roof – a roof with sloping sides meeting at a ridge. Include m-shaped roofs, hipped roofs and semi-hipped.

Rat-trap brickwork – a variant of Flemish bond using bricks laid on their side, with the effect that they appear larger.

Roughcast – outer covering to a wall consisting of plaster mixed with gravel or other aggregate, giving a rough texture. Associated with **vernacular revival** styles of architecture.

Rubble stone – irregular blocks of stone used in masonry construction.

Tile-hanging – use of clay tiles, hung vertically to clad a wall. Used predominantly on upper storeys only. Nineteenth-century tile-hanging often features tiles with curved or pointed ends.

Vernacular – traditional forms of building using local materials. In Kent this typically features timber framed construction, clay tile roofs, casement windows, weatherboarding, tile-hanging and flintwork.

Vernacular revival – use of features of vernacular buildings in architecture of the mid-to-late nineteenth century.

Victorian - dating to between 1837 and 1901, i.e. during the reign of Queen Victoria.

Weatherboarding – wall cladding formed of horizontal wooden boards, traditionally painted white. A characteristic feature of vernacular buildings in Kent.

Sources

James Stevens Curl and Susan Wilson *Oxford Dictionary of Architecture* (2016 edition)

John Newman *The Buildings of England, Kent: West and the Weald* (2012)

National Planning Policy Framework Annex 2: Glossary (2018)

Alan Baxter

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Reviewed by Robert Hradsky

Draft issued September 2018

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Brasted High Street Conservation Area Appraisal

July 2019

This appraisal for Brasted High Street Conservation Area supports the duty of Sevenoaks District Council to prepare proposals for the preservation and enhancement of conservation areas.

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For details of the methodology employed in assessing the conservation area and preparing the appraisal, see the "Sevenoaks District Conservation Areas: an introduction to appraisals revised in 2019".

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Appendix D
Agenda Item 7

1.0 Overview of Brasted High Street Conservation Area

The village of Brasted lies on the western edge of Kent, 4.5 miles from Sevenoaks and within 3 miles of the Surrey border. It is situated on an historic east–west route which is now the A25, while the M25 passes very close by on the north side.

The village sits within the Kent Downs Area of Outstanding Natural Beauty. The grounds of Brasted Place and Combe Bank and some open spaces on the north and south edges of the conservation area are included in the Metropolitan Green Belt. The area around Brasted's parish church is designated separately as Brasted Church Conservation Area. Sundridge Conservation Area adjoins Brasted High Street Conservation Area to the east.

Conservation area boundary

Brasted High Street Conservation Area comprises the High Street (the A25) and parts of its side streets, land between the High Street and the River Darent including the lodge and part of the grounds of Combe Bank, along with Brasted Place and part of its grounds.

Designation history

Brasted High Street Conservation Area was designated in 1971 and extended in 1992. The previous conservation area appraisal was published in December 2003.

Topography and geology

The village of Brasted runs east–west, following the bottom of the Darent valley, with the North Downs rising to the north and the Greensand ridge to the south. The area is geologically mixed, including bands of chalk, gault and sandstones and sandy limestones from the Folkestone and Hythe beds, both of the Lower Greensand Group.

Summary of special interest

The main features of Brasted High Street Conservation Area's special historic and architectural interest are:

- It retains the form and appearance of a traditional Kentish village that developed along a main street with a green at its centre;
- An attractive and cohesive streetscape composed of buildings of similar scale, built with a distinctive palette of traditional, natural materials and colours;
- A wealth of historic buildings including good examples of medieval, Georgian and Victorian architecture;
- A large number of buildings and structures that are listed;
- Brasted Place, an example of the work of two important architects, Robert Adam and Alfred Waterhouse;
- Partially surviving parkland of two gentlemen's houses of the eighteenth century;
- Strong contribution of boundary walls to the character of the area;
- Traditional craftsmanship embodied in original building materials and architectural features.

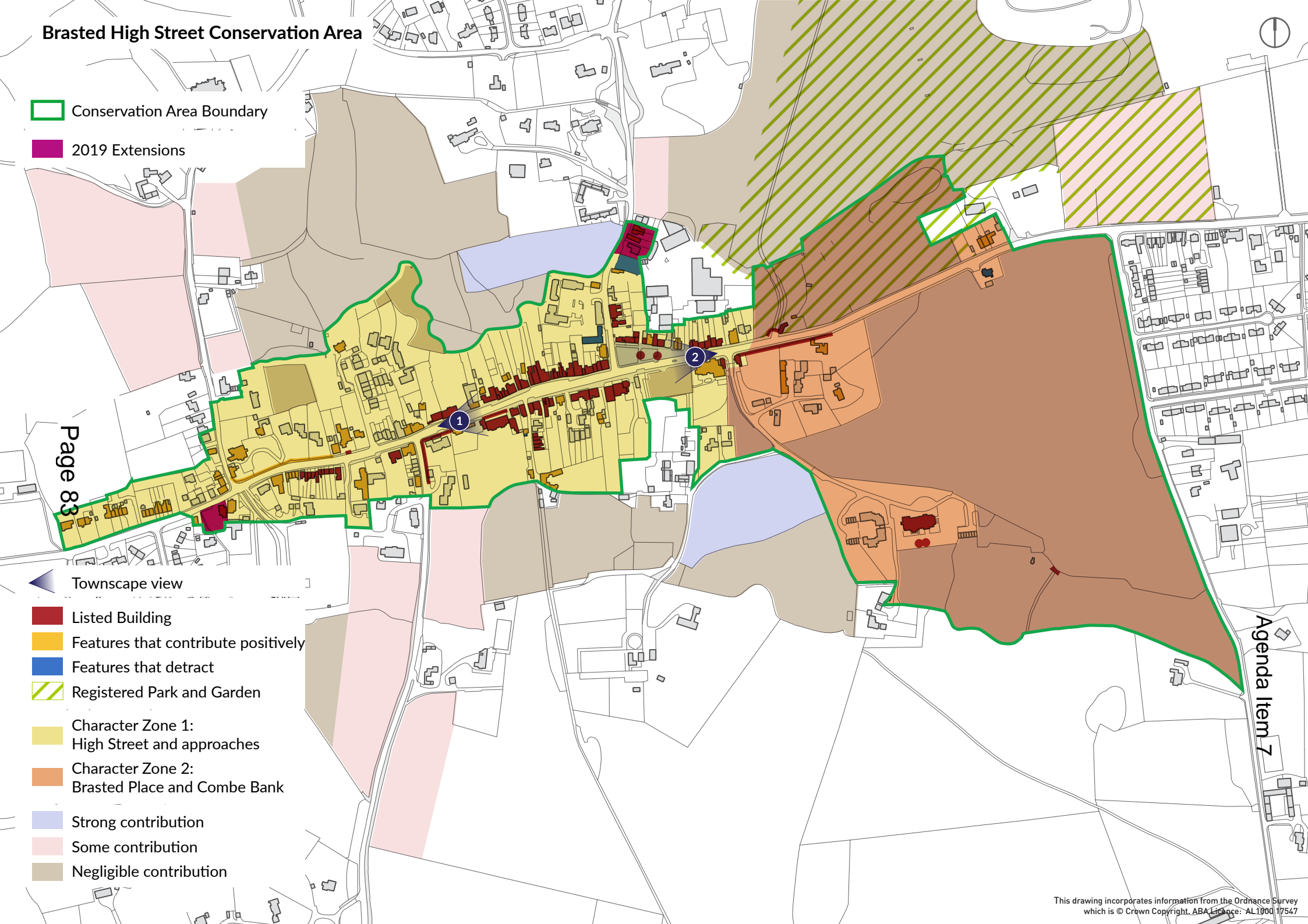
Brasted High Street Conservation Area

- Conservation Area Boundary
- 2019 Extensions

- Townscape view
- Listed Building
- Features that contribute positively
- Features that detract
- Registered Park and Garden
- Character Zone 1: High Street and approaches
- Character Zone 2: Brasted Place and Combe Bank
- Strong contribution
- Some contribution
- Negligible contribution

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Agenda Item 7



2.0 Historical development

Beginnings

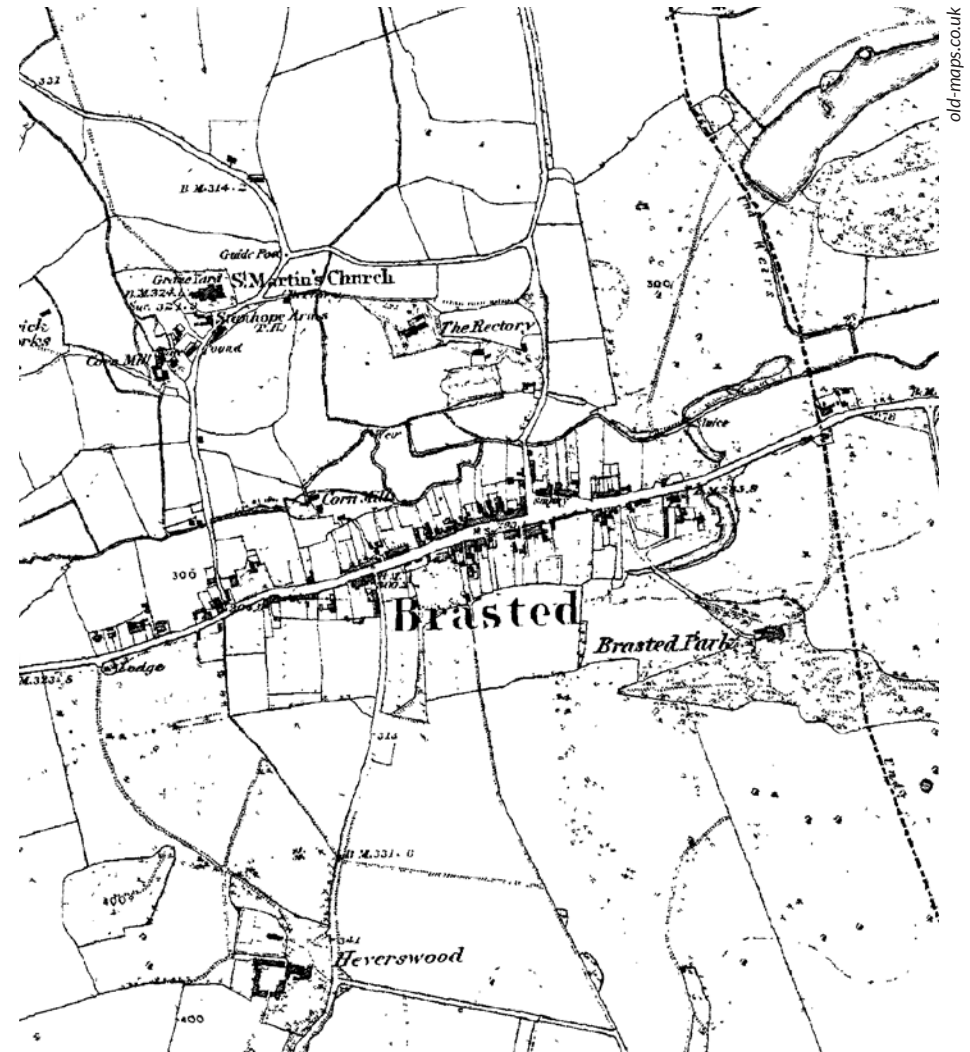
The manor of Brasted is recorded in Domesday Book, at which time it had arable land, pasture, woodland, a church and two mills. The parish was long and thin, running east–west along the valley bottom and at no point exceeding a mile in width. It developed as a linear settlement along the High Street and a number of sixteenth-century or earlier buildings survive, such as Alms Row Cottages and The Old Manor House.

Eighteenth century

The attractiveness of the countryside and good communication links meant that the country around Brasted became populated in the eighteenth century with gentlemen's houses, each in their own park. Two such houses were Combe Bank (c.1725, in the neighbouring parish of Sundridge, but with an entrance from Brasted (within the conservation area), and Brasted Place. The latter was built as a classical villa for Dr John Turton, in 1784–85, using Tunbridge Wells sandstone. The surrounding parkland was landscaped and a road that ran through it relocated further east to the line of New Road, which now forms the boundary of the conservation area. A number of large houses such as Rectory Lodge and Brasted House were also built in the village and many smaller houses and cottages, such as Barton's Cottages and the old King's Arms public house, were re-fronted during the eighteenth century.

Nineteenth century

The village evolved gradually during the nineteenth century, with development slowly extending further west along the High Street, with the construction of Hawthorn Cottages and Vine Cottages in the second quarter of the century. In



1873 edition of the Ordnance Survey

1881 the mill was built, continuing the centuries-old use of the River Darent for milling. The process of rebuilding and refronting older buildings continued in the late nineteenth century with buildings such as White Hart Cottages and Tilings remodelled in a vernacular revival manner. The White Hart was rebuilt on a large scale in an Old English style in 1885.

Twentieth century

Several new buildings were added to the village in the early twentieth century, including the Hollies and Rosena (1900) and the Village Hall (1900) and Bridge Cottage (1906) and 1 & 2 Tannery Cottages (1907). In 1911 a motor works was established on the High Street by F. A. Smith, which continued in business into the 1950s. The major development in the post-war years was the new Durnnell's offices and development of the Old Yard.



Historical associations

Britain's oldest building company, R. Durnnell & Sons, which is still located in Brasted, dates its existence back to at least 1591 and built many of the buildings in the conservation area. Brasted Place was built for John Turton (1735–1806), George III's doctor, by Robert Adam (1728–92), one of the most important architects of the eighteenth century. In 1840 it was lived in by Louis-Napoleon Bonaparte (1808–73), the future Emperor Napoleon III of France. The house was later owned by the Tipping family, for whom Alfred Waterhouse enlarged and altered it. It was the childhood home of H. Avray Tipping (1855–1933), an important garden designer and influential Architectural Editor of Country Life 1907–30. The rebuilding of the White Hart in 1885 was carried out by Edwin T. Hall, better known as the architect of Liberty's department store in London. The White Hart later became famous as a watering hole for Battle of Britain pilots based at nearby Biggin Hill.



3.0 Architectural and built character

3.1 Spatial character

Brasted is a good example of a linear settlement which remains largely within its historic boundaries.

Its spatial character can be summarised as follows:

- Long lines of virtually continuous development on both sides of the High Street, composed of buildings and boundary walls;
- Most buildings on the High Street come right up to the pavement, with some, particularly on the south side, set back behind small front gardens;
- Views are largely confined to long views up and down the High Street;
- Little connection to the surrounding landscape other than occasional glimpses between buildings or up side streets;
- The village green and the parkland of Brasted Place and Combe Bank are important open spaces;
- Historic buildings in the side streets are smaller in scale than those on the High Street;
- Small alleyways between buildings leading to dwellings or outbuildings within rear plots.



3.2 Building forms and details

The historic buildings of the conservation area are strongly traditional in character and their forms can be summarised as follows:

- Small scale and domestic in character;
- Two storeys, with some attics;
- Simple rectangular forms, mostly flat-fronted but some with nineteenth and twentieth-century bay windows;
- Traditional pitched roof forms, often with irregular rooflines;
- Tall brick chimneys, sometimes with the upper part turned through 45 degrees to the lower part;
- Traditional timber shopfronts, some projecting from the front of the building;
- Traditional joinery: timber casement and sash windows and planked or panelled doors.



Small scale and domestic



Simple rectangular forms



Traditional pitched roof forms



Tall brick chimneys



Shopfronts



Projecting shopfronts

3.3 Architectural styles

- Kentish vernacular – a style characterised by the use of locally available materials that reflect local custom and building tradition. Characteristic features within Brasted include timber frame walling, tile hanging, steeply pitched roofs covered with plain clay (Kent peg) tiles, and casement windows. Roof slopes are unbroken with no dormer windows. Other characteristics are asymmetry in form and elevation and the small scale of buildings;
- ‘Polite’ Georgian domestic architecture – larger in scale than the vernacular and characterised by symmetrical facades in Flemish bond brickwork or stucco render, sash windows and classical detailing e.g. classical door cases and porches on larger houses. Larger Georgian houses often have the use of the attic as an integral part of their plan-form, with small, usually lead-clad dormer windows;
- Vernacular revival buildings of the late nineteenth and early twentieth century.



Vernacular



Vernacular



Georgian



Georgian



Vernacular revival



Vernacular revival

3.4 Traditional building materials

The materials used in Brasted's buildings remained remarkably consistent over hundreds of years, added to which many buildings combine elements from different periods as they were altered and improved over the centuries. The traditional building materials that are most characteristic are:

- Clay tile roofs – plain (Kent peg) tiles for earlier roofs, but in the nineteenth century using different shapes and patterns and decorative ridge tiles;
- Slate roofs are less common but appear on a range of buildings;
- Timber-framing – both medieval and later imitation;
- Local red or orange brick – often Flemish bond patterned with grey/blue headers;
- Clay tile hanging on upper storeys;
- Plaster – both roughcast and smooth lime renders, generally painted in a traditional cream colour or grey;
- Rubble stone walling of Kentish ragstone, often for side elevations only or as a plinth and for boundary walls;
- Brick-tile hanging (mathematical tiles);
- One rare example of rat-trap brick bonding.



Timber frame



Slate roofs



Local red brick



Clay tile roof and tile-hanging



Plastered fronts



Rubble stone walls

3.5 Boundaries and streetscape

Boundary walls play an important part in the character of the High Street, connecting the buildings together to form a continuous ribbon of development through much of the village. Elsewhere, they define the traditional separation between public space and private gardens or curtilage boundaries. Typical boundary treatments within the area are:

- Kentish ragstone and/or red brick walls, many over 2 metres in height;
- Punctuated with substantial gate piers;
- Metal railings – traditionally detailed railings to front gardens, decorative cast-iron railings and surviving estate railings to Brasted Place.

The scheme of paving on the High Street is not historic, but was applied in a consistent way, with good quality materials and therefore enhances the character and appearance of the High Street. It is formed of:

- Red bricks for pedestrian-only areas;
- Blue diamond chequered pavers for off-street parking bays and entrances to driveways;
- Bands of stone cobbles or sets;
- Aprons of ironstone pebbles or York Stone flags in front of buildings.

Surviving historic street furniture such as the nineteenth-century pump and the K6 telephone kiosk on the Green, and the Royal Mail pillar box opposite, all add to the historic character of the streetscape.



Kentish ragstone wall



Kentish ragstone and brick walls



Substantial gate piers



Brick paving

3.6 Heritage assets, positive contributors and detractors

The buildings and structures of the conservation area contribute in different ways to its overall character and appearance, some positively (positive contributors including listed buildings), others negatively (detractors). The contributions of individual elements are mapped on the [Interactive map](#) at the front of this appraisal.

Positive contributors

The conservation area contains a large number of heritage assets, both designated and non-designated, all of which add to the architectural and historic interest of the conservation area. The extent of a building's contribution to the character and appearance of the area is not limited to its street elevations but also depends on its integrity as an historic structure and the impact it has in three dimensions. Rear elevations can be important, as can side views from alleys and yards.

- Listed buildings (designated heritage assets). Buildings or structures that have been designated by national government as having special historic or architectural interest at a national level. For further details, see <https://www.historicengland.org.uk/listing/what-is-designation/>
- Positive contributors (non-designated heritage assets). These are unlisted buildings that help to shape the character and appearance of the conservation area. Some buildings may have suffered from unsympathetic alteration but could be restored to their original appearance relatively easily. A checklist for identifying positive contributors in a conservation area is given in the Historic England guidance 'Conservation Area Designation, Appraisal and Management' (2018).

Detractors

Some elements of a conservation area may be out of character due to, for example, their scale, use of materials or the way they relate to neighbouring buildings. These are identified as detractors.

3.7 Character Zones

Two zones of discernibly different character can be identified within Brasted High Street Conservation Area, based on their spatial character and architectural qualities, historical development and the contribution they make to the conservation area.

The features and individual characteristics of each zone that contribute to the character and appearance of the conservation area are summarised below. The boundaries of the Character Zones are mapped on the [Interactive map](#) at the front of this appraisal.

Character Zone 1: High Street

- Strongly linear character with important long views up and down the street;
- Retains the character of historic commercial centre of the parish, with shopfronts lining the street, some of which are preserved in former retail units converted to domestic use;
- The village green is an important component of the townscape of the High Street and an historically important survival;
- Streetscape unified by consistently small scale of the buildings and a restricted palette of traditional materials;
- Buildings stand mostly parallel to the street, fronting straight on to the pavement, although some have small front gardens;
- Particularly important groupings are (south side) Alms Row and Haynes Cottages, and (north side) from Tilings to Constables;
- Boundary walls provide continuity of enclosure and consistency of building line.

Important views: 1, 2 (see [Interactive map](#) for location of views)



Character Zone 2: Brasted Place and Combe Bank

- Parkland character, thickly wooded in parts;
- Historically important as remains of eighteenth-century parks;
- Estate grounds provide an element of separation between the villages of Brasted and Sundridge;
- Brasted Place is the architecturally most significant building in the conservation area, listed Grade I;
- Estate boundaries, gateways and lodges characterise the entrance into the village from the East;
- Encroachment in the form of new housing, the loss of its lake and the east arm of its drive, detract from the setting of Brasted Place.

Important views: n/a



4.0 Views

Views make an important contribution to our ability to appreciate the character and appearance of the conservation area.

In Brasted High Street Conservation Area the important views are long views up and down the High Street and across the village green. Rather than having particular viewpoints, each is a kinetic, or dynamic, view in which the movement along the road reveals a changing streetscape.

The photographs reproduced here are illustrative of these views but are not definitive because of the dynamic nature of the views.

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View 1: townscape view looking east



View 2: townscape view across the village green



View 2: townscape view looking west

5.0 Open space assessment

There are large amounts of open space within and around Brasted High Street Conservation Area, not all of which is publicly accessible, but some of which makes a strong contribution to the character and appearance of the conservation area. Open space contributes in two main ways:

- It allows views, e.g. across the village green;
- It defines the built-up area of the village by providing open space between it and neighbouring settlements.

The extent of the contribution of individual parcels of open space depends on the way they are experienced. Hence, those which are visible in views from the streets of the conservation area or from public footpaths tend to be the most important. Brasted High Street does not have a strong visual connection with the surrounding landscape and as a result, the most important open spaces are those within the conservation area itself.

Open space is defined as common land, farmland, countryside and recreational spaces (including allotments, school grounds, churchyards and cemeteries). Private gardens and private car parks are excluded.

The contributions of individual parcels of land are mapped on the [Interactive map](#) at the front of this appraisal.

Open space inside the conservation area

- The village green is an important component of the townscape of the High Street and an historically important survival;
- The grounds of Combe Bank and Brasted Place are historically important and provide a separation between the villages of Brasted and Sundridge;
- The grounds of Brasted Place constitute the setting to the house, and even in their eroded state make an important contribution to its significance;
- The car park of the White Hart is largely hidden from view by a hedge so that it makes no particular contribution. It was formerly a garden, which would have made a positive contribution.

Open space outside the conservation area

- The paddock west of Rectory Lane marks the edge of the village and extent of historic development and makes a strong contribution to the character of the conservation area on the approach from the north;
- Other open spaces which help to define the historic boundary of Brasted, as experienced on routes into and out of the village, make some contribution to the character and appearance of the conservation area;
- The linear built form of the village and lack of gaps between buildings limit views into and out of the conservation area, and open spaces to the rear make a negligible contribution.

6.0 Condition and issues

Buildings in the conservation area are generally in a good condition and are looked after by their owners. As in many villages, the loss of the mix of uses is an issue, but Brasted has retained social facilities, such as the pub and the village shop, and a number of retail premises, many of them antique shops. A number of issues have been identified that could be addressed with future management and improved design guidance:

- The relentless traffic, and the air and noise pollution that comes with it, continues to affect the village character of Brasted.
- Inappropriate painting of historic brickwork;
- Occasional inappropriate type of paint and paint colour to buildings;
- Unsympathetic repairs to pavements to front of buildings;
- Unsympathetic paving schemes to modern infill development;
- Different colour and texture of tactile paving disrupts the consistency of the paving scheme;
- Intrusive twentieth-century development, i.e. No. 8 The Old Yard, Rectory Lane;
- Derelict state of East Lodge detracts from the significance of that building and setting of Brasted Place;
- Poorly-maintained estate railings and inappropriate replacement fencing detract from the setting of Brasted Place.

7.0 Management recommendations

Sevenoaks District Council has a statutory duty to review the management of conservation areas from time to time. The following recommendations have emerged from the assessment of Brasted High Street Conservation Area in the preparation of this appraisal.

Guide for owners and residents on the effects of conservation area designation

Recommendation

Sevenoaks District Council will issue guidance about what it means to own a building in a conservation area and to encourage stakeholders to take an active part in the preservation and enhancement of these areas.

Conservation area designation brings with it additional responsibilities for owners and occupiers due to increased planning controls and particular requirements for materials and detailing in works to buildings. These are often outweighed by the benefits of living in an area of architectural integrity and traditional character, which people appreciate and which is often reflected in higher property values.

Design of new buildings and alterations to existing buildings

Recommendation

When determining applications for planning permission, Sevenoaks District Council will take account of the 'Conservation Area Design Guidance' which is issued with the revised appraisals. The guidance will be reviewed periodically to maximise its effectiveness.

New buildings and alterations to existing buildings have an effect on the conservation area and Sevenoaks District Council will exercise its powers through the planning system to ensure that such changes preserve or enhance the character and appearance of the conservation area. The design guidance has been drafted to help applicants in putting together their proposals. It will be reviewed periodically to assess its effectiveness and revised if necessary.

Development in the setting of the conservation area

Recommendation

Applications for permission to develop in the setting of the conservation area should be determined with reference to the open space assessment in this appraisal.

Development in the setting of the conservation area could potentially have a harmful impact if it erodes the village boundary where that is still well-defined and threatens its open character. As identified in this appraisal, different areas of open space in the setting of the conservation area make a different contribution to its character and appearance (see section 5.0 for details).

- Development on areas of existing open space which make a strong contribution to the character of the conservation area is likely to have a harmful impact;
- Development in areas which make some contribution may be possible without causing harm, subject to design, siting, scale, density, choice of materials and retention of mature trees.

To help determine whether the impact of proposed development is harmful to the character and appearance of the conservation area, applicants should undertake an assessment of the likely impact of their proposals on the built character of the area, on important views and on open space. Historic England's Historic Environment Good Practice Advice Note 3 (2nd edition 2017) provides advice on assessing impacts of development on the setting of heritage assets.

Enforcement

Recommendation

In implementing its Planning Enforcement Plan, Sevenoaks District Council should pay special attention to preserving or enhancing the special qualities of the Brasted High Street Conservation Area.

The effective operation of the planning system depends on the ability to ensure that development is carried out in accordance with planning permission and to enforce against development carried out without planning permission. Sevenoaks District Council has adopted a Planning Enforcement Plan which sets out how it will respond to planning enforcement complaints. It can be downloaded from the Council's website: www.sevenoaks.gov.uk/info/20069126/planning_enforcement

Conservation area boundary

Recommendation

Extend the conservation area boundary to include Old Orchard, 1 and 2 Tannery Cottages, the Old Forge and Tanners Mead.

The new boundary is shown on the [Interactive map](#) at the front of this appraisal.

The previous boundary of the conservation area excluded a number of houses of historic and architectural interest which would make a positive contribution to its character and appearance.

- Old Orchard, High Street

This house appears to date from the late eighteenth or early nineteenth century and is historically associated with the ragstone building to the west (at the entrance to Corniche House) which probably served as stables, coach house and barn to the house. The former barn/stable building is within the conservation area. The front boundary wall, shared with the adjacent chapel, is characteristic of the conservation area and although it has lost its historic windows, its vernacular origins are still visible in its form. The building and the garden and retaining walls feature prominently at the entrance into the conservation area and make a valuable contribution.

- 1 and 2 Tannery Cottages, Rectory Lane

A pair of vernacular revival cottages with a display date of 1907, probably built by the local building firm of Durtnell. They are typical of the early twentieth-century cottages in the conservation area, with semi-hipped clay tile roofs, bay windows with pitched roofs and have good quality detailing including stone quoins, a carved stone tablet bearing the date '1907', carved stone lintels over their entrances and coloured glass in the bay windows. Unfortunately, new windows have recently been installed in no. 1, harming the uniformity of the pair, but windows to the historic pattern could easily be reinstated.

- The Old Forge, Rectory Lane

A modest single-storey building of ca. 1900, with good Flemish bond brickwork and overhanging eaves. Despite modern alterations, it has a vernacular character in keeping with the many buildings of the conservation area.

Extending the conservation area to include 1 and 2 Tannery Cottages and The Old Forge would mean including the following building, which although not of architectural interest, does not detract from the character or appearance of the conservation area.

- Tanners Mead, Rectory Lane

A typical late twentieth-century bungalow, the small scale and red brick elevations of which make it fit unobtrusively within the eclectic development along Rectory Lane.

Public realm

Recommendation

Streets and public open spaces should be managed in a way that enhances their character and contribution to the conservation area.

The street furniture on the High Street is a mixture of standard, poor quality design and more appropriate, sometimes bespoke designs. An holistic scheme of good quality paving has been compromised by the overlay of standard elements, which undermine the success of the overall scheme.

The character and appearance of the High Street are sensitive to changes in street furniture and surfaces and careful consideration is needed before any changes are made. Small changes made over time can easily have a negative cumulative effect.

More sensitive, better quality design and removal of unnecessary or superfluous street furniture, signage or road markings would help to enhance the conservation area.

This depends on public bodies rather than owners of private property. Kent County Council, Sevenoaks District Council and Brasted Parish Council should refer to Historic England's guidance in 'Streets for All' (latest edition 2018) in any public realm works they propose or carry out. For more information go to: <https://bit.ly/2OD4JXx>

Village Design Statement

Recommendation

The Parish Council and local people could give consideration to whether a

Village Design Statement should inform design of development in the village (including the parts which fall outside the conservation area), so as to extend community involvement and reinforce the design guidance issued with this appraisal.

Village Design Statements (VDS) are prepared by local people to guide new development in their villages (not restricted to the conservation area). They are used when assessing planning applications for development and other changes within villages. The statements have been adopted as informal guidance by Sevenoaks District Council and are used in assessing planning applications. Adopting a VDS for Brasted would enable local people to express their views on design, both inside and outside the conservation area, and reinforce the design guidance issued with this appraisal.

Alan Baxter

Prepared by Nicolas Chapple

Reviewed by Robert Hradsky

Draft issued September 2018

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Leigh Conservation Area Appraisal

July 2019

This appraisal for Leigh Conservation Area supports the duty of Sevenoaks District Council to prepare proposals for the preservation and enhancement of conservation areas.

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For details of the methodology employed in assessing the conservation area and preparing the appraisal, see the "Sevenoaks District Conservation Areas: an introduction to appraisals revised in 2019".

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Appendix E
Agenda Item 7

1.0 Overview of Leigh Conservation Area

The village of Leigh stands in open country two miles west of Tonbridge, in the Weald of Kent. A mile to the east is the A21 Sevenoaks to Tonbridge road. The railway line between Tonbridge and Redhill defines the southern boundary of the village.

The park of Hall Place and parts of the village on the north and west sides are designated as Metropolitan Green Belt. The south-west corner of the conservation area is within the High Weald Area of Outstanding Natural Beauty.

Conservation area boundary

The conservation area comprises the historic village at its extent at the end of the nineteenth century, along with Hall Place and part of its inner park, and the early twentieth-century development of Garden Cottages.

Designation history

Leigh Conservation Area was designated in 1972 and extended in 1986 and 2006. The previous conservation area appraisal was published in March 2001.


Topography and geology

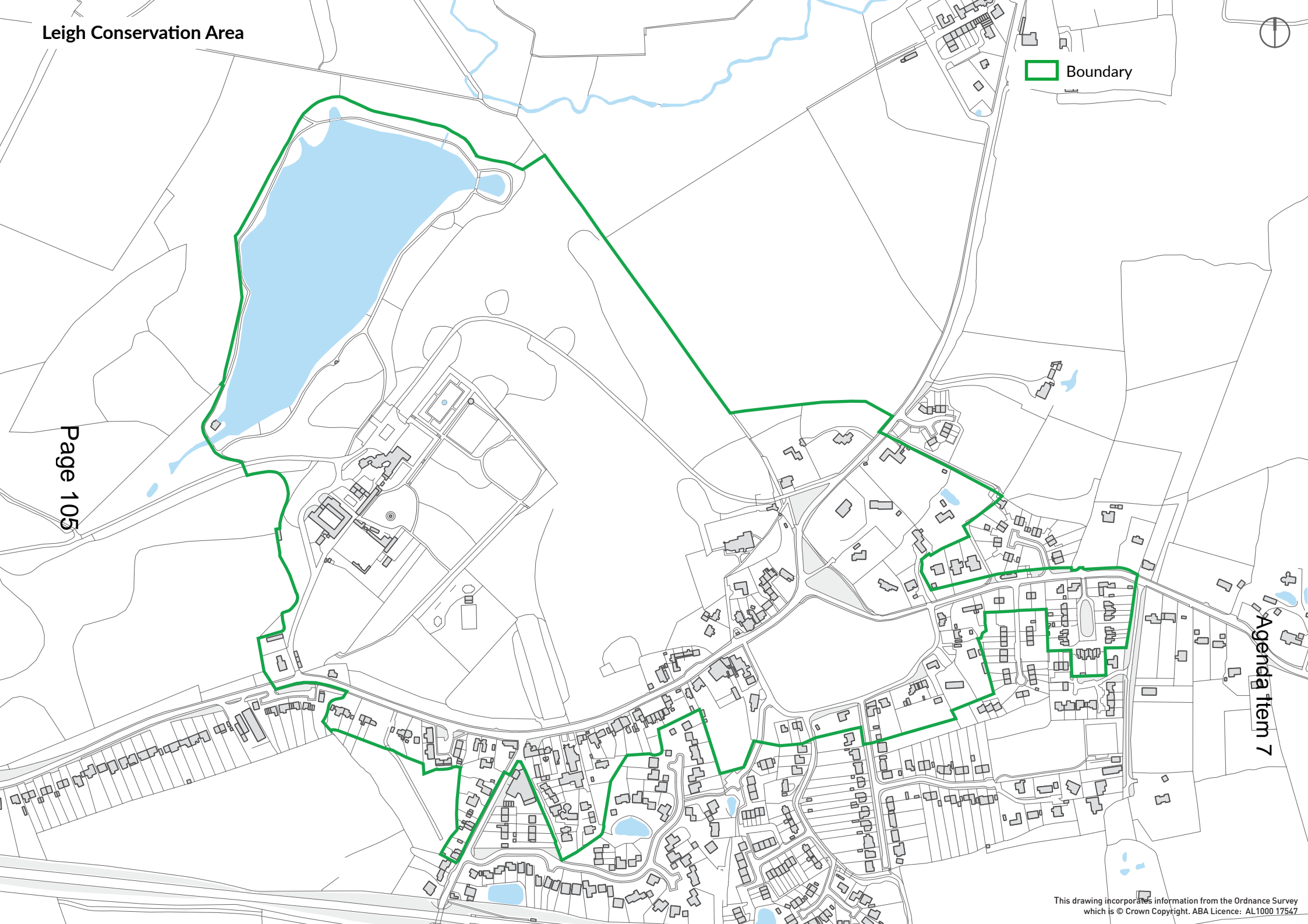
The village lies on the edge of the flood plain of the River Medway, with the ground rising to the north. The church stands at a high point, commanding views south towards the High Weald. The area around the village is geologically mixed, yielding clays and various forms of Wealden sandstone. Most of the village lies on an area of Tunbridge Wells Sand, with bands of clay immediately to the south and running across the Hall Place estate. Wealden clay provided the raw materials for bricks and the heavy waterlogged soils favoured the growth of oak trees suitable for timber-frame construction.

Summary of special interest

The main features of Leigh Conservation Area's special historic and architectural interest are:

- An outstanding example of an estate village, improved by its owners in the second half of the nineteenth-century;
- Hall Place, the country house historically associated with the village, and its surrounding gardens and parkland, which are Grade II* registered;
- Fanciful lodge buildings to Hall Place provide gateway features into the village;
- An unusually large number of architect-designed houses, several of them by two major nineteenth-century architects: George Devey and Ernest George;
- Large village green;
- A number of designed set-pieces and picturesque groupings of buildings;
- Historic buildings of earlier periods reflecting Kentish vernacular building traditions;
- Traditional craftsmanship embodied in original building materials and architectural features;
- Important visual connections between the village and Hall Place park;
- Fine views south from the churchyard towards the High Weald.

 Boundary



2.0 Historical development

Beginnings

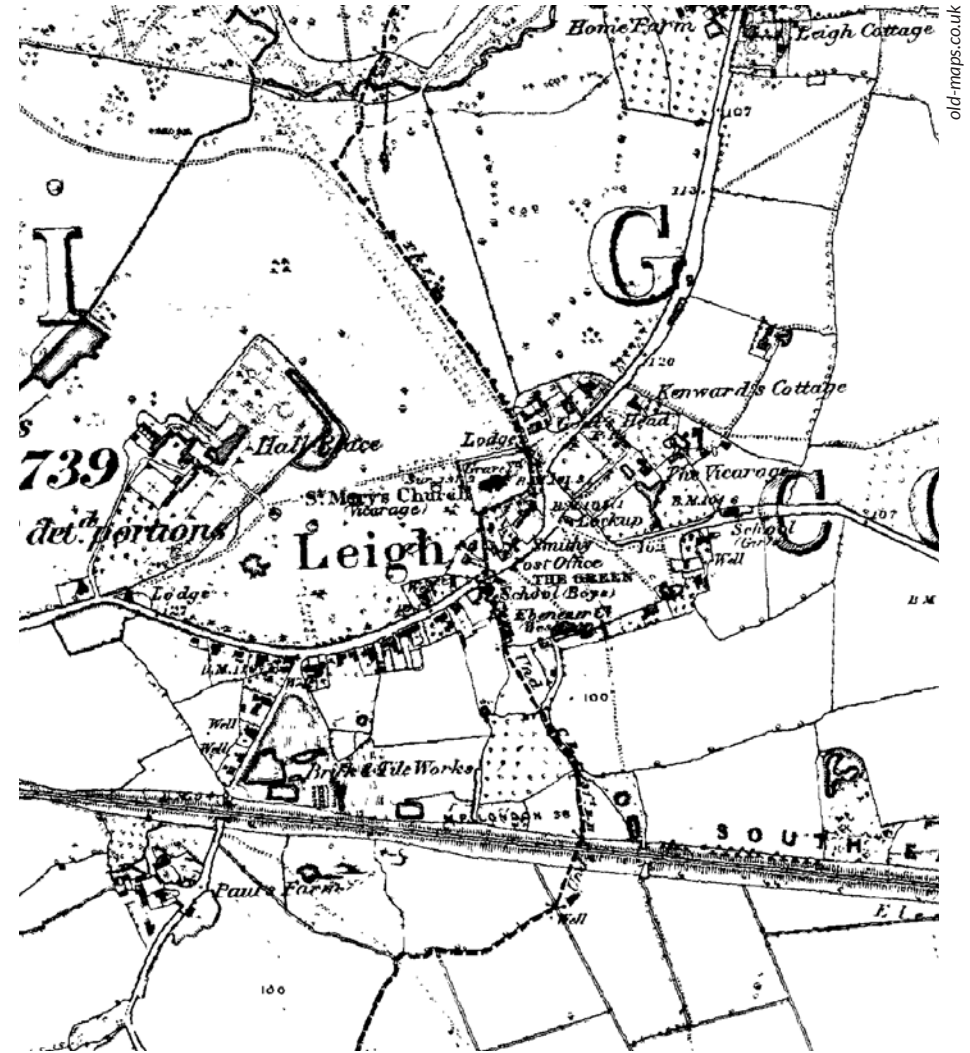
Leigh was in existence by at least the eleventh century and by the fourteenth century the parish church had been built. Around this time large areas of land were acquired by the owners of Penshurst Place, to the south-west, and successive owners of Penshurst were to have an influence on the development of the village. The village was the centre of an agricultural community and its original nucleus lay around the site of Forge Square and the White House (which is a later house built over a medieval cellar).

Seventeenth and eighteenth century

There is little evidence of development in Leigh during these centuries. On Lower Green, Budgeons Cottages bears a plaque recording: 'O and E Budgeon's Gift - 1620', while Old Wood Cottage and Elizabeth's Cottage may be seventeenth-century (if not earlier). Orchard House was re-fronted in the eighteenth century and it is likely that some of the other old houses were modernised with new brick, tile or weatherboarded facades during this time. In 1778 Edward Hasted in his history of Kent wrote that 'the Village hath nothing worth notice in it'; if that was true then, it would certainly change in the following century.

Nineteenth century

The greatest influence on the village in the nineteenth century came from the owners of Hall Place, which by the late eighteenth century had been separated from Penshurst. The Baily family owned Hall Place from 1820 to 1870. It has been estimated that between 1841 and 1870 forty new cottages were erected in Leigh. Before 1860, these were still essentially Georgian in character, e.g. Barden Cottages (1856) on the south side of the Green, or Ranmore and Elvanin on Lower Green (1853) for Lord de Lisle of Penshurst.



1871 edition of the Ordnance Survey

Work done under Baily patronage included Old Lodge and East Lodge, Stone Cottage and restoration of the parish church. By 1864 Baily was employing the architect George Devey, who had previously worked for Lord de Lisle, to build Park House.

In 1870 Hall Place was bought by Samuel Morley, who continued the work of improvement, giving Leigh the school and village hall and amenities that other villages did not have, e.g. sewerage, gas light and water. He continued to patronise George Devey who rebuilt Hall Place in a neo-Tudor style for him in 1871–74 and oversaw the construction of the Nonconformist chapel in 1871, re-using material from the old Hall Place.

After Devey's death in 1886, Morley employed Ernest George, one of the leading architects of the day, who designed several buildings in the village including Forge Square (1886–87), the Square (1889), both of which originally had thatched roofs.

Twentieth century

From the early part of the century the village started to expand beyond its historic envelope, but little changed within its core. Of the streets developed in the twentieth century Garden Cottages of 1905–13 is the most significant. Charlotte Cottages, a group of buildings providing affordable housing, was built in the 1960s on the site of an earlier house and its garden. Notwithstanding the heavy traffic, Leigh has very much retained the character as conceived by the Victorian landowners.

A change to the village is the loss of traditional mix of uses, although Leigh still has shops, a pub, businesses and community assets, such as a school and nursery, village hall and church.

3.0 Architectural and built character

3.1 Spatial character

The historic village of Leigh grew up around the parish church, village green and high street. Its most distinctive spatial characteristic is the juxtaposition of the great open space of the Green and the narrow and tightly enclosed High Street. Its spatial character can be summarised as follows:

- Linear development, with the Hall Place estate lying to the north of the village and extending right to the edge of the High Street;
- Large amounts of open space: Village Green, Hall Place park and churchyard;
- Around the Green and at the entrances to the village it has an open texture with houses standing apart in their own gardens;
- Siting of church on higher ground;
- Closely spaced detached or groups of buildings along the High Street set behind front gardens;
- Much of the High Street is confined by the estate wall along its northern side;
- Most houses have open aspects, not directly facing other houses;
- Little visual connection with surrounding landscape except looking south from churchyard;
- Open parkland of Hall Place.



3.2 Building forms and details

The historic buildings which contribute positively to the conservation area are characterised by the following :

- Small scale in the centre of the village with a group of larger houses to the east of the church;
- Domestic in character;
- Older houses are simple in form, but late nineteenth-century houses are more complex in plan form and roof form, with multiple gables, projecting upper storeys, bay windows etc.;
- Mostly informal groupings, but some composed groups, i.e. the Square and Forge Square, Charlotte Cottages;
- Traditional, steeply pitched roofs with many prominent gables and ornamental bargeboards;
- Tall brick chimneys;
- Many buildings display dates and the arms of the landowning families who built them;
- Many nineteenth-century buildings have high quality carved and turned woodwork including open porches and barge boards;
- Metal-framed windows, with leaded lights or decorative patterns of metal glazing bars, e.g. The Cottage, High Street, and Forge Square;
- Timber framed casement windows under flat or segmental arches.



Simple building forms



More complex building forms



Composed groups



Steeply pitched roofs



Date stones



Carved woodwork

3.3 Architectural styles

The predominant types of historic architecture in Leigh Conservation Area are:

Before 1850

- Kentish vernacular: a style characterised by the use of locally available materials that reflect local custom and building tradition. Characteristic features within Leigh include timber framed walling, tile hanging, steeply pitched roofs covered with plain clay (Kent peg) tiles, and painted timber weatherboarding;
- Georgian and early-Victorian domestic: a style characterised by Flemish bond brickwork or rendered facades, symmetrical elevations and sash windows. Examples in Leigh include both large houses e.g. Chilling House, High Street, and smaller cottages, e.g. Barden Cottages, The Green.

After 1850

- 'Old English' style of the mid-to-late nineteenth century: a style in which architects aimed to revive traditional Wealden architecture to picturesque effect; characterised by the use of a mixture of walling materials, leaded-light windows, steeply pitched roofs and tall brick chimneys;
- Neo-Tudor of the mid-to-late nineteenth century: a style characterised by the use of motifs from Tudor architecture such as patterned brickwork, stone mullion windows and stone hood-moulds.



Kentish vernacular



Kentish vernacular



Early Victorian domestic



Neo-Tudor



Old English



Old English

3.4 Traditional building materials

Before 1850

Historically there was plentiful timber in the parish for building, as well as clay nearby for making bricks and tiles. Local sandstone does not appear to have been widely exploited until the nineteenth century. As a result the characteristic materials pre-1850 are:

- Timber frames;
- Local red brick laid in Flemish bond patterned with blue/grey headers;
- Tile-hanging on upper storeys;
- Plain clay tile (historically Kent peg tile) roofs;
- White painted timber weatherboarding.



Timber frame



Weatherboarding



Local red brick



Clay tile roofs and tile-hanging

After 1850

From the mid-nineteenth century onwards building construction was influenced by the availability of a greater variety of materials due to more economic methods of transport and, from the 1860s, a preference for vernacular revival styles. Characteristic materials are:

- Half-timbering in a variety of patterns;
- Red brick laid in English bond, patterned with grey brick;
- Tile-hanging on upper storeys;
- Clay tile roofs, often with patterns of plain and shaped tiles;
- Slate roofs on neo-Tudor buildings;
- Wealden sandstone;
- Wooden shingles on upper storeys;
- Thatched roofs to The Square and Forge Square (replaced with clay tiles in the twentieth century).



Half-timbering



Half-timbering and wooden shingles



Red brick patterned with grey brick



Clay tile roofs and tile-hanging



Slate roofs



Wealden sandstone

3.5 Boundaries and streetscape

Boundary treatments and front gardens make an important contribution to the character of the conservation area. The use of a mixture of timber fences, field gates and hedges around the Green greatly add to its rural character. Along the High Street, a strong consistency of enclosure to the street is provided by a mix of traditional boundary treatments. Many boundaries reflect the style of the houses they belong to. Boundaries to front gardens are low allowing views into the front gardens.

Boundary treatments in the area include:

- Large sections of estate wall made of red brick, blue brick diapering and stone dressings. At its eastern extremity, it is lowered to become a continuous run of boundary walls to former estate properties i.e. The Stone House, Charlotte Cottages (a twentieth-century insertion) and The White House;
- Wooden palings, mostly picket fences, often with a hedge behind. This can be found in front of most houses, giving a consistency and sense of identity to the conservation area;
- Victorian brick and stone boundary walls;
- Two examples of metal railings;
- Estate-type railings to Forge Square;
- Hedges.



Brick estate wall to Hall Place



Stone boundary walls



Estate-type railings



Hedges

There is a wealth of street furniture in the conservation area, which contributes positively to its character and appearance. It includes:

- The Well House and its nineteenth-century pump;
- Drinking fountains in the park wall (one missing its metal fixtures);
- Horse trough on the Green;
- Hanging signs.

Road and pavement surfaces are generally tarmac, with a mixture of granite and concrete kerbs, and as such are neutral in their contribution.



The Well House



Drinking fountain in the park wall



Hanging signs



Standard modern street furniture

3.6 Heritage assets, positive contributors and detractors

The buildings, structures and open spaces of the conservation area contribute in different ways to its overall character and appearance, some positively (positive contributors), others negatively (detractors). The contributions of individual elements are mapped on the [Interactive map](#) at the front of this appraisal.

The conservation area contains a large number of heritage assets, both designated and non-designated, all of which add to the architectural and historic interest of the conservation area. The extent of the buildings' contribution to the character and appearance of the area is not limited to their street elevations but also depends on their integrity as historic structures and the impact they have in three dimensions. Rear elevations can be important, as can side views from alleys and yards.

- Listed buildings (designated heritage assets). Buildings or structures that have been designated by national government as having special historic or architectural interest at a national level. For further details, see <https://www.historicengland.org.uk/listing/what-is-designation/>
- Positive contributors (non-designated heritage assets). These are unlisted buildings that help to shape the character and appearance of the conservation area. Some buildings may have suffered from unsympathetic alteration but could be restored to their original appearance relatively easily. A checklist for identifying positive contributors in a conservation area is given in the Historic England guidance 'Conservation Area Designation, Appraisal and Management' (2018).

Detractors

Some elements of a conservation area may be out of character due to, for example, their scale, use of materials or the way they relate to neighbouring buildings. These are identified as detractors.

3.7 Character Zones

Four zones of discernibly different character can be identified within the Leigh Conservation Area, based on their spatial character and architectural qualities, historical development and the contribution they make to the conservation area:

The features and individual characteristics of each zone that contribute to the character and appearance of the conservation area are summarised below. The boundaries of the Character Zones are mapped on the [Interactive map](#) at the front of this appraisal.

Character Zone 1: High Street and Penshurst Road

- Dominated by mid-to-late nineteenth-century buildings;
- Strongly linear in character;
- Denser texture between Fleur de Lis in the west and the school in the east;
- Variety of building types, including all the village institutions, such as the school, village hall, shop and pub;
- Views are constantly unfolding due to the curved alignment of the street;
- Views into the parkland of Hall Place;
- Front gardens, many well-kept, provide attractive setting for houses.

Important views: 1 (see [Interactive map](#) for location of views)



Character Zone 2: The Green and St Mary's Church

- All domestic properties with the exception of the church and the cricket pavilion;
- Picturesque grouping of buildings at its northern side i.e. Forge Square, The Forge, Forge House & Forge Cottage and South View;
- Loose texture of properties east of church and north of Powder Mill Lane, with houses widely spaced and set well back from the street;
- On the southern and western side of the green loose texture with buildings set behind front gardens facing the green; long views over the green towards the church;
- Well-defined historic boundary at north-east corner of the village.

Important views: 2, 3, 4, 5 and 6 (see [Interactive map](#) for location of views)



Character Zone 3: Hall Place and park

- Characteristic English parkland of the nineteenth century;
- Imposing neo-Tudor house by leading nineteenth-century architect George Devey;
- Distinctive lodge buildings and gateways positioned at eastern and western end of the village;
- Views into the park from High Street/Penshurst Road, although visual connection between the house and the village are obscured by mature trees and shrubs;
- Park wall along High Street/Penshurst Road makes a strong contribution to the conservation area;
- Other views into the park from the churchyard and the footpath on the east boundary of the conservation area;
- Of fundamental historic importance to the village.

Important views: B (see [Interactive map](#) for location of views)



Character Zone 4: Garden Cottages

- Small close off Powder Mill Lane;
- Set-piece of early twentieth-century social housing development of traditional character with Arts and Crafts influences;
- Terraces of four and six cottages set behind front gardens, arranged around three sides of a Green, with a pair of semi-detached and detached properties at the entrance from Powder Mill Lane;
- Domestic properties of one and a half storeys, rendered elevations.

Important views: n/a



4.0 Views

Views make an important contribution to our ability to appreciate the character and appearance of the conservation area.

Examples of the types of view that are important to Leigh Conservation Area are shown on the [Interactive map](#) at the front of this appraisal. Such a list of views cannot be definitive, but illustrates the type of views that are important.

Important views in Leigh Conservation Area include:

- Unfolding views of groups of buildings as one traverses the length of the High Street;
- Views across the village green;
- Views from the village green towards the church;
- Views to the High Weald from the churchyard;
- Views across the parkland of Hall Place, including of the house itself from the public footpath.



Townscape views within the conservation area which include a mix of building types and materials and give a sense of the spatial character and architectural quality of the village. Trees play an important part in these views, but are sometimes intrusive (Views 1–3, 5 and 6).



Contextual views which look out to the landscape beyond the conservation area and give an understanding of its topography and rural setting (View 4).



Scenic views from outside the conservation area towards Hall Place and the village, which help to appreciate its rural setting (View A).

5.0 Open space assessment

There are large amounts of open space within and around Leigh Conservation Area, some of which makes a strong contribution to its character. Open space contributes in two main ways:

- It allows views;
- It defines the built-up area of the village.

The extent of the contribution of individual parcels of open space depends on the way they are experienced. Hence, those which are visible in views from the main streets of the conservation area, or from the footpaths around the village, make the greatest contribution.

Open space is defined as common land, farmland, countryside and recreational spaces (including allotments, school grounds, churchyards and cemeteries). Private gardens and private car parks are excluded. Although the grounds of Hall Place are private, they have been included in this assessment because of their visibility from public spaces and their fundamental importance to the conservation area.

The contributions of individual parcels of land are mapped on the [Interactive map](#) at the front of this appraisal.

Open spaces inside the conservation area

- Open spaces inside the conservation area, notably the village green, create the sense of openness and rural character of the village and provide attractive settings for the buildings;
- The grounds of Hall Place provide the historic parkland setting associated with the character and status of a country house.

Open spaces outside the conservation area

- The portions of Hall Place park on Peshurst Road and between the footpath on the east side of the village and the mansion make a strong contribution because they retain their historic parkland character, which can be appreciated from the road;
- The portion of Hall Place park which is now open farmland along Hildenborough Road at the entry to the village from the north: this is important in limiting and defining the historic boundary of the village, although it has lost its historic parkland appearance;
- Parts of Hall Place park away from the road and footpath: these parts are integral to the setting and character of the country house but they are not experienced by many people and therefore make a lesser contribution;
- The land to the south of the conservation area makes little contribution since it is on the side of the village which has experienced major twentieth-century expansion, eroding the village's historic boundary; none of it plays a part in important views towards the conservation area, nor is it experienced by many people.

6.0 Condition and issues

The character and appearance of Leigh Conservation Area is generally well-preserved, but there are some issues which affect it and should be addressed in its ongoing management.

- Clutter around the old cattle trough at the entrance of the village detract from this historic feature and the streetscene;
- Moving the Scout hut to a new location would improve the setting of the architecturally and historically interesting waterworks building on Kiln Lane;
- Over-scaled new buildings and extensions on existing houses detract from the character and appearance of the conservation area;
- Plastic windows and doors, which are alien and unsympathetic materials for historic buildings, detract from the character and appearance of the conservation area;
- Encroachment by traffic onto the edges of the village green is currently managed successfully, but needs monitoring to ensure the character and appearance of the green is not harmed.



Clutter around the old cattle trough



Damage to the edges of the village green

7.0 Management recommendations

Sevenoaks District Council has a statutory duty to review the management of conservation areas from time to time. The following recommendations have emerged from the assessment of the conservation area made in the preparation of this appraisal.

Guide for owners and residents on the effects of conservation area designation

Recommendation

Sevenoaks District Council will issue guidance about what it means to own a building in a conservation area and to encourage stakeholders to take an active part in the preservation and enhancement of these areas.

Conservation area designation brings with it additional responsibilities for owners and occupiers due to increased planning controls and particular requirements for materials and detailing in works to buildings. These are often outweighed by the benefits of living in an area of architectural integrity and traditional character, which people appreciate and which is often reflected in higher property values.

Design of new buildings and alterations to existing buildings

Recommendation

When determining applications for planning permission, Sevenoaks District Council will take account of the 'Conservation Area Design Guidance' which is issued with the revised appraisals. The guidance will be reviewed periodically to maximise its effectiveness.

New buildings and alterations to existing buildings have an effect on the conservation area and Sevenoaks District Council will exercise its powers through the planning system to ensure that such changes preserve or enhance the character and appearance of the conservation area. The design guidance

has been drafted to help applicants in putting together their proposals. It will be reviewed periodically to assess its effectiveness and revised if necessary.

Development in the setting of the conservation area

Recommendation

Applications for permission to develop in the setting of the conservation area should be determined with reference to the open space assessment in this appraisal.

Development in the setting of the conservation area can have a harmful impact if it would erode the village boundary where that is still well-defined, or would threaten its open character or harm important views. As identified in this appraisal, areas of open space in the setting of the conservation area differ in their contribution to its character and appearance (see section 5.0 for details).

- Development on areas of existing open space which make a strong contribution to the character of the conservation area is likely to have a harmful impact;
- Development in areas which make some contribution may be possible without causing harm, subject to design, siting, scale, density, choice of materials and retention of mature trees and hedges.

When proposing new development within the setting of the conservation area, applicants should assess and describe the likely impact of their proposals on the significance and built character of the area, on important views and on open space. Historic England's Historic Environment Good Practice Advice Note 3 (2nd edition 2017) provides advice on assessing impacts of development on the setting of heritage assets.

Enforcement

Recommendation

In implementing its Planning Enforcement Plan, Sevenoaks District Council should pay special attention to preserving or enhancing the special qualities of the Leigh Conservation Area.

The effective operation of the planning system depends on the ability to ensure that development is carried out in accordance with planning permission and to enforce against development carried out without planning permission. Sevenoaks District Council has adopted a Planning Enforcement Plan which sets out how it will respond to planning enforcement complaints. It can be downloaded from the Council's website: www.sevenoaks.gov.uk/info/20069126/planning_enforcement

Conservation area boundary

Recommendation

Leigh Conservation Area should be extended to include the northern section of Crandalls, Garden Cottages and properties on Powder Mill Lane, so as to protect buildings and open space which contribute to the conservation area's special interest.

The new boundary is shown on the interactive map at the front of this appraisal.

The properties that are recommended for addition to the conservation area are the northern section of Crandalls including land to the south of site of former Public Conveniences, and land belonging to Chestnuts; The Green nos. 1-22 Garden Cottages, 21 and 22 Barnetts Road, 1 Powder Mill Lane, The Hawthorns, Oak Tree Cottage The Beeches, The Cottage and Rosslyn, all on Powder Mill Lane.

- Northern section of Crandalls, Land to the south of Site of Former Public Conveniences, and land belonging to Chestnuts, The Green, Leigh

The openness provided by the northern section of Crandalls and the side garden and drive to Chestnuts, enclosed by traditional split log fencing, are clearly visible from the village green and contribute to the character of The Green.

- 1-22 Garden Cottages

Garden Cottages is an intact grouping of early twentieth-century houses designed by the architects Stanley-Barrett and Driver who had exhibited similar designs in the Letchworth Garden City 'Cheap Cottages Exhibition' in 1905. It is of historic interest as a representative, but early example of the co-partnership housing model which flourished in the early twentieth-century, most notably in the garden cities. It also has historic associations with two local figures, Liberal MP Alfred Paget Hedges and Dr Frank Fraser and illustrates an important aspect of Leigh's social history. Architecturally it is of interest as a set-piece, single-phase development that in layout and house design incorporates many features that are associated with the nationally important Arts and Craft style and garden city movement. The building form and layout of the development survives intact.

- 21 and 22 Barnetts Road, 1 Powder Mill Lane, The Hawthorns, Oak Tree Cottage The Beeches, The Cottage and Rosslyn, all on Powder Mill Lane

This run of twentieth-century houses on Powder Mill Lane contributes positively to the character and appearance of the conservation area because of their traditional forms and sympathetic scale, materials and details, such as clay tile roofs, roughcast walls and casement windows. It is recommended that the strip of land on the north side of Powder Mill Lane, opposite these houses, is also included in the conservation area, to protect their setting. This follows the precedent at the west end of Powder Mill Lane, where a strip of land by the road successfully preserves the rural character and appearance of the area, despite the houses built behind it (i.e. Oak Lodge to Hedgerows).

Public realm

Recommendation

Streets and public open spaces should be managed in a way that enhances their character and contribution to the conservation area.

The street furniture on the High Street is a mixture of standard, poor quality design and some more appropriate, sometimes historic elements. The character and appearance of the High Street and the Village Green are sensitive to changes in street furniture and surfaces and careful consideration is needed before any changes are made. Small changes made over time can easily have a negative cumulative effect.

More sensitive, better quality design and removal of unnecessary or superfluous street furniture or signage would help to enhance the conservation area. The edges of the Village Green need special attention to ensure they are not eroded by traffic.

Management of the public realm depends on public bodies rather than owners of private property. Kent County Council, Sevenoaks District Council and Leigh Parish Council should refer to Historic England's guidance in 'Streets for All' (latest edition 2018) in any public realm works they propose or carry out. For more information go to: <https://bit.ly/2OD4JXx>

Alan Baxter

Prepared by Nicolas Chapple

Reviewed by Robert Hradsky

Draft issued September 2018

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Seal Conservation Area Appraisal

July 2019

This appraisal for Seal Conservation Area supports the duty of Sevenoaks District Council to prepare proposals for the preservation and enhancement of conservation areas.

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For details of the methodology employed in assessing the conservation area and preparing the appraisal, see the "Sevenoaks District Conservation Areas: an introduction to appraisals revised in 2019".

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1.0 Overview of Seal Conservation Area

The village of Seal lies 2 miles to the north-east of the town of Sevenoaks, on an historic east-west route through Kent which is now the A25. To the north is the M26 and beyond that the North Downs. It sits within the Kent Downs Area of Outstanding Natural Beauty and some open spaces on the edges of the conservation area are included in the Metropolitan Green Belt.

Conservation area boundary

Seal Conservation Area comprises the historic built-up area of the village of Seal along with the Recreation Ground to the west, the Allotments and Jubilee Rise to the north, and part of the Wildernesse Estate to the south. The Wildernesse Conservation Area abuts Seal Conservation Area to the south.

Designation history

Seal Conservation Area was designated in 1972 and extended in 1987 and again in 2006. The previous conservation area appraisal was published in December 2003.

Topography and geology

The village sits on the Greensand ridge, from which the stone used in many village buildings comes. To the north is the Vale of Holmesdale with Guzzle Brook, a tributary of the River Darent, running through it. Beyond that rises the chalk escarpment of the North Downs. Views over the vale towards the downs are an important characteristic of the conservation area.

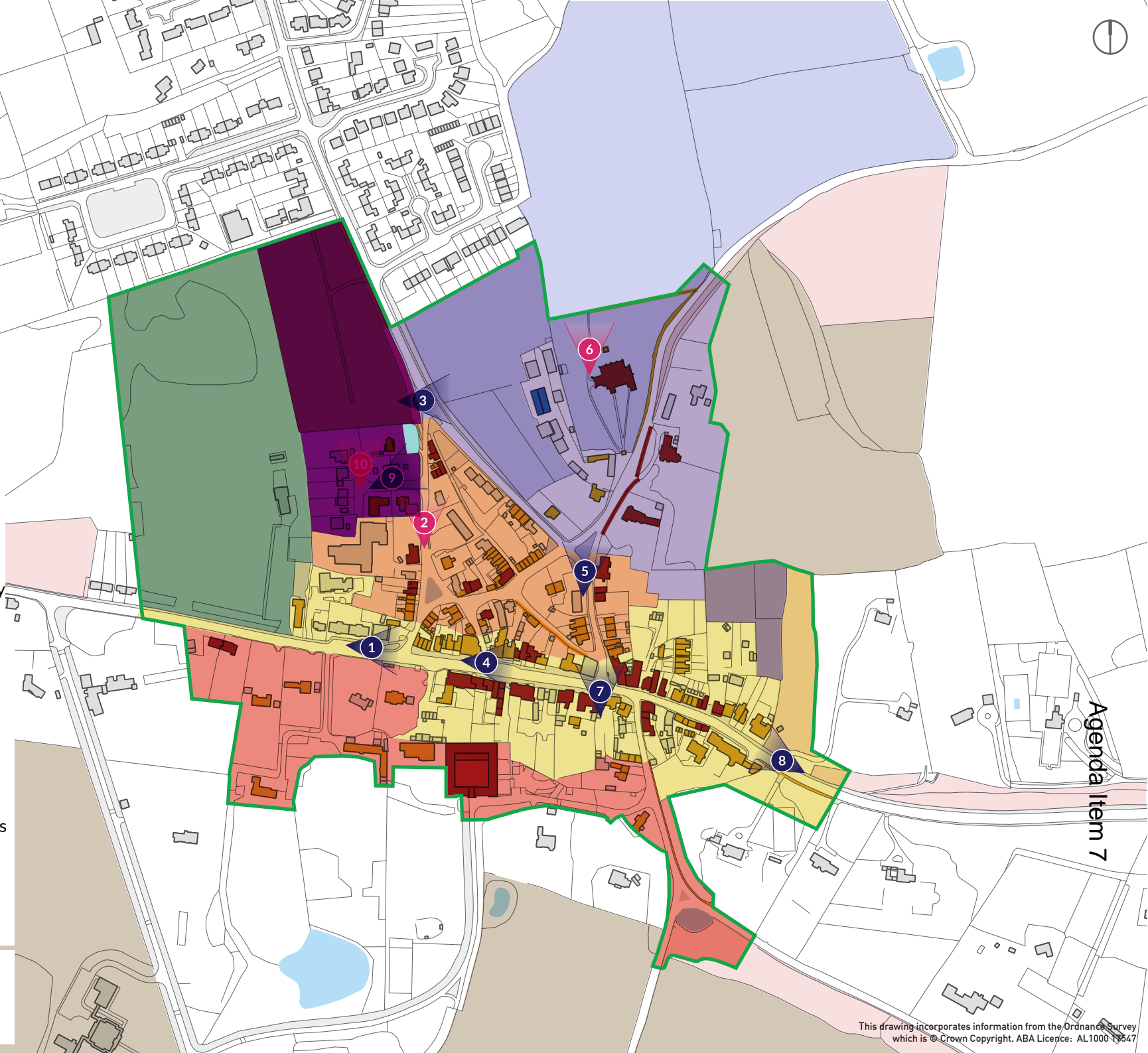
Summary of special interest

Seal is an attractive village with a well-preserved historic townscape. The main features of Seal Conservation Area's special historic and architectural interest are:

- It retains the character and appearance of a traditional Kentish village;
- An attractive, informal streetscape composed of buildings of varied but traditional character;
- A well defined village boundary;
- A rich mix of historic buildings including a medieval parish church, a small number of medieval houses, some good Georgian domestic architecture and a good collection of late nineteenth-century 'Old English'-style buildings;
- A large number of buildings and structures that are listed;
- Visual harmony resulting from use of a limited palette of local, natural building materials and colours;
- Traditional craftsmanship embodied in original building materials and architectural features;
- A strong visual connection with the North Downs;
- The parish church is an important landmark.

Seal Conservation Area

- Conservation Area Boundary
- 2019 Extensions
- Townscape view
- Contextual view
- Listed Building
- Features that contribute positively
- Features that detract
- Character Zone 1: High Street
- Character Zone 2: North of the High Street
- Character Zone 3: Around the Parish Church
- Character Zone 4: Recreation Ground and Allotments
- Character Zone 5: South of the High Street
- Character Zone 6: Jubilee Rise
- Strong contribution
- Some contribution
- Negligible contribution



Agenda Item 7

2.0 Historical development

Beginnings

Seal lies on the ancient Saxon Road from Winchester to Maidstone and is mentioned in the Domesday Book. From the earliest times up to the middle of the twentieth century it was a predominantly agricultural community, with pasture, arable and fruit growing; hops were grown locally from at least the sixteenth century. The oldest parts of the parish church date to the thirteenth century and it was enlarged with a typical Kentish west tower in the 1520s.

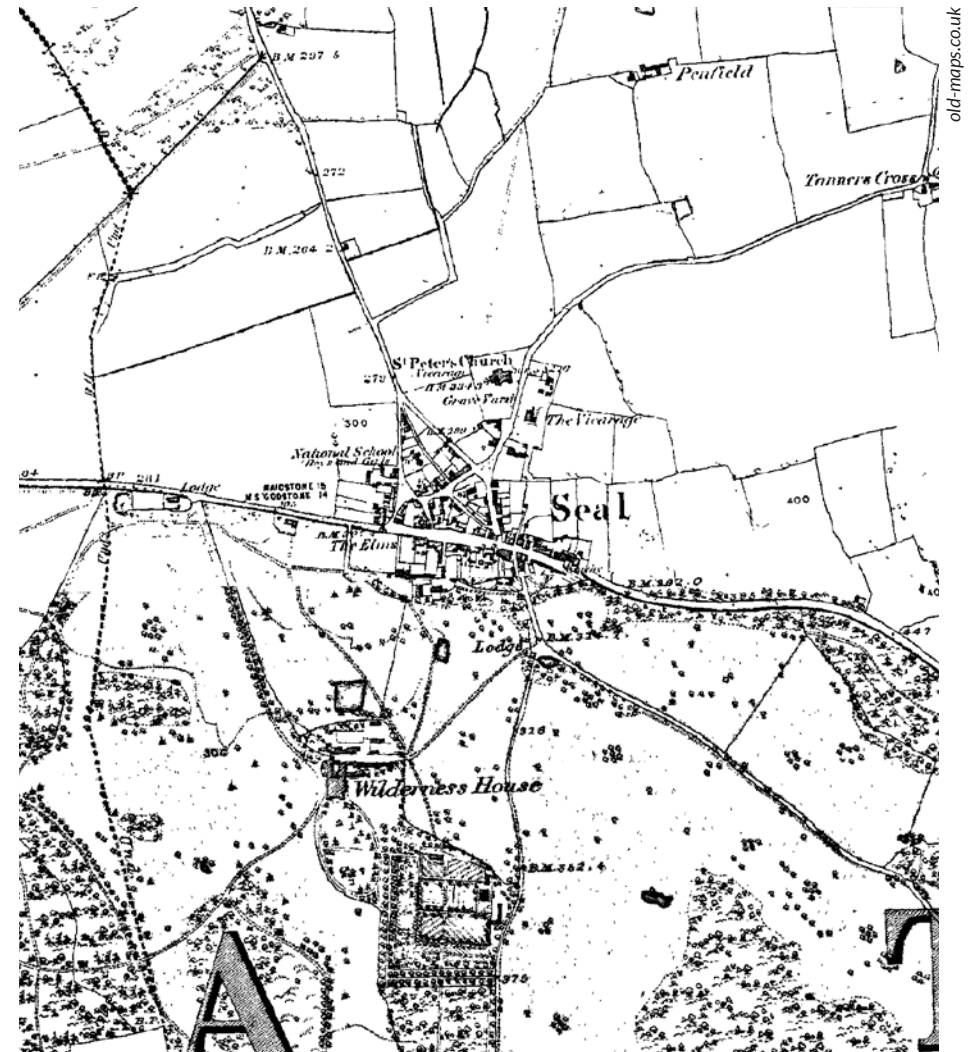
The village green, on the north side of the High Street, was being encroached upon as early as the fifteenth century, when Forge Cottage was built. There are at least four medieval hall-houses in Seal village: the former Kentish Yeoman Public House, the former Crown Inn, 29-31 High Street and Camden House in School Lane.

Georgian Seal

The second half of the eighteenth century saw a number of prestigious houses built in Seal, such as The Croft, Church Street (1767-73) and the Grey House (c.1760). Other Georgian buildings in Seal include the Five Bells Public House and the cottages to the west of it, as encroachment on the village green continued. Medieval houses were modernised with new brick or tile facades.

Nineteenth century

By the mid-nineteenth century the local economy was still based on agriculture, and associated trades such as blacksmiths, wheelwrights, harness-makers, saddlers and farriers were located in the village. A particular specialism was developed in edge-tool manufacturing. At the church, the north aisle was added by the architect George Gilbert Scott in 1855 and the churchyard was extended northwards in 1869.



1871 edition of the Ordnance Survey

The late nineteenth century saw many new buildings in the village. The Coffee Tavern at the east end of the High Street was built in the early 1880s, to discourage drunkenness, and the Bible Christian Chapel in Church Street was built in 1886. Much of the development at this time is associated with local benefactor Lord Hillingdon who lived at nearby Wildernesse. Under his patronage the Village Hall, Fire Station and a number of houses were built and the land for the Recreation Ground and the Allotments was given over to the village.

Twentieth century

Seal expanded significantly in the 1920s (the parish population increased from 1,600 in 1921 to 2,078 in 1931), with developments to the north of the historic village, a mixture of public and private housing. The 2nd Lord Hillingdon sold Wildernesse in 1924 and it became a country club. After the Second World War, agriculture was still the principal local industry. In 1945, the Seal General Engeers was set up in the outbuildings of Church Farm. The village continued to expand to the north after the war, as Seal steadily turned from an agricultural to a commuter settlement. At the same time, increasing traffic, even on the side streets, has altered the rural character of the village.

3.0 Architectural and built character

3.1 Spatial character

The spatial character of Seal is a good example of a settlement built around the three key elements of main street, village green and parish church. It can be summarised as follows:

- The High Street has continuous development along its length, with most buildings tight up against the pavement;
- North of the High Street is a network of narrow streets with informally grouped buildings around two small greens that are remnants of the former village green;
- Many houses along the High Street have historic outbuildings in their back yards;
- The church stands at the north-eastern extremity of the village providing a landmark to the area;
- Larger houses set in generous gardens, and the churchyard create a greater sense of openness and greenery in the north-eastern part of the conservation area;
- The land falls away to the north allowing views towards the North Downs and giving an understanding of local topography;
- Open space on the edges of the conservation area mean that Seal can still be understood as a discrete settlement.



3.2 Building forms and details

The historic buildings of the conservation area are strongly traditional in character and can be summarised as follows:

- Small-scale and domestic in character;
- Some larger houses and residences on the High Street, Church Street and south of the High Street;
- Predominantly two storeys;
- Traditional forms of pitched roofs, often with gable ends facing the street;
- Unbroken roof slopes;
- Brick chimneys, often tall and prominent;
- Timber-framed sash or casement windows, mostly small-paned, with square or segmental heads;
- Planked and panelled timber doors.



Small-scale and domestic



Two storeys with unbroken roof slopes



Brick chimneys



Sash windows and casement windows

3.3 Architectural styles

Seal has a rich mix of architectural styles and detailing that reflect the incremental development of the village. The predominant types of historic architecture in Seal Conservation Area are:

- Kentish vernacular: a style characterised by the use of locally available materials that reflect local custom and building tradition. Characteristic features within Seal include ragstone walls, timber frame walling, tile hanging, steeply pitched roofs covered with plain clay (Kent peg) tiles, and painted timber weatherboarding;
- Georgian domestic architecture, characterised by Flemish bond brickwork or rendered facades, symmetrical elevations and sash windows. Examples in the village include both larger houses e.g. Grey House, Church Road, and small scale cottages;
- 'Old English' style buildings of the late nineteenth century.



Vernacular



Vernacular



Georgian domestic



Georgian domestic



Old English



Old English

3.4 Traditional building materials

Before 1850

Historically there was plentiful timber in the parish for building, as well stone quarries, and brickworks at Seal Chart. Characteristic materials dating from pre-1850 are:

- Timber frame walling, mostly now concealed;
- Local red brick, usually laid in Flemish bond and often with burnt/blue headers;
- Tile-hanging on upper storeys;
- Plain clay (Kent peg) tile roofs;
- Rubble stone, mostly Kentish ragstone (grey), but also Folkestone sandstone (yellow) and ironstone (dark brown), used widely for the return walls of houses or for boundary walls or simply as a plinth for a house;
- Timber weatherboarding;
- Use of brick tile hanging i.e. mathematical tiles;
- Rare examples of rat-trap brick bonding.



Tile-hanging and weatherboarding



Local red brick



Kentish ragstone



Weatherboarding

After 1850

Use of materials from the mid-nineteenth century onwards was influenced by the more economic transport of materials and, from the 1880s, a revival of vernacular styles. As a result the characteristic materials are:

- Half-timbering;
- Red brick;
- Tile-hanging on upper storeys;
- Clay tile roofs, often with decorative ridges and finials;
- Kentish ragstone;
- Red and yellow brick.



Half-timbering



Clay tile roofs with decorative ridges



Red brick and tile-hanging



Kentish ragstone and yellow brick

3.5 Boundaries and streetscape

A large number of buildings within the conservation area stand right on the edge of the pavement or the street, with no front garden or yard. Where historic boundary treatments occur they tend to be low and make an important contribution to the streetscape, either as retaining walls or as traditional separation between private and public space.

The most common boundary treatments within the area are:

- Kentish ragstone walls, sometimes with brick dressings;
- Brick walls;
- Timber palings;
- A notable example of nineteenth-century iron railings in front of Camden Terrace on School Lane.

Road and pavement surfaces are mostly tarmac, with concrete kerbs, although parts of School Lane, Church Street and the High Street have better quality, brick paving.

The Victorian stone horse trough at the junction of Church Street and High Street, a K6 telephone box outside the village hall and a Post Office pillar box outside the parade of shops on the High Street make positive contributions.



Kentish Ragstone walls



Brick walls



Timber palings



Iron railings



Brick paving



Victorian stone horse trough

3.6 Heritage assets, positive contributors and detractors

The buildings and structures of the conservation area contribute in different ways to its overall character and appearance, some positively (positive contributors including listed buildings), others negatively (detractors). The contributions of individual elements are mapped on the [Interactive map](#) at the front of this appraisal.

Positive contributors

The conservation area contains a large number of heritage assets, both designated and non-designated, all of which add to the architectural and historic interest of the conservation area. The extent of a building's contribution to the character and appearance of the area is not limited to its street elevations but also depends on its integrity as an historic structure and the impact it has in three dimensions. Rear elevations can be important, as can side views from alleys and yards.

- *Listed buildings (designated heritage assets)*. Buildings or structures that have been designated by national government as having special historic or architectural interest at a national level. For further details, see <https://www.historicengland.org.uk/listing/what-is-designation/>
- *Positive contributors (non-designated heritage assets)*. These are unlisted buildings that help to shape the character and appearance of the conservation area. Some buildings may have suffered from unsympathetic alteration but could be restored to their original appearance relatively easily. A checklist for identifying positive contributors in a conservation area is given in the Historic England guidance *Conservation Area Designation, Appraisal and Management* (2018).

Detractors

Some elements of a conservation area may be out of character due to, for example, their scale, use of materials or the way they relate to neighbouring buildings. These are identified as detractors.

3.7 Character Zones

Six zones of discernibly different character can be identified within Seal Conservation Area, based on their spatial character and architectural qualities, historical development and the contribution they make to the conservation area.

The features and individual characteristics of each zone that contribute to the character and appearance of the conservation area are summarised below. The boundaries of the Character Zones are mapped on the [Interactive map](#) at the front of this appraisal.

Character Zone 1: High Street

- Strongly linear character with long views up and down the street;
- To the east, the built-up area stops decisively, giving the village a clear boundary; to the west, sporadic development on both sides of the street has blurred the boundary;
- A streetscape of a rich mix of styles and architectural details unified by a consistent colour palette and texture of red clay roof tiles, hanging tiles and brick and white-painted timber and render surfaces;
- Includes a number of prominent individual buildings: the library, the nineteenth-century Village Hall, the two former pubs, Old Seal House and no.26;
- Buildings mostly front straight on to the pavement although some have front gardens;
- Views along the central section are animated by slight variations in building line and roofline and rhythm of gable ends facing the street;
- Retains the character of the historic commercial centre of the parish with commercial/retail units fronting the street and some shopfronts having been retained in units converted into domestic use;
- A number of yards and alleyways with associated outbuildings illustrate the close grain of the village's historic development;
- Trees and the line of the North Downs form an attractive backdrop to views that also allows understanding of local topography.

Important views: 1, 4, 7, 8 (see [Interactive map](#) for location of views)

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Character Zone 2: North of the High Street

- A tight network of lanes developed from the medieval period onwards;
- Fragments of the old village green to east and west are key features;
- Narrow or no pavements;
- Buildings of various ages, often grouped in terraces;
- Dwellings predominantly small workers and artisan cottages, with some houses of larger scale dating from the late nineteenth century;
- From the north side of Church Road the ground slopes steeply away, creating distant views to the North Downs;

Important views: 2, 3 (see [Interactive map](#) for location of views)



Character Zone 3: Area around the church east of Childsbridge Lane

- A more open texture and rural character than in Zones 1 and 2;
- Provides transition to open countryside to the north-east;
- Substantial houses in large gardens and the church in its churchyard;
- Long rubble stone boundary walls lining Church Street are a key feature;
- Workshops and sheds in the former yard of Church Farm add to the rural character of this zone;
- Good views of the medieval parish church;
- Extensive views to the North Downs from the north side of the church;

Important views: 3, 5, 6 (see [Interactive map](#) for location of views)



Character Zone 4: Recreation Ground and Allotments

- Green open spaces that define the village boundaries on the approach from the North and West and maintain a rural feel to the setting of the village;
- Open spaces provide important buffer zone towards the village's 20th century northern expansion around Childsbridge Lane and enables the extent of the historic village boundary to be appreciated.

Important views: n/a

Character Zone 5: South of the High Street

- The southern approach to the village retains a rural character, giving a strong



definition to the built-up area of the village;

- The former stable block and lodge to Wildernesse are key features, illustrating the historic connection between the village and the Wildernesse House and estate;
- A long rubble stone wall on the east side of Park Lane is a key feature;
- Substantial houses set well back from the road in large gardens.

Important views: n/a



Character Zone 6: Jubilee Rise

- Development of the 1930s, introducing new housing typology (bungalows) to the village;
- Low-scale buildings that define the edge of the historic village on the approach from the North;
- Mainly detached and semi-detached houses set behind front gardens, but includes two facilities i.e. the purpose-built Telephone Exchange and the Scouts Hut;
- Fine views to the North Downs, particularly the view from Jubilee Rise via the side/rear gardens to North View, Little Grove and Lulworth;
- Some of the best views of the church from within the village.

Important views: 9 (see [Interactive map](#) for location of views)



4.0 Views

Views make an important contribution to our ability to appreciate the character and appearance of the conservation area. Two types of view have been identified, along with examples of each type. These are mapped on the [Interactive map](#) at the front of this appraisal. Such a list of views cannot be definitive, but illustrates the nature of views that are important to Seal Conservation Area.

The important views are characterised by the interaction of informal groups of buildings of a strongly traditional character with the local topography. The only landmark building in the conservation area is the church, which can be seen quite widely, e.g. from the Recreation Ground and the Allotments, as well as in the views identified here.



Townscape views within the conservation area which include a mix of building types and materials and give a sense of the spatial character and architectural quality of the village. (Views 1, 3–5, 7– 9).



Contextual views which look out to the landscape beyond the conservation area and give an understanding of the topography and its setting (Views 2 and 6).

5.0 Open space assessment

There are large amounts of open space within and around Seal Conservation Area, some of which makes a strong contribution to its character. Open space contributes in two main ways:

- Allows views;
- Defines the built-up area of the village.

The extent of the contribution of individual parcels of open space depends on the way they are experienced. Hence, those which are visible in views from the streets of the conservation area tend to be the most important. Seal is not easily viewed from the surrounding landscape and the footpath which approaches from the north only gives a view of the church, not the conservation area as a whole.

Open space is defined as common land, farmland, countryside and recreational spaces (including allotments, school grounds, churchyards and cemeteries). Private gardens and private car parks are excluded. Much of the land surrounding Seal Conservation Area to the South is comprised of private gardens and therefore does not come within the definition of open space used for this assessment.

The contributions of individual parcels of land are shown on the [Interactive map](#) at the front of this appraisal.

Open space inside the conservation area

- The 'greens' at road junctions contribute to the conservation area's historic interest as fragments of the old village green;
- The churchyard, Church Farm fields and the north end of the Recreation Ground combine with the Allotments to create a separation between the historic village and its 20th century expansion to the North;



Part of the old village green



The Recreation Ground

- The churchyard also allows extensive views over farmland towards the North Downs;
- The Recreation Ground, Allotments, Jubilee Rise and the Church Farm fields all have views of the church;
- Small amounts of open space at either end of the High Street help to create an understanding of Seal as a discrete village settlement.

Open space outside the conservation area

- Farmland to the north-east of the village helps to define the village boundary and enables extensive views to the North Downs;
- The southern approaches to the village still have a strong rural character thanks to open space either side of Grove Road and Park Lane;
- Due to the local topography and the extent of vegetation to the south side of the conservation area there is no visual connection between the open space there and the conservation area.



The Allotments



The buffer between the historic village and its the Seal Village Allotments, Jubilee Rise and Lulworth, School Lane extension

6.0 Condition and issues

The character and appearance of the conservation area is generally well-preserved. There are, however, some issues which affect it and should be addressed in its ongoing management.

- Heavy traffic and the associated noise and air pollution on the high street (A25) affects the character of the conservation area;
- The lack of crossing points turn the A25 into a physical barrier between the northern and southern side of the High Street;
- A profusion of traffic signage and poor quality street furniture and street surfaces detract from the character of the High Street and setting of listed buildings;
- Damage and vibrations caused by HGVs affects the fabric of buildings and boundary walls in the small lanes north of the High Street;
- The light-industrial warehouse at Church Farm west of the church detracts from the setting of the church;
- Inappropriate uPVC replacement windows e.g. at Nos. 21, 21A and 21B High Street;
- Inappropriate pointing to some ragstone walls.



Traffic and other signage harming the setting of listed buildings on the High Street



Inappropriate pointing to some ragstone walls

7.0 Management recommendations

Sevenoaks District Council has a statutory duty to review the management of conservation areas from time to time. The following recommendations have emerged from the assessment of the conservation area in Seal made in the preparation of this appraisal.

Guide for owners and residents on the effects of conservation area designation

Recommendation

Sevenoaks District Council will issue guidance about what it means to own a building in a conservation area and to encourage stakeholders to take an active part in the preservation and enhancement of these areas.

Conservation area designation brings with it additional responsibilities for owners and occupiers due to increased planning controls and particular requirements for materials and detailing in works to buildings. These are often outweighed by the benefits of living in an area of architectural integrity and traditional character, which people appreciate and which is often reflected in higher property values.

Design of new buildings and alterations to existing buildings

Recommendation

When determining applications for planning permission, Sevenoaks District Council will take account of the 'Conservation Area Design Guidance' which is issued with the revised appraisals. The guidance will be reviewed periodically to maximise its effectiveness.

New buildings and alterations to existing buildings have an effect on the conservation area and Sevenoaks District Council will exercise its powers through the planning system to ensure that such changes preserve or enhance

the character and appearance of the conservation area. The design guidance has been drafted to help applicants in putting together their proposals. It will be reviewed periodically to assess its effectiveness and revised if necessary.

Development in the setting of the conservation area

Recommendation

Applications for permission to develop in the setting of the conservation area should be determined with reference to the open space assessment in this appraisal.

Development in the setting of the conservation area could potentially have a harmful impact if it erodes the village boundary where that is still well-defined or harms important views. As identified in this appraisal, different areas of open space around the conservation area make a different contribution to the character and appearance (see section 5.0 for details).

- Development on areas of existing open space which make a strong contribution to the character of the conservation area is likely to have a harmful impact;
- Development in areas which make some contribution may be possible without causing harm, subject to design, siting, scale, density, choice of materials and retention of mature trees.

To help determine whether the impact of proposed development is harmful to the character and appearance of the conservation area, applicants should undertake an assessment of the likely impact of their proposals on the built character of the area, on important views and on open space. Historic England's *Historic Environment Good Practice Advice Note 3* (2nd edition 2017) provides advice on assessing impacts of development on the setting of heritage assets.

Enforcement

Recommendation

In implementing its Planning Enforcement Plan, Sevenoaks District Council should pay special attention to preserving or enhancing the special qualities of the Seal Conservation Area.

The effective operation of the planning system depends on the ability to ensure that development is carried out in accordance with planning permission and to enforce against development carried out without planning permission. Sevenoaks District Council has adopted a Planning Enforcement Plan which sets out how it will respond to planning enforcement complaints. It can be downloaded from the Council's website: www.sevenoaks.gov.uk/info/20069126/planning_enforcement

Public realm

Recommendation

Streets and public open spaces should be managed in a way that enhances their character and contribution to the conservation area.

The street furniture and pavement surfaces on the High Street are standard, poor quality design and harmful to the character and appearance of the conservation area. There is also a profusion of traffic signage at certain points on the High Street. More sensitive, better quality design and removal of unnecessary or superfluous street furniture or signage would help to enhance the conservation area.

This depends on public bodies rather than owners of private property. Kent County Council, Sevenoaks District Council and Seal Parish Council should refer to Historic England's guidance in 'Streets for All' (latest edition 2018) in any public realm works they propose or carry out. For more information go to: <https://bit.ly/2OD4JXx>

Conservation area boundary

Recommendation

Seal Conservation Area should be extended to include the Allotments, Jubilee Rise and Lulworth on School Lane, so as to protect buildings and open spaces which contribute to the special interest of the conservation area.

The new boundary is shown on the [Interactive map](#) at the front of this appraisal.

The Allotments have been in use for over a hundred years and form an established part of the historic development and social history of the village, along with other open spaces of community value like the Recreation Ground and the churchyard. The separation they provide of the historic village from surrounding development is important for the preservation of Seal's traditional rural character. At present the conservation area contains the churchyard, Church Farm fields and Recreation Ground, but omits the Allotments, which would complete the buffer between the north side of the historic village and the Seal Village Allotments, Jubilee Rise and Lulworth, School Lane extension along Childsbridge Lane.

Jubilee Rise is a 1930s development laid out as a close between the pre-war northern village edge and the allotments. It added a new typology to the village and included new facilities, such as the purpose-built Telephone Exchange and the small hall for the Seal Boys Club and the Scouts. Lulworth, on School Lane stands adjacent to Jubilee Rise and is contemporary with it (built c.1937). The fine views to the North Downs are typical of the conservation area, and the street affords some of the best views of the church, enhancing appreciation of the conservation area. In views from the church and on the approach from Childsbridge Lane, Jubilee Rise's low-scale buildings and roofscape define the edge of the historic village of Seal and have become an established part of the village scape.

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Shoreham Conservation Area Appraisal

July 2019

This appraisal for the Shoreham Conservation Area supports the duty of Sevenoaks District Council to prepare proposals for the preservation and enhancement of conservation areas.

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For details of the methodology employed in assessing the conservation area and preparing the appraisal, see the "Sevenoaks District Conservation Areas: an introduction to appraisals revised in 2019".

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1.0 Overview of Shoreham Conservation Area

Shoreham is an historic village in west Kent with a population of 2,041 (2011 census). It is four miles to the north of Sevenoaks and 19 miles south-east of central London. The village lies in the valley of the River Darent, giving it a sense of remoteness, even though the M25 is only a mile to the west. It is connected to Sevenoaks and London by the railway, which first opened in 1862. Shoreham lies within the Metropolitan Green Belt and the Kent Downs Area of Outstanding Natural Beauty.

Conservation area boundary

The Shoreham Conservation Area encompasses the whole of the historic village. Twentieth-century housing developments within and on the edges of the village are excluded from the conservation area.

Designation history

Shoreham Conservation Area was formed in 2019 by merging the Shoreham High Street and Church Street and the Shoreham Mill Lane Conservation Area. They were both designated in 1972 and subsequently extended in 2006.

Topography and geology

The topography of the village has been shaped by the River Darent, which flows through a gap in the North Downs, north of Sevenoaks. The High Street runs along the lower slope of the west side of the river valley. The rest of the village lies below, with the river meandering through it. Church Street connects the High Street to the bridge over the river and on to the parish church. The presence of the river and the views across the valley are crucial to Shoreham's sense of place and its special character.

The village sits on the band of chalk which forms the North Downs and in which flints


abound. As a result, there is no good local building stone, but much use is made of flint. Nearby are areas of clay which provided materials for making roof tiles and bricks.

Summary of special interest

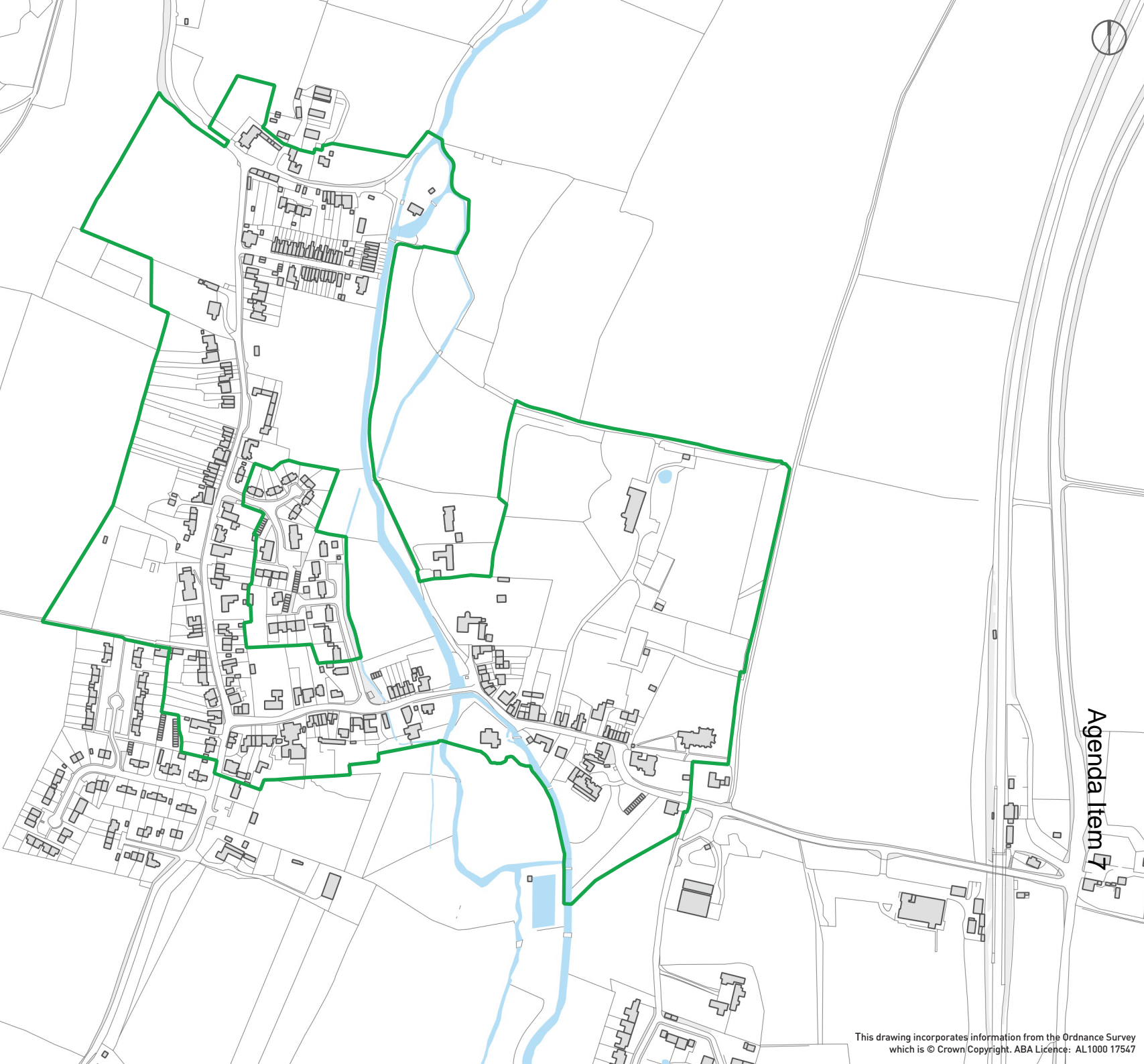
Shoreham is an attractive riverside village in a beautiful landscape setting. The main features of the special historic and architectural interest of Shoreham Conservation Area are:

- Rich in historic buildings comprising mainly small rural vernacular houses, including some late-medieval timber-framed houses, a fine parish church and good examples of Georgian domestic architecture;
- Predominantly a linear settlement developed along two main streets: High Street and Church Street;
- A well-defined boundary which preserves the village's rural character, with only limited twentieth-century expansion;
- A strong visual connection with the enfolding landscape of the Darent valley, made possible by its topographical position and the loose texture of its built form;
- Parish church tower provides an important landmark from vantage points within the valley;
- Townscape has a varied but harmonious character, thanks to the consistently small scale of buildings and the continued use of traditional Kentish materials and architectural styles;
- The area around the site of the old paper mill illustrates the impact of an industry of traditional importance to Kent;
- Traditional craftsmanship embodied in original building materials and architectural features.



 Boundary

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2.0 Historical development

Beginnings

Shoreham developed as a farming community from the fifth century onwards, based around a ford over the River Darent and confined by the thickly wooded ridges of the valley. The earliest surviving building is the parish church, which has some fabric dating back to the early twelfth century.

Middle ages to 1800

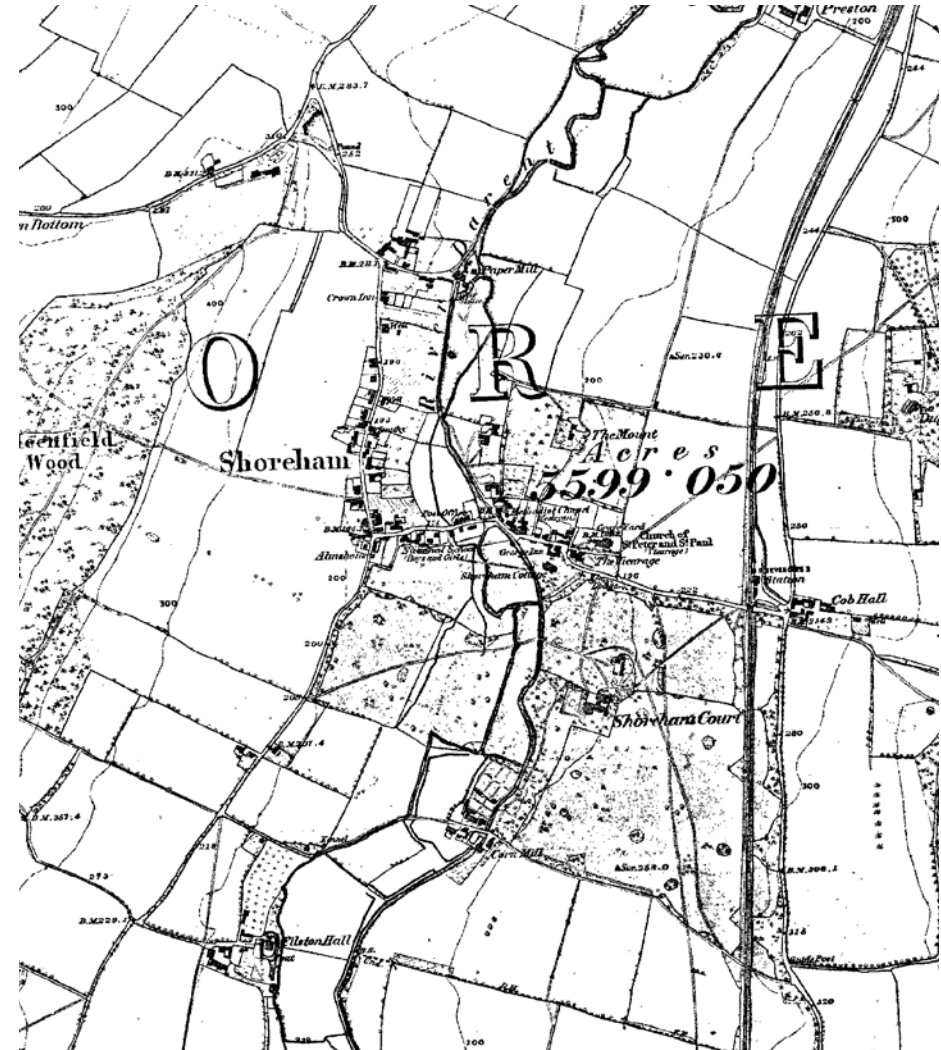
Growth of the village was very slow before the nineteenth century and it was concentrated in the area between the church and the river. In the late fifteenth and early sixteenth century several substantial timber-framed houses were built, including Ye Olde George Inn (originally a private house), Ivy Cottage and Tudor Cottage, and part of what is now Chapel Alley Cottages. In the same period the south aisle, south porch and rood screen were added to the church. A paper mill was established to the north of the village in 1690, taking advantage of the clean, fast-flowing water of the River Darent. Only the Mill House survives of what was once a large complex of mill buildings.

Nineteenth century

By the beginning of the nineteenth century the village was still an isolated agricultural community, poorly connected by road to the rest of Kent. Over the course of the century, however, the population almost doubled (from 828 in 1801 to 1,515 in 1901). The expansion included the construction of the Methodist chapel behind the Rising Sun (1836; no longer in use), a substantial mansion for the Mildmay family at Shoreham Place (1838; demolished 1950s) and the school (1841).

Impact of the railways

The railway arrived in 1862, on a new line between Sevenoaks and Swanley, connecting to an existing line into London. This boosted the local economy,



1871 edition of the Ordnance Survey

making it easier to transport agricultural produce and paper from the mill. On the back of his expanding profits, the mill owner, George Wilmott, built The Mount as his home in 1869. The railway also brought visitors into the area and it became popular with walkers and cyclists. Despite the increase in population, only one new street was developed, Crown Road, which was laid out in 1869 and developed with houses for the workers in the paper mill. In the High Street and Church Street a few new houses were added, increasing the density of the village.

1900–1945

In the early twentieth century Shoreham was a busy place with six pubs (of which four survive), a laundry, a Post Office, a school, three forges, and several shops including a bakery, a grocer and a draper. As well as the parish church there was a Methodist Chapel in the High Street and the Baptist Chapel in Crown Road. Yet there was also a good deal of poverty in the village and several cottages had to be demolished as unfit for human habitation, for instance those on the site of Marne Cottages.

In 1920 the War Memorial cross was cut into the hillside above the High Street by the villagers themselves. New houses were built by the local authority to the south-west of the village, in Mesnes Way and Bowers Road. The paper mill closed in 1926 and most of the buildings were demolished in 1936. The village was bombed sporadically during the Second World War, the damage including the destruction of Town Field Cottages (on the site of 72–76a High Street) and the loss of most of the stained glass windows in the church.

Post-1945

The village expanded significantly after the Second World War, with new developments in Boakes Meadow, Forge Way, Palmers Orchard and Mildmay Place (all excluded from the conservation area) and individual houses on the High Street and on Church Street south-east of the bridge. Most of the shops and businesses have closed during the twentieth century and the buildings converted to residential use, although four of the pubs survive, helped by Shoreham's



A view of Shoreham in the early nineteenth century by Samuel Palmer

continued popularity with walkers and cyclists. There have been no major additions to the village in the twenty-first century.

Historical associations

The artist Samuel Palmer (1805–81) lived in the village for eight years in the 1820s and 30s, during which time he was visited by, among others, William Blake. He lived for some of that time at Water House (marked by a plaque) and is associated with a number of other buildings in the village. John Wesley (1703–91) visited Shoreham regularly during the incumbency of the Revd Vincent Perronet in the parish and preached at the parish church. Verney Lovett Cameron (1844–94), son of another Vicar of Shoreham, was the first European to cross Equatorial Africa from coast to coast (he is buried in the churchyard and subject of a fine painting in the church).

3.0 Architectural and built character

3.1 Spatial character

Shoreham is a good example of a linear settlement developed gradually over centuries. It can be summarised as follows:

- The village has been built up around a river crossing, in a linear fashion along two main streets – High Street and Church Street – with little backland development prior to the twentieth century;
- The buildings are all small in scale, creating a sense of openness;
- Most buildings are grouped in pairs or in small rows of three to six buildings;
- The streets – with the exception of Crown Road – meander, and rise and fall, revealing and concealing views as one moves along them;
- In Mill Lane, the High Street and Church Street west of the bridge, most houses stand parallel to the street behind small front gardens, with low boundary fences or walls;
- On Church Street east of the bridge the buildings mostly come right up to the pavement and there are fewer gaps between buildings, creating a greater sense of enclosure;
- Varied building lines and gaps between buildings allow views into the landscape beyond;
- Trees make a very important contribution, framing – and sometimes interrupting – views inside the conservation area, but also hiding the village in views from the surrounding countryside;
- Clearly defined village boundaries.



Contrasting areas of looser and denser texture

3.2 Building forms and details

The historic buildings of the conservation area are typically small, simple in design and without any glaring contrasts between them. They can be characterised as having:

- A simple rectangular plan form, mostly two rooms deep;
- One or two storeys, with some attic storeys;
- Most buildings are in small groups or pairs;
- Various forms of traditional pitched roof, mostly gabled or hipped;
- Unbroken roof slopes without dormers or rooflights;
- Timber-framed sash or casement windows under flat or segmental arches;
- Planked and panelled timber doors;
- Brick chimneys, often tall and prominent;
- Historic extensions or ancillary structures projecting at the rear;
- Some nineteenth-century shopfronts survive in what are now domestic properties.



Simple building forms



Unbroken roof slopes



Hipped roofs



Historic ancillary buildings



19th-century shopfront



Tall brick chimneys

3.3 Architectural styles

The village buildings reflect a number of architectural styles. The predominant styles are:

- Kentish vernacular: a style characterised by the use of locally available materials that reflect local custom and building tradition. Characteristic features within Shoreham include timber frame walling, flint walling, tile hanging, clay tiled roofs and casement windows;
- 'Polite' Georgian domestic architecture, including facades added to earlier buildings, characterised by Flemish bond brickwork, stucco rendered elevations, sash windows and classical doorcases;
- Nineteenth-century Neo-Tudor;
- Victorian semi-detached and terraced mill workers' cottages in Crown Road;
- Vernacular revival houses of the late nineteenth and early twentieth century.



Kentish vernacular



Kentish vernacular



Neo-Tudor



Georgian domestic



Vernacular revival



Victorian workers' cottages

3.4 Traditional building materials

The use of a limited palette of traditional building materials which are characteristic of west Kent give the conservation area much of its special interest.

Earlier buildings are constructed of the materials that would have been readily available locally, while the late nineteenth-century interest in vernacular architecture led to a revival in historic styles, using a similar palette. The arrival of the railway allowed a wider range of materials from further afield to be used from the mid-nineteenth century onwards.

The following materials all contribute to the character and appearance of the conservation area.

Pre-1800

- Some rubble walling is to be found in the church and Ye Olde George Inn;
- Timber-framed structures, dating to the fifteenth, sixteenth and early-seventeenth century;
- Tile-hanging, white-painted weatherboarding or plaster covering timber frames;
- Mathematical tiles, probably eighteenth-century, on the upper part of the east wall of Ivy Cottage, Church Street;
- Plain clay tile roofs, historically peg tiles, which have been the typical roof covering in Shoreham since the late middle ages;
- Eighteenth-century facades of locally hand-made orange to red bricks laid in Flemish bond, often patterned with blue headers;
- Flint used in combination with brick.



Rubble stone and timber frame



Timber frame



Tile-hanging and clay tile roofs



Mathematical tiles



Flemish bond brickwork



Brick and flint

Nineteenth and early-twentieth century

- Imported white and yellow bricks used at first in high status buildings and later more widely;
- Tile-hung upper storeys and red brick on vernacular revival buildings;
- Flint, used for houses and for the Victorian restorations of the parish church;
- Roughcast walls on early twentieth-century cottage-style houses, e.g. Marne Cottages, Church Street.



Yellow brick



Tile-hanging and red brick



Flint and brick



Roughcast and red brick

3.5 Boundaries and streetscape

A characteristic feature of the conservation area, which contributes strongly to its special interest, is the number of historic garden boundaries, especially on the High Street and the western part of Church Street. These are typically low and enclose small front gardens. Many modern boundaries also follow historic precedents and thereby contribute positively to the character of the conservation area.

The most typical historic materials used are:

- Brick-and-flint walls;
- Wooden palings;
- Iron railings.

The conservation area is also notable for the scarcity of road markings and traffic signage, which contributes to their rural character.

There is very little street furniture contributing to character, except for a K6 telephone box on Forge Way.

Road and pavement surfaces are generally tarmac, with a mixture of granite and concrete kerbs, and as such do not make a strong contribution.



Brick-and-flint walls



Wooden palings



Iron railings



Unmarked roadway



Brick-and-flint walls



Brick wall and railings

3.6 Heritage assets, positive contributors and detractors

The buildings and structures of the conservation area contribute in different ways to its overall character and appearance, some positively (positive contributors including listed buildings), others negatively (detractors). The contributions of individual elements are mapped on the [Interactive map](#) at the front of this appraisal.

Positive contributors

The conservation area contains a large number of heritage assets, both designated and non-designated, all of which add to its architectural and historic interest. The extent of a building's contribution to the character and appearance of the area is not limited to its street elevations but also depends on its integrity as an historic structure and the impact it has in three dimensions. Rear elevations can be important, as can side views from alleys and yards.

- *Listed buildings (designated heritage assets)*. Buildings or structures that have been designated by national government as having special historic or architectural interest at a national level. For further details, see <https://www.historicengland.org.uk/listing/what-is-designation/>
- *Positive contributors (non-designated heritage assets)*. These are unlisted buildings that help to shape the character and appearance of the conservation area. Some buildings may have suffered from unsympathetic alteration but could be restored to their original appearance relatively easily. A checklist for identifying positive contributors in a conservation area is given in the Historic England guidance *Conservation Area Designation, Appraisal and Management* (2018).

Detractors

Some elements of a conservation area may be out of character due to, for example, their scale, use of materials or the way they relate to neighbouring buildings. These are identified as detractors.

3.7 Character Zones

Four zones of discernibly different character can be identified within the conservation area, based on their spatial character and architectural qualities, historical development and the contribution they make to the conservation area.

The features and individual characteristics of each zone that contribute positively to the character and appearance of the conservation area are summarised below. The boundaries of the Character Zones are mapped on the [Interactive map](#) at the front of this appraisal:

Character Zone 1: High Street, Church Street west of the bridge, and Mill Lane

- Loose texture, with buildings standing mostly back from the street behind small front gardens and gaps between buildings;
- Open feel to the High Street because it stands on the sloping side of the valley;
- View west along Church Street as it rises up to meet the High Street, with the range of hills behind, is particularly attractive and characteristic;
- Many well-maintained front gardens, bounded by low walls, hedges or fences;
- A small number of modern buildings, which due to their modest scale and simple design do not detract from the character and appearance of the conservation area;
- At the entry from the north the historic boundary between village and open countryside is well preserved;
- Oxbourne House plays an important part in the townscape by providing a 'full stop' at the end of the village in views from the south;
- Mill Lane retains the character of a small rural lane, providing the transition between the village to the south and open countryside to the north.

Important views: 1, 2, 3, 4, 5, 6, 8, 9, 11, A, C (see [Interactive map](#) for location of views)



Character Zone 2: Church Street east of the bridge

- A denser texture than Character Zone 1, with most houses and boundary walls built right up to the pavement or road;
- A series of more open spaces: the churchyard, the 'village square' in front of Ye Olde George Inn, the area by the war memorial and the triangle of land in front of Water House;
- The tightness of buildings against the street and the fact that the ground is flat means that the surrounding landscape is generally less of a presence than in Character Zone 1. An exception is the view looking westwards over the bridge to the hills in the distance and the war memorial cross (currently obscured);
- Entry to the village from the east; the built-up area of the village is still well-defined, with open fields giving way immediately to the boundary walls of the Old Vicarage and the Lodge on either side;
- A fine run of Georgian brick facades, from Bridge Cottage round to Little Record.

Important views: 12, 13, 14, 15, 16, 17, A, B, C (see [Interactive map](#) for location of views)



Character Zone 3: Crown Road

- New development of the 1870s, so less varied in age of buildings;
- A straight road tightly enclosed to both sides by pairs and terraces of nineteenth-century workers' cottages;
- No pavement;
- Due to the topography, views are channelled east over the valley;
- Distinct in having a river frontage, composed of 24 Crown Road and 1-8 Riverside Cottages;
- The most visible part of the conservation area from vantage points across the valley, due to relative lack of tree cover;
- Separated from the main built-up part of the village by the allotments.

Important views: 7, A, C, D (see [Interactive map](#) for location of views)



Character Zone 4: Open spaces

- Largely grassed areas with belts of trees around their edges, the exceptions being the Allotments and the grounds of The Mount, the latter cultivated as a vineyard;
- Views of the rear of buildings, which are generally less well-preserved than the fronts;
- Openness, greenery and mature trees provided by the open spaces significantly contribute to the rural character of the village and its setting;
- Important role in defining the shape of the village, preserving its historic form as a largely linear settlement crossing the flood plain of the River Darent;
- Allotments were the former common land of the village and define the historically detached nature of the Mill Lane/Crown Road area.

Important views: 6, 10, A (see [Interactive map](#) for location of views)



4.0 Views

Views make an important contribution to our ability to appreciate the character and appearance of the conservation area.

Three types of view have been identified, along with examples of each type. These are mapped on the [Interactive map](#) at the front of this appraisal. Such a list of views cannot be definitive, but illustrates the nature of views that are important to Shoreham Conservation Area.

Since there are no architectural set-pieces in the conservation area, the important views, with one exception, have come about by chance and combine the natural and the man-made in an attractive fashion.

The exception is the view from the war memorial by the bridge up to the war memorial cross on the hill which was consciously designed and is described on the war memorial's inscription. The view is currently obscured by tree growth, even in Winter.



Townscape views within the conservation area which include a mix of building types and materials and give a sense of the spatial character and architectural quality of the village. Trees play an important part in these views, but are sometimes intrusive (Views 1–3, 8, 9, 11, 12, 14–17).



Contextual views which look out to the landscape beyond the conservation area and give an understanding of its topography and rural setting (Views 4–7, 10, 13).



Scenic views from outside the conservation area, which take in the village as a whole, together with its surrounding landscape and help to appreciate its rural setting and well-defined boundary (Views A, B, C and D).

5.0 Open space assessment

The large amounts of open space within and around the conservation area make a strong contribution to its character and appearance. The topography of the Darent Valley is vitally important to the character of the conservation area, both in the hills that rise above the village and in the water meadows by the river as it flows through the village. Open space enables an understanding and appreciation of the topography and preserves the linearity of its built form.

The extent of the contribution of individual parcels of open space depends on the way they are experienced. Hence, those which are visible in views from the main streets of the conservation area, or from the footpaths around the village make the greatest contribution.

Open space is defined as common land, farmland, countryside and recreational spaces (including allotments, school grounds, churchyards and cemeteries).

Private gardens and private car parks are excluded.

The contributions of individual parcels of land are shown on the [Interactive map](#) at the front of this appraisal.

Open space inside the conservation area

- The Allotments allow views eastwards across the valley from the High Street and preserve part of the water meadows in the heart of the village;
- The watermeadow to the south of the Allotments is prominent in the view over the village from the war memorial. The trees in the watermeadow provide the backdrop to many views within the conservation area;
- The land behind the High Street on the west side, including the Recreation Ground, is largely hidden from the rest of the conservation area and trees prevent any appreciation of it as an open space in longer views;
- The Mount vineyard helps to define the edge of the village in views over the valley and its trees provide the backdrop to many views within the conservation area.

Open space outside the conservation area

- The enclosure provided by the sides of the valley is an important aspect of the character of the conservation area and the ability to see the hills in long views from Church Street and between buildings from the High Street is fundamental to Shoreham's sense of place. The ability to see the 1914–18 war memorial cross on the hill from the war memorial within the village is particularly important to its historic significance and this view should be reinstated;
- Open space provides the foreground and background to scenic views of the village, from footpaths and from the railway, defining the edges of the village and creating a beautiful setting. The ability to see the church with fields behind and in front of it is particularly important.

6.0 Condition and issues

The character and appearance of the conservation area are generally well-preserved. There are, however, some issues which affect it and should be addressed in its ongoing management.

- Loss of front gardens for parking and the loss of front boundary walls, fences etc.;
- Because the houses are generally small, there is considerable pressure for extensions, which would detract if they were not of appropriate scale and materials;
- Over-scaled new buildings are harmful, especially in views from vantage points across the valley;
- Small porches have been added to many houses; some are of poor design, or are out of character for the host building and others disrupt the unity of a terrace or other grouping;
- The designed view from the war memorial to the cross on the hill is obscured by intervening tree growth;
- Plastic windows and doors, which are alien and unsympathetic materials for historic buildings and therefore detract from their character;
- Parking on the street and in front of houses is visually intrusive and detracts from the historic character and appearance of the streets;
- Lack of street lamps and limited amounts of traffic signage and road markings help to preserve the character of the conservation area and are prized by local people.



Obscured view from the war memorial



Loss of unity of a terrace of houses due to later additions

7.0 Management recommendations

Sevenoaks District Council has a statutory duty to review the management of conservation areas from time to time. The following recommendations have emerged from the assessment of the conservation area in Shoreham made in the preparation of this appraisal.

Guide for owners and residents on the effects of conservation area designation

Recommendation

Sevenoaks District Council will issue guidance about what it means to own a building in a conservation area and to encourage stakeholders to take an active part in the preservation and enhancement of these areas.

Conservation area designation brings with it additional responsibilities for owners and occupiers due to increased planning controls and particular requirements for materials and detailing in works to buildings. These are often outweighed by the benefits of living in an area of architectural integrity and traditional character, which people appreciate and which is often reflected in higher property values.

Design of new buildings and alterations to existing buildings

Recommendation

When determining applications for planning permission, Sevenoaks District Council will take account of the 'Conservation Area Design Guidance' which is issued with the revised appraisals. The guidance will be reviewed periodically to maximise its effectiveness.

New buildings and alterations to existing buildings have an effect on the conservation area and Sevenoaks District Council will exercise its powers through the planning system to ensure that such changes preserve or enhance

the character and appearance of the conservation area. The design guidance has been drafted to help applicants in putting together their proposals. It will be reviewed periodically to assess its effectiveness and revised if necessary.

Development in the setting of the conservation area

Recommendation

Applications for permission to develop in the setting of the conservation area should be determined with reference to the open space assessment in this appraisal.

The village's historic boundaries are still well-defined except at the south-west corner and as a result the conservation area has a well-preserved rural setting which contributes strongly to its character and appearance. Its position in a valley means that open space on the valley sides plays an important part in the way the conservation area is experienced. Development in its setting could therefore potentially have a harmful impact if erodes the village boundary where that is still well-defined or harms important views. As identified in this appraisal, different areas of open space around the conservation area make a different contribution to the character and appearance (see section 5.0).

Guidance

- Development on areas of existing open space which make a strong contribution to the character of the conservation area is likely to have a harmful impact;
- Development in areas which make some contribution may be possible without causing harm, subject to design, siting, scale, density, choice of materials and retention of mature trees.

To help determine whether the impact of proposed development is harmful

to the character and appearance of the conservation area, applicants should undertake an assessment of the likely impact of their proposals on the built character of the area, on important views and on open space. Historic England's 'Historic Environment Good Practice Advice Note 3' (2nd edition 2017) provides advice on assessing impacts of development on the setting of heritage assets.

Enforcement

Recommendation

In implementing its Planning Enforcement Plan, Sevenoaks District Council should pay special attention to preserving or enhancing the special qualities of Shoreham Conservation Area.

The effective operation of the planning system depends on the ability to ensure that development is carried out in accordance with planning permission and to enforce against development carried out without planning permission. Sevenoaks District Council has adopted a Planning Enforcement Plan which sets out how it will respond to planning enforcement complaints. It can be downloaded from the Council's website: www.sevenoaks.gov.uk/info/20069126/planning_enforcement

Conservation area boundary

Recommendation

Shoreham High Street and Church Street and Shoreham Mill Lane conservation areas should be combined to form the Shoreham Conservation Area and extended to include the properties on the High Street which are currently excluded, so as to preserve the integrity of the village as an historic settlement and provide consistency in future management.

The new boundary is mapped on the [Interactive map](#) at the front of this appraisal.

The historic village of Shoreham is currently divided into two conservation areas, yet there is strong historical and architectural continuity between the two areas. Although Crown Road (in the Shoreham Mill Lane Conservation Area) has a distinct built character, the rest of the Shoreham Mill Lane Conservation Area is in keeping with the general character of the larger Shoreham High Street and Church Street Conservation Area.

Given the linear nature of Shoreham's historic development it would aid protection of its character to include the whole of both sides of the High Street in the conservation area. Views up and down the street are important to the way it is experienced.

The properties that are recommended for addition to a single unified conservation area are nos. 40, 42, 44, 46–56, 72–76, 76a and 83, all in the High Street. Crown Field at the north end of the High Street is also recommended for inclusion.

- 40, 42, 46–56, 72–76, 76a High Street

These are all post-1945 domestic buildings, similar to others which are already included in the conservation area, such as nos. 7, 79 and 81. They fit within the general character of the conservation area, being modest in scale, simple in design and traditional insofar as they have masonry walls, pitched roofs and chimneys. Nos. 40–42 and 72–74 have tile kneelers, a nice detail in the Arts and Crafts tradition. The affordable homes (nos. 46–56) continue a tradition of social housing which stretches back to the almshouses of medieval origin on Filston Lane and constitutes an important part of the social and communal history of Shoreham. The front and side gardens to all these properties contribute to the character of the area, with the open fronted courtyard to the affordable housing development providing a small 'Green' and welcome breathing space within the streetscene.

- 44 High Street

No. 44 is an early twentieth-century, cottage-style building which uses a combination of brick and roughcast walling and clay-tiled roof seen elsewhere in the conservation area (e.g. at Marne Cottages). It stands behind a small front garden with a wooden paling fence in keeping with traditional boundary treatments in the conservation area. This building would therefore make a positive contribution to the conservation area.

- 83 High Street

No. 83 and its former coach house is one of a small group of larger houses dating from the late-nineteenth and early-twentieth century in Shoreham. It uses characteristic materials such as brick, tile-hanging and half-timbering with roughcast infill. Architecturally, and by way of its generous garden setting and the verdant bank towards the High Street, it makes a positive contribution to the conservation area.

- Crown Field

Like the other open spaces in the conservation area, this piece of land contributes to important views, helps to define the boundary of the village and forms part of its rural setting. It affords a good view of the conservation area from the north (View 10, see section 4.0) and forms the backdrop to the Mill Lane area in scenic views of the village (Views C and D, see section 4.0). It has been assessed (see section 5.0) as making a strong contribution to the character of the conservation area.

Article 4 directions

Recommendation

Article 4 directions should be made to protect historic boundary treatments and front gardens.

Article 4 (1) of the GDPO the Town and Country Planning (General Permitted Development) (England) Order 2015 allows for restrictions to be applied to permitted development rights, but the National Planning Policy Framework

(NPPF) requires that the purpose and extent of any restriction should be clear and justifiable.

As set out in this appraisal, an important part of the character of the conservation area is the way that many buildings are set back behind small front gardens, enclosed by low boundary fences, railings or hedges. The loss of both the boundary treatments and the gardens would weaken the enclosure to the street and have an urbanising effect and therefore be harmful. The area in front of 51 High Street, which has been paved over and has a wide gate for vehicular access, and the lay-by created to the front of 12 & 12a have been identified as detracting from the character of the conservation area.

In order to exercise control over such changes and protect the special interest and character of the conservation area, it is recommended that within the conservation area, planning permission should be required for development consisting of:

- The provision within the curtilage of a dwellinghouse of a hard surface for any purpose incidental to the enjoyment of the dwellinghouse as such (Class F of Schedule 2, Part 1 of the GDPO)
- The erection, construction, maintenance, improvement or alteration of a gate, fence, wall or other means of enclosure. (Class A of Schedule 2, Part 2 of the GDPO)

Public realm

Recommendation

Streets and public open spaces should be managed in a way that sustains their character and contribution to the conservation area.

A valued part of the character of the conservation area is the lack of street lamps and the relative scarcity of traffic signage, road markings, advertising and other forms of visual clutter. Maintaining this depends on public bodies more than on the owners of private property. Kent County Council, Sevenoaks District Council and Shoreham Parish Council should refer to Historic England's guidance in 'Streets for All' (latest edition 2018) in any public realm works they propose or carry out. For more information go to: www.historicengland.org.uk/publications/streets-for-all

Parking

Recommendation

Ways of encouraging use of public transport and possibilities for the provision of parking outside the boundaries of the conservation area should be explored.

Few houses have off street parking, so there is a lot of parking on the street – and pavement. This is visually intrusive and detracts from historic character of the streets and their picturesque appeal. The importance of front gardens and boundaries to the character of the conservation area means that their loss to provide off street parking would be even more harmful. Ways of encouraging use of public transport and possibilities for the provision of parking outside the boundaries of the conservation area should therefore be explored.

Village Design Statement

Recommendation

The Parish Council and local people could give consideration to whether a Village Design Statement should inform design of development in the village (including the parts which fall outside the conservation area), so as to extend community involvement and reinforce the design guidance issued with this appraisal.

Village Design Statements (VDS) are prepared by local people to guide new development in their villages (not restricted to the conservation area). They are used when assessing planning applications for development and other changes within villages. The statements have been adopted as informal guidance by Sevenoaks District Council and are used in assessing planning applications. Adopting a VDS for Shoreham would enable local people to express their views on design, both inside and outside the conservation area, and reinforce the design guidance issued with this appraisal.

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Prepared by Nicolas Chapple

Reviewed by Richard Pollard

Draft issued September 2018

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Swanley Village Conservation Area Appraisal

July 2019

This appraisal for Swanley Village Conservation Area supports the duty of Sevenoaks District Council to prepare proposals for the preservation and enhancement of conservation areas.

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For details of the methodology employed in assessing the conservation area and preparing the appraisal, see the "Sevenoaks District Conservation Areas: an introduction to appraisals revised in 2019".

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1.0 Overview of Swanley Village Conservation Area

Swanley Village lies on the western edge of Kent, 16 miles from central London and a mile and a half north-east of the modern town of Swanley. The M25 motorway is 350m to the east of the village and the railway line between London and east Kent runs just to the south, the nearest station being at Swanley.

The entire conservation area is within the Metropolitan Green Belt.

Conservation area boundary

Swanley Village Conservation Area encompasses the main village street from Highlands Farm in the west to Coldharbour Farm in the east, along with land on the north side as far as the Victorian church, school and vicarage and the north part of Beechenlea Lane.

Designation history

Swanley Village Conservation Area was designated in 1984 and extended in 1997 and again in 2006. The previous conservation area appraisal was published in December 2003.

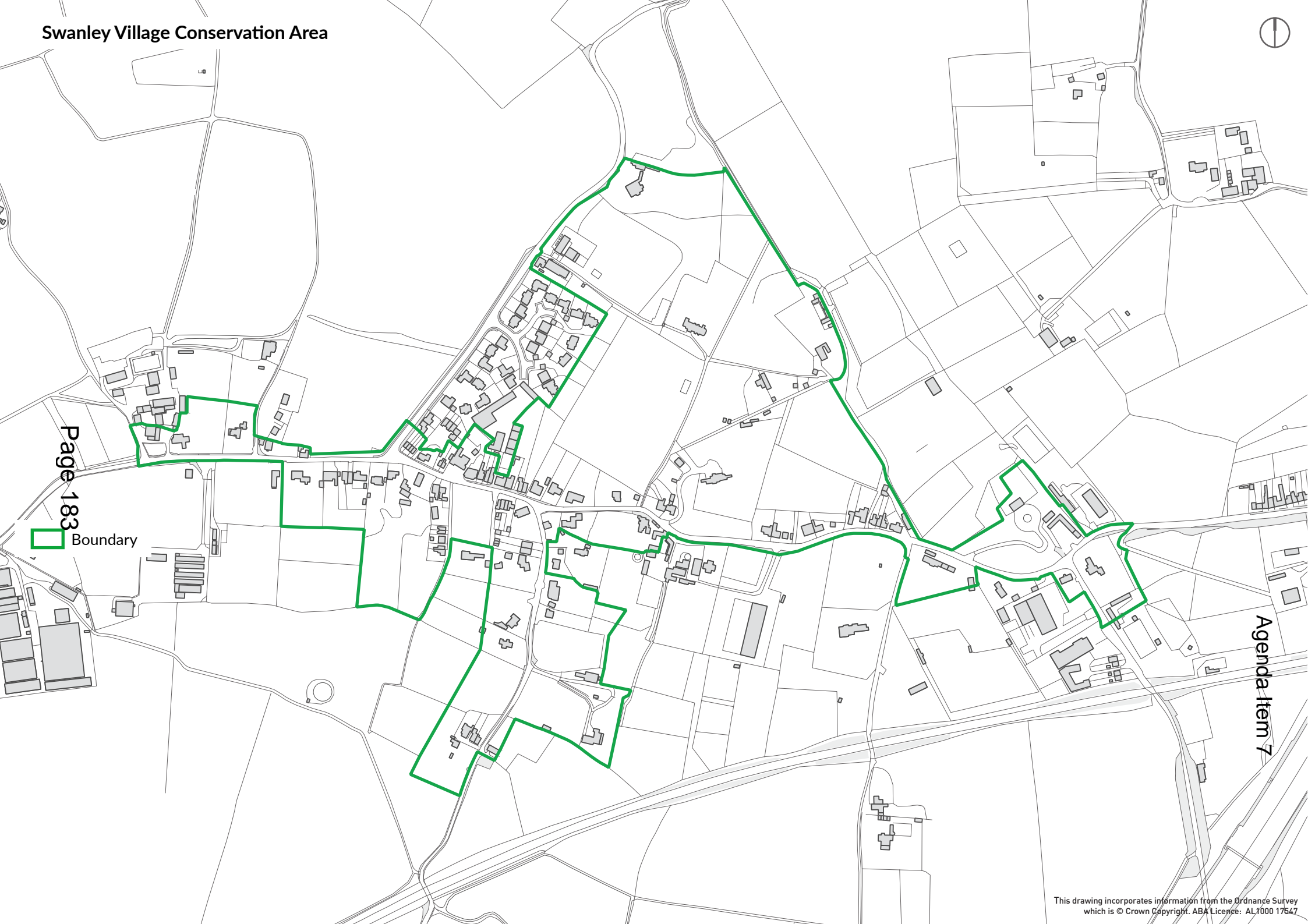
Topography and geology

Swanley Village occupies an area of high ground between the valley of the River Darent and its tributary the Cray. The main street through the conservation area climbs up to the brow of Highlands Hill then descends, flattens before dipping again after The Lamb Inn. The gently rolling landscape around the village lies partly on Thanet Sand and partly on chalk, but neither seems historically to have provided building materials. Agricultural land still forms the setting of the village.

Summary of special interest

The main features of Swanley Village Conservation Area's special historic and architectural interest are:

- It retains the character of a Kentish rural hamlet;
- A well-defined village boundary and sense of rural isolation despite its proximity to Swanley town and it being within few hundred metres of the M25;
- A mix of historic buildings dating from the late medieval to the early twentieth century that reflect the incremental development of the village;
- An important group of Victorian buildings comprising the church, school and vicarage, set within a parkland setting, and built by the notable Victorian architect Ewan Christian;
- Traditional craftsmanship embodied in original building materials and architectural features.



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Boundary

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2.0 Historical development

Swanley Village is the place that was historically known simply as Swanley. It was named 'Swanley Village' in the 1920s when the name Swanley was transferred to Swanley Junction, the urban town that had grown up from the 1860s around the railway junction a mile to the south-west of the village.

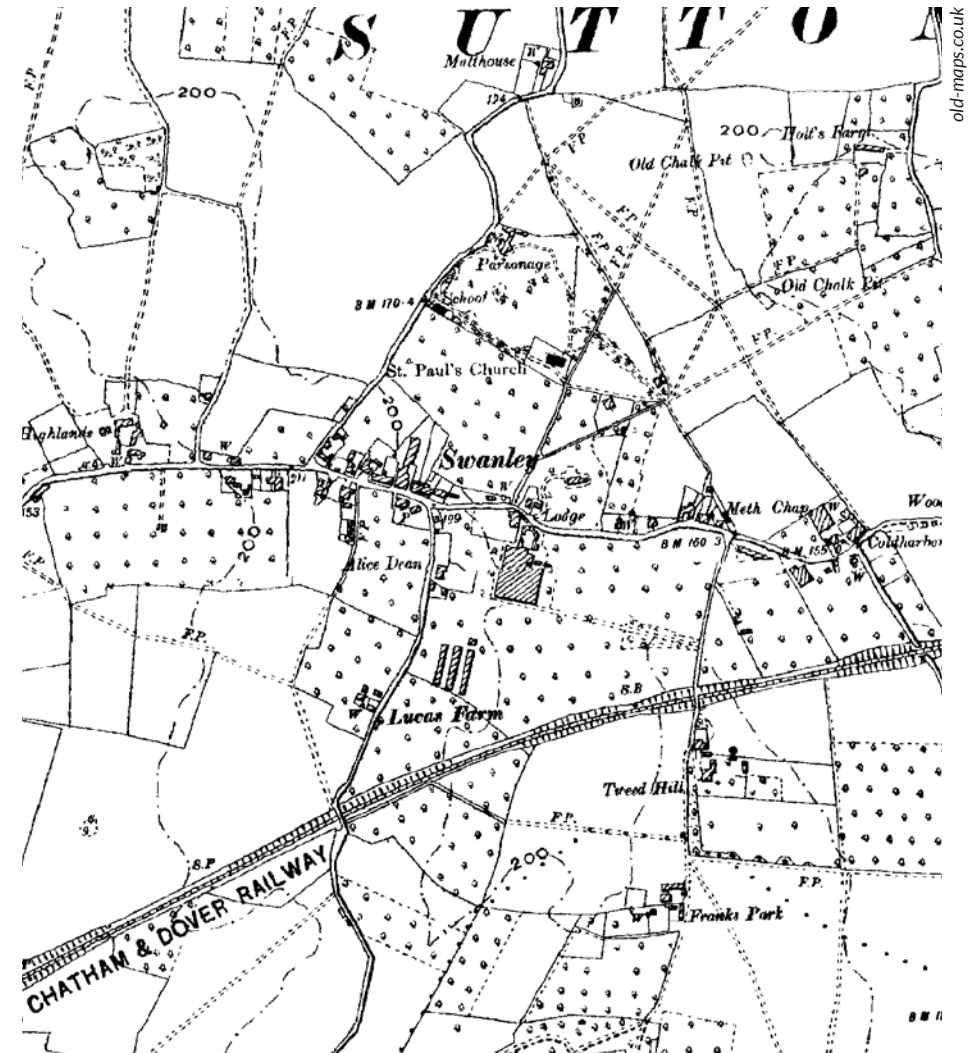
Beginnings

The origins of Swanley Village were probably as a clearing in woodland used for grazing in Saxon times, when two homesteads – Highlands and Gilden Hall – were established on an area of higher ground between the River Darent and its tributary the Cray. An agricultural community slowly grew, based along Swanley Village Road, between the two homesteads, which after the Norman conquest became manors in monastic ownership. The village was part of the parish of Sutton-at-Hone and did not therefore have its own parish church.

Nineteenth century

Swanley remained an agricultural settlement with only gradual change until the nineteenth century. Several buildings date from the first half of the century and indicate a growing population and greater economic activity. The Wesleyan Methodist chapel (now greatly altered) was built in 1817; Alice Dene was rebuilt c. 1820, followed by Prospect Row (1821), Old Place (1826–29), the Nook and Rose Cottage (1830s), Fern Cottage and Crocus Bank (1840). In 1860–61, the village gained a church, designed by the noted architect Ewan Christian, along with a school and vicarage. Parish status followed in 1862.

The comings of the railways in the 1860s changed the future of the village and surrounding region. The Chatham main line, which runs along the southern edge of the settlement, was completed in 1860, although Swanley only received its



1897 edition of the Ordnance Survey

own station to the south-west of the village in 1862 with the completion of the Sevenoaks branch. In the following decades, a new railway town grew around the rail junction, known as Swanley Junction, and the area developed into a centre for horticulture and market gardens that supplied the London markets. Within the village, many new buildings were erected on Swanley Village Road, including the two pubs, but the commercial centre of the parish established itself in Swanley Junction.

Twentieth and twenty-first century

The twentieth century saw the rapid expansion of the Swanley Junction whose name was subsequently changed to Swanley while the original settlement received the affix 'Village'. Swanley Village remained for the most part unaffected by new development: the *Official Guide to Swanley* in 1960 could still describe it as 'an old world village unspoilt by modern development' (*Official Guide*, p.15). The characterisation still holds up today. The village is predominantly residential, although there is a plant nursery and a group of small business units at the Old Stable Yard at Coldharbour Farm. The village shops have now gone, but the primary school, church and two pubs remain.

More recently the population grew significantly as a result of the re-development of the former Beddington Fruit Company factory on School Lane with housing in the late 1990s. One of the most significant changes in the village is the creation of the village green which was established as part of the above housing scheme and is maintained by the Swanley Village Trust.

3.0 Architectural and built character

3.1 Spatial character

The spatial character of the conservation area is a good example of a small, low density settlement which has developed very gradually over centuries. It can be summarised as follows:

- Linear development along a narrow, winding main street with secondary streets or lanes intersecting ;
- No discernible village centre, although clusters of buildings occur around road junctions;
- Outlying farmsteads around the village, i.e. Highlands, Coldharbour and Lucas;
- Large gaps created by open spaces and gardens give a sense of separation between development clusters;
- No or narrow pavements;
- Varied building line;
- Informal grouping of buildings;
- Loose texture and varied plot sizes;
- Building generally only on one side of the road;
- No historic backland development except for Elm Cottages;
- Sense of enclosure with little opportunity to see the landscape beyond;
- Many houses set above road level behind retaining walls;
- Well-kept front gardens add to the rural character of the streetscene;
- Open public spaces including the allotments, the village green, church green and churchyard make up a large part of the conservation area.



Contrasting areas of looser and denser texture

3.2 Building forms and details

The historic buildings can be summarised as follows:

- Small-scale and domestic in character;
- Simple rectangular forms, mostly flat-fronted, but some nineteenth and twentieth-century buildings have bay windows;
- Predominantly two-storey;
- A mixture of individual houses, pairs and short terraces;
- A variety of traditional pitched roof forms including M-shaped roofs;
- Unbroken roof slopes;
- Tall brick chimneys;
- Timber-framed sash or casement windows, mostly small-paned, with square or segmental heads;
- Planked and panelled timber doors;
- Nineteenth-century date stones.



Simple building forms



Unbroken roof slopes



Varied size of building



M-shaped roof



Unbroken roof slopes



Date stones

3.3 Architectural styles

The predominant types of historic architecture in the Swanley Village Conservation Area are:

- Kentish vernacular styles characterised by simple building forms and the use of local traditional materials i.e. timber frame walling, weatherboarding, red brick, clay-tiled roofs, casement windows;
- Georgian and Victorian domestic architecture, characterised by Flemish bond brickwork or stucco rendered elevation, slate roofs, symmetrical facades and sash windows. A number of properties of that period are suburban type detached villas or attached houses that reflect the influence of the capital, as does the use of yellow or buff coloured brick;
- Vernacular revival buildings of the late nineteenth and early twentieth century.



Kentish vernacular



Kentish vernacular



Georgian domestic



Victorian domestic



Vernacular revival



Vernacular revival

3.4 Traditional building materials

The use of traditional materials makes a large contribution to the character and appearance of the conservation area. Three phases of historic building can be distinguished, each with its own palette of materials:

Pre-1800 vernacular

- Timber frames, now concealed by later added brick elevations or weatherboarding;
- Plain clay tile roofs, historically Kent peg tile roofs;
- Weatherboarding, traditionally painted in white for domestic properties;
- Local red brick.

Nineteenth-century domestic

- Yellow or buff coloured brick laid in Flemish bond;
- Painted stucco render;
- Timber sash windows;
- Slate roofs;
- One example of Rat trap bond brickwork (Model Cottages).

Vernacular revival

- Red brick walls;
- One example of rat-trap brickwork (Model Cottages);
- Tile-hung upper storeys;
- Clay tile roofs with decorative ridge tiles;
- Timber casement windows.



Weatherboarding and brick covering timber frame



Weatherboarding



Yellow brick and slate roofs



Yellow brick and slate roofs



Clay tile roofs



Tile-hanging

3.5 Boundaries and streetscape

Boundary treatments including many hedges make an important contribution to the character of the conservation area, defining the narrow streets and providing a sense of enclosure. The greenery and openness provided by the front gardens also greatly adds to the rural nature of the village.

From historic photographs, the typical front garden boundary seems to have been wooden palings like those outside The Cottage or White Cottages.

Others which contribute positively to the character of the conservation area are:

- Brick or brick and rubble stone retaining walls and boundary walls;
- Metal railings, e.g. original cast-iron railings in front of Woodhurst, Swan House, Holly Tree and Portswood;
- Flint and brick walls.

There are only short stretches of pavement within the conservation area, mostly paved in good quality red brick, which along with the use of granite setts on the roadway, enhances the quality of the streetscape.

In terms of street furniture, the historic replica lamp posts on Highlands Hill and Swanley Village Road contribute positively, as do the early-to-mid twentieth-century pillar box at the corner of Highlands Hill and the post box in the gate pier in front of Old College Cottage.



Brick-and-flint walls



Wooden palings



Stone and brick retaining wall



Attractive gardens



Brick paving and historic replica lamp post

3.6 Heritage assets, positive contributors and detractors

The buildings and structures of the conservation area contribute in different ways to its overall character and appearance, some positively (positive contributors), others negatively (detractors). The contributions of individual elements are mapped on the [Interactive map](#) at the front of this appraisal.

The conservation area contains a large number of heritage assets, both designated and non-designated, all of which add to the architectural and historic interest of the conservation area. The extent of the buildings' contribution to the character and appearance of the area is not limited to their street elevations but also depends on their integrity as historic structures and the impact they have in three dimensions. Rear elevations can be important, as can side views from alleys and yards.

- *Listed buildings (designated heritage assets)*. Buildings or structures that have been designated by national government as having special historic or architectural interest at a national level. For further details, see <https://www.historicengland.org.uk/listing/what-is-designation/>
- *Positive contributors (non-designated heritage assets)*. These are unlisted buildings that help to shape the character and appearance of the conservation area. Some buildings may have suffered from unsympathetic alteration but could be restored to their original appearance relatively easily. A checklist for identifying positive contributors in a conservation area is given in the Historic England guidance 'Conservation Area Designation, Appraisal and Management' (2018).

Detractors

Some elements of a conservation area may be out of character due to, for example, their scale, use of materials or the way they relate to neighbouring buildings. These are identified as detractors.

3.7 Character Zones

Two zones of discernibly different character can be identified within the conservation area, based on their spatial character and architectural qualities, historical development and the contribution they make to the conservation area.

The features and individual characteristics of each zone that contribute positively to the character and appearance of the conservation area are summarised below. The boundaries of the Character Zones are mapped on the [Interactive map](#) at the front of this appraisal:

Character Zone 1: Swanley Village Road and Beechenlea Lane

- Strongly linear character;
- Cluster of development mainly around road junctions, with some attractive groupings of buildings;
- Winding street creates short range views and picturesque juxtapositions;
- Houses set in well-kept gardens;
- Mature trees and hedges emphasise rural character.

Important views: 1, 2, 3, 4, 6, 7 (see [Interactive map](#) for location of views)



Character Zone 2: Area around the church north of Swanley Village Road

- Individual buildings set in green spaces;
- Parish church at the heart of the area;
- Large areas of public open spaces i.e. village green, churchyard, allotments and the church green between churchyard and school;
- Church, vicarage and school form an important group of Victorian buildings built by the same architect;
- Abundant trees;
- Parkland character to setting of church and associated buildings;
- Secluded footpaths with occasional glimpsed views;
- Views of parish church from the village green.

Important views: 5, 8 (see [Interactive map](#) for location of views)



4.0 Views

Views make an important contribution to our ability to appreciate the character and appearance of the conservation area.

The views within the conservation area are constantly unfolding due to the winding nature of the main street. Boundary treatments, hedges and woodland lining the street to both sides limit the views into the surrounding countryside. The church tower provides a landmark when seen from the new village green but is otherwise hidden in views by mature tree cover.

Important views have been identified and are shown on the Interactive map at the front of this appraisal. Such a list of views cannot be definitive, but illustrates the nature of views that are important to Swanley Village Conservation Area.



View 3: view along Beechenlea Lane towards Swanley Village Road



View 7: view of Swanley Village Road



View 5: view of the church spire from the village green

5.0 Open space assessment

There are large amounts of open space within and around Swanley Village Conservation Area, some of which make a strong contribution to its character. The extent of the contribution of individual parcels of open space depends on the way they are experienced. Hence, those which are visible in views from the main streets of the conservation area, or from the footpaths around the village make the greatest contribution.

Open space is defined as common land, farmland, countryside and recreational spaces (including allotments, school grounds, churchyards and cemeteries). Private gardens and private car parks are excluded. Much of the land surrounding Swanley Village Conservation Area is comprised of private gardens and therefore does not come within the definition of open space used for this assessment.

The contributions of individual parcels of land are shown on the [Interactive map](#) at the front of this appraisal.

Open space inside the conservation area

- The allotments on the south side of Swanley Village Road make a strong contribution by ensuring the street is not continuously built up on both sides, thereby reinforcing its character;
- Large, mostly publicly accessible open spaces north of Swanley Village Road are an essential part of the character of Character Zone 2 and distinctive to the conservation area;
- Large areas of public open spaces i.e. village green, churchyard, allotments and the church green between churchyard and school.



Land to the rear of Swanley Village Road (north side)



Village allotments

Open space outside the conservation area

- Farmland to the south-west of the village helps to preserve the village boundary which can be appreciated when approaching by road and on the public footpath which runs south from Elm Cottages;
- Open space to the south of Swanley Village Road rises and forms the backdrop to views from footpaths on the north side of the road; where this open space meets the street it makes a strong contribution by ensuring the street is not continuously built up on both sides;
- Some pockets of open space to the south of Swanley Village Road make little or no contribution because they are already bounded by development and are not readily experienced from roads, footpaths or open spaces;
- Open space to the north-west and north-east of the conservation area help to define the village boundary and thereby appreciation of its rural character.



Land to the south-west of the conservation area looking towards Swanley



Land to the north-west of the conservation area

6.0 Condition and issues

The character and appearance of the conservation area is generally well-preserved. There are, however, some issues which affect it and should be addressed in its ongoing management.

- Heavy through traffic affects the rural character of the conservation area;
- Modern boundary treatments of inappropriate suburban character;
- Lack of front boundaries, loss of front gardens and expansive areas of hard standing for off-street parking;
- Plastic windows and doors, which are alien and unsympathetic materials for historic buildings and therefore detract from their character;
- The lamp posts at the east half of Swanley Village Road are modern designs; it would be beneficial to replace them with the same historic replica lamp posts found elsewhere in the conservation area.



Modern boundary treatment of inappropriate suburban character



Lack of front boundaries detracts from the character of the conservation area

7.0 Management recommendations

Sevenoaks District Council has a statutory duty to review the management of conservation areas from time to time. The following recommendations have emerged from the assessment of Swanley Village Conservation Area in the preparation of this appraisal.

Guide for owners and residents on the effects of conservation area designation

Recommendation

Sevenoaks District Council will issue guidance about what it means to own a building in a conservation area and to encourage stakeholders to take an active part in the preservation and enhancement of these areas.

Conservation area designation brings with it additional responsibilities for owners and occupiers due to increased planning controls and particular requirements for materials and detailing in works to buildings. These are often outweighed by the benefits of living in an area of architectural integrity and traditional character, which people appreciate and which is often reflected in higher property values.

Design of new buildings and alterations to existing buildings

Recommendation

When determining applications for planning permission, Sevenoaks District Council will take account of the Conservation Area Design Guidance which is issued with the revised appraisals. The guidance will be reviewed periodically to maximise its effectiveness.

New buildings and alterations to existing buildings have an effect on the conservation area and Sevenoaks District Council will exercise its powers through the planning system to ensure that such changes preserve or enhance

the character and appearance of the conservation area. The design guidance has been drafted to help applicants in putting together their proposals. It will be reviewed periodically to assess its effectiveness and revised if necessary.

Development in the setting of the conservation area

Recommendation

Applications for permission to develop in the setting of the conservation area should be determined with reference to the open space assessment in this appraisal.

Development in the setting of the conservation area can have a harmful impact if it would erode the village boundary where that is still well-defined, or would threaten its open character or harm important views. As identified in this appraisal, areas of open space in the setting of the conservation area differ in their contribution to its character and appearance (see section 5.0 for details).

- Development on areas of existing open space which make a strong contribution to the character of the conservation area is likely to have a harmful impact;
- Development in areas which make some contribution may be possible without causing harm, subject to design, siting, scale, density, choice of materials and retention of mature trees and hedges.

When proposing new development within the setting of the conservation area, applicants should assess and describe the likely impact of their proposals on the significance and built character of the area, on important views and on open space. Historic England's *Historic Environment Good Practice Advice Note 3* (2nd edition 2017) provides advice on assessing impacts of development on the setting of heritage assets.

Enforcement

Recommendation

In implementing its Planning Enforcement Plan, Sevenoaks District Council should pay special attention to preserving or enhancing the special qualities of the Swanley Village Conservation Area.

The effective operation of the planning system depends on the ability to ensure that development is carried out in accordance with planning permission and to enforce against development carried out without planning permission. Sevenoaks District Council has adopted a Planning Enforcement Plan which sets out how it will respond to planning enforcement complaints. It can be downloaded from the Council's website: www.sevenoaks.gov.uk/info/20069126/planning_enforcement

Conservation area boundary

Recommendation

The boundary of the conservation area should be amended to include Lucas Farmhouse and the group of buildings around it, and the building attached to the Coach House at Old Place, now part of Old Place Stables, so as to protect the character of Swanley Village Road and Beechenlea Lane as part of the conservation area.

The new boundary is mapped on the interactive map at the front of this appraisal.

- Lucas Farmhouse, Land North of Lucas Farmhouse, Lucas Cottage and Pine Cottage, Cygnet and Land East of Cygnet, Beechenlea Lane.

Lucas Farm is one of three farmsteads surrounding the village – Highlands Farm and Cold Harbour Farm. It is to farmsteads such as these that the settlement owes its origins, as noted in the history section of the draft appraisal. Although there is some open land between Lucas Farm and the houses further north on Beechenlea Lane, the nature of Swanley Village is that of a scattered settlement, with the buildings dispersed along its main streets and no distinct village centre.

Outlying farms at the approaches into the village have been identified as one of the key spatial characteristics and Lucas Farm therefore contributes strongly to the character and interest of the village.

The farm consists of a group of buildings comprising the farmhouse and associated late 19th century farm workers cottages, a barn and stable building dating from around 1900 and a modern infill i.e. Pine Cottage. Lucas Farmhouse is an attractive late-Georgian building, displaying a date of 1828 on its front elevation. Historic maps show that the farmhouse is a remainder of a much larger dispersed farm complex. The buildings are in keeping with and of similar quality to those within the conservation area. An exception is the modern Pine Cottage and there would be scope for enhancement to the conservation area by altering or replacing it.

- Building attached to the Coach House at Old Place, now part of Old Place Stables, Swanley Village Road.

The building attached to the eastern end of the listed Old Place Coach House is contemporary with the main house and other listed outbuildings and historically formed part of the stable yard to the south-east of Old Place. It adds to the group value of the Coach House and Stables to the east of Old Place which are listed for their historic value, illustrating a complete early nineteenth-century residence. The building stands in an elevated position and towers over Swanley Village Road where it forms a key focal point in the approach from the east.

Article 4 directions

Recommendation

Article 4 directions should be made to protect historic boundary treatments and front gardens.

Article 4 (1) of the GDPO the Town and Country Planning (General Permitted Development) (England) Order 2015 allows for restrictions to be applied to permitted development rights, but the National Planning Policy Framework (NPPF) requires that the purpose and extent of any restriction should be clear and justifiable.

As set out in this appraisal, an important part of the character of the conservation area is the way that many buildings are set back behind front gardens, enclosed by low boundary fences, railings or hedges. Where gardens have been paved over and boundary treatments been removed, this has had an urbanising effect on the streetscene that is harmful to the rural character of the village. In order to exercise control over such changes and protect the special interest and character of the conservation area, it is recommended that the following permitted development right be removed:

- The provision within the curtilage of a dwellinghouse of a hard surface for any purpose incidental to the enjoyment of the dwellinghouse as such (Class F of Schedule 2, Part 1 of the GPDO);
- The erection, construction, maintenance, improvement or alteration of a gate, fence, wall or other means of enclosure. (Class A of Schedule 2, Part 2 of the GPDO).

Village Design Statement

Recommendation

The Parish Council and local people could give consideration to whether a Village Design Statement should inform design of development in the village (including the parts which fall outside the conservation area), so as to extend community involvement and reinforce the design guidance issued with this appraisal.

Village Design Statements (VDS) are prepared by local people to guide new development in their villages (not restricted to the conservation area). They are used when assessing planning applications for development and other changes within villages. The statements have been adopted as informal guidance by Sevenoaks District Council and are used in assessing planning applications. Adopting a VDS for Swanley Village would enable local people to express their views on design, both inside and outside the conservation area, and reinforce the design guidance issued with this appraisal.

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Sevenoaks District Conservation Areas: Appraisals revised in 2019 Conservation Area Design Guidance

Page 203 If you are looking to make changes or additions to your property in a conservation area you'll find the following guidance helpful to ensure that your proposals are sympathetic to the character of your building and the wider area. The guidance is intended for both works that will require a planning application as well as providing general good practice guidance on changes that don't require planning permission from the Council.

1.0	Extensions	1
2.0	New buildings	1
3.0	Materials	1
4.0	Windows and doors	2
5.0	Roofscape	3
6.0	Chimneys	3
7.0	Boundary treatments	3
8.0	Aerials and satellite dishes	4
9.0	Improving energy efficiency	4



1.0 Extensions

Location, scale, detailing and materials are important considerations when designing a new extension and successful extensions will be sympathetic to the building and wider conservation area. Please consider the guidance below when looking to extend your property.

Guidance

New extensions should:

- Respond positively to the character and integrity of the original building;
- use materials that are appropriate to the age of the existing building;
- in most cases, be located to the rear of the existing building. This is an important consideration when the main elevation has been designed to be symmetrical;
- respect the character identified in the conservation appraisal by retaining important views from open spaces or from the village streets and respecting gaps and other spatial characteristics of the area;
- recognise the unity of a terrace or other group of adjoining buildings.

To help determine whether the impact of proposed development is harmful to the character and appearance of the conservation areas, applicants should undertake an assessment of the likely impact of their proposals on the built character of the area, on important views and on open space.

2.0 New buildings

A new building in a conservation area is an opportunity to enhance the area through high quality design that respects the townscape, architectural character, building forms and alignments. The conservation area appraisals identify buildings that detract from the character of the conservation areas and their sympathetic replacement is welcomed.

Guidance

When designing a new building please consider:

- materials, colours and textures that reflect the traditional building materials and architectural character of the conservation area;
- the scale of surrounding buildings and be proportional to the setting of the area;
- the form of the surrounding buildings. The predominant building form in most of the District's villages is the simple rectangular shape of two-storeys and (mostly) steeply pitched roofs, with the roof generally spanning a width of five to six metres;
- the typical building line of street in which they are located;
- the important views.

To help determine whether the impact of proposed development is harmful to the character and appearance of the conservation areas, applicants should undertake an assessment of the likely impact of their proposals on the built character of the area, on important views and on open space.

3.0 Materials

Before transport improvements in the nineteenth century building materials were largely restricted to the range of materials found in the locality. This has resulted in locally distinct building traditions and vernacular detailing that shapes the appearance of the District's rural settlements, many of which exemplify the image of the 'traditional Kentish Village'.

A wide range of traditional building materials have been employed in the District. For walls, timber-framing with plastered or brick infill or external cladding with weatherboarding, tile hanging and brick is widespread. Other common materials include brick (mainly red brick), flint walling, or, where available, rag or sand stone. Traditional roofing materials include mainly clay plain tiles (historically Kent peg tiles) and on occasions thatch. Natural slate is rarely found on buildings dating

from before the 19th century. Very rarely, pantile roofs can be found, but these tend to be limited to outbuildings or single storey agricultural buildings.

The richness of historic buildings lies in the texture, colour and durability of the traditional materials, and the patina of age these acquire with time. The weathering of natural materials results in an appearance that improves with age, an effect which many modern artificial alternatives fail to achieve and which makes them unsuccessful additions in a historic built context.

For the choice of materials for replacement, new development, and alteration to existing buildings the following should be considered:

3.1 Brick

Bricks should reflect the type, size, texture and finish of traditional historic bricks on the relevant building or the surrounding area in general.

The type of brick bonding - The prevalent historic brick bond in the district is either Flemish or English bond, or English garden bond for boundary wall. Stretcher bond is overwhelmingly found in buildings dating from the early 20th century as cavity walling became prevalent. It is monotonous in appearance and will be only appropriate for buildings of that period.

3.2 Pointing

The type of pointing – The primary feature of a wall is the brick and the pointing should normally visually subservient to it. Pointing should be “flush” or slightly recessed rather than “struck”.

Avoid the use of cement based pointing for re-pointing historic brickwork or rendering. It is damaging to all building types, being impervious and inflexible, and trapping moisture and causing damp and rot. For more information see: <https://www.spab.org.uk/advice/inappropriate-cement-pointing>.

3.3 Timber

The type of timber and its traditional finish - Oak was used for timber-framing and joinery up to the 17th century and was generally left to weather naturally. Softwood was always painted. Stain is a modern preference and should be avoided.

Weatherboarding is traditionally painted in white or cream on houses, or sometimes black at less prominent elevations. Outbuildings and agricultural buildings traditionally have the weatherboarding tarred (i.e. are black) or have oak weatherboarding that is left unpainted.

4.0 Windows and doors

Windows are crucial elements to the appearance of a building and wider historic streetscape. The type of window, its detailing and material denote the architectural style and the period of construction of the building. In recent decades they have become particularly vulnerable to alteration and loss due to a variety of factors including lack of maintenance and concerns over energy efficiency.

4.1 Guidance

Original or historic windows can be often be repaired and refurbished. Sometimes slim-glazed units can be inserted into the historic frame. If replacement is necessary, match the originals in style, opening pattern, and detailing.

Extensive technical guidance on the care, repair and thermal upgrading of traditional windows are set out in guidance by Historic England: <https://www.historicengland.org.uk/images-books/publications/traditional-windows-care-repair-upgrading/>.

5.0 Roofscape

The undulating roofscapes of old handmade peg tiles are one of the most attractive features of the District's historic settlements. The width of buildings and the resulting roof pitch indicate the appropriate covering. For example, peg tile roofs are steeply pitched normally between 42° and 50°, while slate and pantiles have a lower pitch of at least 30°, usually between 35° and 40°. Thatch is laid at a pitch of at least 55°.

The roof slopes of traditional buildings tend to be unbroken. Rooflights and dormer windows interrupt the simplicity of the form and may have a detrimental effect on the character of the buildings and quality of the roofscape of the area.

Guidance

- Sympathetic roof design will follow local tradition and relate to the existing historic roof details. When designing new roofs for extensions to existing buildings or for new buildings it is best to reflect the pitch of existing buildings and use appropriate tiles. On tiled roofs simple verges with undercloaks will normally be appropriate. Verges formed by the use of bargeboards must be generally avoided unless the building is rendered or weatherboarded.
- The plain tiles found on older buildings are traditionally hand-made, resulting in a roof that exhibits a particularly attractive uneven appearance due to the small differences between individual tiles. New hand-made tiles are available and are preferable in many situations to the uniformity of those that have been machine-made.
- Rooflights can be discreetly placed, using architectural features such as parapets and concealed valley or placed on rear roofslopes.
- Rooflights that sit flush to the roofscape minimise their prominence on the roofscape.
- Dormers which are carefully designed to match the character of the surrounding buildings and should be detailed in a simple style. They should not dominate the roofscape or be set close together.

6.0 Chimneys

Chimneys are an integral element to the design and appearance of historic buildings and often provide clues to the history and age of the property. As well as being functional, they were often designed for visual effect. Chimney stacks make an important contribution to the skyline of conservation areas.

Guidance

- Chimney stacks and pots should always be retained and repaired, where necessary. Where they are no longer required for heating, consider using them for boiler flues and external ventilation ducts;
- Where chimneys have been capped-off or truncated they should, wherever possible, be reinstated to their original detailing and height;
- The removal of internal chimney breasts to create additional internal space should allow for the retention of the external chimney stack. It is usually possible to provide internal structural support so that the chimney stack can remain intact externally;
- Original clay chimney should always be retained and re-bedded. Where replacement is necessary, or chimney pots have been lost, they can be reinstated with a suitable replica. Many of the traditional chimney pot models are still manufactured today.

7.0 Boundary treatments

Boundary treatments make an attractive and significant contributing to the setting of buildings and the character and appearance of the area in which they are situated. Historic boundary walls are a cherished part of the District's built heritage and there are examples of walls that are statutorily listed in their own right.

The repair of an existing, the reinstatement or the addition a new boundary treatment, which uses traditional forms and materials, can enhance the

conservation area. The type and detailing (including height) of boundary treatments is influenced various factors including:

- the location of the boundary in relation to the building to which they define the curtilage e.g. front or rear;
- the type of property;
- the period of construction of that property;
- the character of the wider streetscene and area i.e. rural/urban.

Guidance

- Successful replacement boundary treatments and new boundary walls and fences to new buildings will use the traditional materials and detailing prevalent in the conservation areas;
- Boundaries fronting the street tend traditionally to be low, rarely exceeding 90cm in height;
- Where buildings are part of a group, boundary treatments should take account of their visual relationship to neighbouring boundary treatments;
- In villages, picket fences, or, where there are historic examples, traditionally detailed low brick, flint or ragstone walls, are sympathetic choices;
- Post and rail timber fencing, simple estate railing, field gates and hedges are common at the fringes to settlements providing a transition into the countryside;
- Georgian and Victorian properties often have boundaries that are distinctive to the style of the main house, such as wrought and cast iron railings on low brick boundary walls;
- The type and design of traditional boundary treatments and gates reflect the type and status of the building they belong too. Boundaries to vernacular buildings are modest in character.

8.0 Aerials and satellite dishes

Aerials and satellite dishes along with associated wiring can add clutter to a building and this impact can be sometimes minimised. It is best to consider an alternative location to the side or the rear of a property. It also may be possible to locate the equipment away from the building.

Please consider the removal of any redundant aerials and equipment when no longer in use.

9.0 Improving energy efficiency

The Council encourages improving energy efficiency of existing buildings. This can be done sympathetically and without compromising the character of historic buildings. There is extensive guidance available from Historic England:

<https://historicengland.org.uk/advice/your-home/saving-energy/>

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**Item 8 - Community Infrastructure Levy (CIL) Spending Board -
Review of Governance**

The attached report will be considered by the Development & Conservation Advisory Committee on 9 July 2019. The relevant Minute extract was not available prior to the printing of this agenda and will follow when available.

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COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD - REVIEW OF GOVERNANCE

Cabinet - 11 July 2019

Report of	Chief Planning Officer
Status	For recommendation to Cabinet
Also considered by	Development and Conservation Advisory Committee - 9 July 2019
Key Decision	No

Executive Summary: This report follows on from the CIL Governance Report that was discussed at the Planning Advisory Committee in March 2019. It also includes the recommendations made by the Advisory Committee. Since this date, we now have a new Portfolio holder and a new Chairman and Vice Chairman of the Spending Board and this report therefore includes their thoughts and further recommendations.

This report supports the Key Aim of ensuring that Sevenoaks District remains a great place to live, work and visit and that development is supported by the relevant infrastructure.

Portfolio Holder Cllr Julia Thornton

Contact Officers Simon Taylor, Ext. 7134, Claire Pamberi Ext. 7221

Recommendation to Planning Advisory Committee:

That the recommendations to Cabinet are supported.

Recommendation to Cabinet: To agree and adopt the proposed changes to the CIL Spending Board governance arrangements as set out in the report.

Reason for recommendation:

To ensure that the Council is able to make decisions on how CIL is prioritised in an open, transparent, appropriate, fair manner and to ensure consistency.

Introduction and background

- 1 From August 2014 to end of March 2019, the Council has collected just under £7 million of CIL contributions. With £2 million passed to relevant town and parish councils and £3.3 million committed through the CIL Spending Board

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to help fund local infrastructure improvements. The remaining contributions collected (approximately £1.3 million) remain with the District Council to allocate and spend on local and strategic infrastructure projects, through the CIL Spending Board.

- 2 As laid out in the previous report, the current arrangements and procedures for the CIL Spending Board and the spending of CIL are set out in the Council's Constitution Appendix X1.

These arrangements and procedures can be summarised below:

- Membership of the Spending Board (15 members)
- Role of members of the Board and Members conduct.
- Board Structure, procedures and speaking protocol.
- The types of recommendations the CIL Spending Board could make.
- The pro-forma that is required to be submitted as part of a bid.
- Criteria for the Council's assessment of the bids.
- Details of the two stage validation process.
- It also confirmed that Cabinet will ratify any recommendation from the CIL Board.

- 3 The previous report presented to the Planning Advisory Committee in March suggested changes to the following:

- changes to the pro-forma;
- changes to the officers assessment criteria;
- changes to CIL Spending Board Key Considerations ;
- changes to CIL Board Recommendations;
- changes to the CIL Spending Board Report;
- the CIL Spending Board; and
- formation of a Legal Contract.

- 4 These changes have been made in draft and are laid out in full in Appendix B of the report. The aims of these changes are:

- to help ensure officers could get the right information through the pro-forma to assess the bids;
- that the Board were aware of all the sources of funding towards each bid;

- to assist the applicants in submitting their bids; and
- to provide more options for the CIL Spending Board in making recommendations and made their role clearer.

Feedback from Members and Officers

Planning Advisory Committee

- 5 At the Planning Advisory Committee in March 2019, Members agreed with the majority of the changes suggested by officers (as summarised above), however through further discussions they also recommended some further changes as laid out below:

Changes to the Pro Forma

- If a Parish or Town Council are applying for CIL then the Proforma must include a section to request a breakdown of their own CIL contribution or an explanation if they don't contribute any of their own CIL.
- A section to request how the project identified with the Council's Infrastructure Delivery Plan (IDP) and its priorities.
- The reference number of any planning permission granted for the project.

Other suggested changes:

- clearer information on what is "community infrastructure" and the Council's priorities for infrastructure placed in the guidance notes;
- ensure adequate and regular financial and progress monitoring with enforcement measures;
- consider a way of indicating, in order to aid examination by the CIL Spending Board, areas where applications are stronger or weaker for example the project may provide a clear social benefit but may not provide such a clear economic benefit or partnership working; and
- evidence of the status of all the funding for the project, should be made clear in the report presented to the Spending Board. For example, it should be identified what sources of funding are not yet confirmed.

New Chairman and Vice Chairman of the CIL Spending Board

- 6 In addition to this, officers have now had an opportunity to meet with the new Chairman and Vice Chairman of the CIL Spending Board, who have also suggested the following changes to ensure that the process remains open, transparent, appropriate, fair manner and to ensure consistency. Their suggestions can be summarised as follows:

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- providing better guidance to Parish and Town Councils and other individuals submitting bids as forms are complicated;
- making it clear what criteria the CIL bids are assessed under;
- changing some of the assessment criteria to ensure that the schemes put forward fully consider the public benefit of the scheme;
- remove references to 'Top up' and 'Match Funding' and encourage that that the majority of funding should come from other sources;
- that local support should usually be present - this can either be from a local member/Parish or Town Council/ Local organisation or business;
- provide a definition of infrastructure as part of the bidding information;
- requested that more information is provided to show what happens when a CIL bid is refused; and
- a better audit trail as to what happens once the money is spent.

7 Whilst as officers we attempted to include all the changes suggested above where possible. Some of the suggestions would not be appropriate as they may involve pre-determining an application before it has had an opportunity to be reviewed in full by the committee and for others the changes are too removed from what has been previously agreed by the Planning Advisory Committee. These are discussed in further detail in Appendix B.

Proposed Changes to the CIL Governance Arrangements

8 Following on from the discussions with officers and Members, as highlighted above, it is clear that whilst a number of elements do work with the current system, there are a number of changes that need to be made to the governance of CIL to improve the process and understanding of the granting of CIL monies. These changes include assisting organisations submitting bids (to make the process of assessing the bids more clear) and also to assist the CIL Spending Board (in assessing the bids and making decisions on the spending of CIL).

9 The changes have been summarised below:

Changes to the pro-forma (See Appendix C)

- To include point of contact for project, legal issues and finance.
- To identify who will be attending the CIL Spending Board, with a note to suggest that the application may be deferred if there is insufficient information to proceed.
- That the reference number is provided for any planning application granted for the project.

- Information is requested as to whether the project has received any source of funding from the Council including CIL.
- To request whether CIL funding had been received from Parish and Town Councils or an explanation if they do not contribute any of their own CIL funds.
- To request information as to the status of all existing and proposed funding.
- A section to request how the project identified with the Council's Infrastructure Delivery Plan (IDP) and its priorities.

Guidance

- Clearer information to those submitting bids as to what community infrastructure and the Council's priorities for infrastructure in the form of a 'Guidance note for submitting a bid to the CIL Spending Board'.
- This guidance note will also include more information on the type of information we require for each bid and make it clear what criteria we assess the bids under.
- We need to make it clear in our letters to those when we are notifying them that their bid will be presented to the CIL Spending Board what is required i.e. they will be expected to speak, the date by which they have to register etc.
- Provide clearer guidance to those organisations where their bid has not been successful as to what their options are. (See Appendix E) This states that non-successful bids can either go back to the Spending Board as they stand or that the applicant can amend the bid.

Changes to the officers assessment criteria (Appendix D)

- To ensure they complement the CIL Board Key Considerations.
- To make it clear what the environmental benefits of a scheme will be expected to be.
- Additional advice as to how to assess bids where planning permission, or some other barrier to implementation, is not in place.
- To consider how through the assessment we encourage applicants to seek to ensure that other sources of funding are maximised.
- That the criteria for assessing bids are made more publically available.
- To make it clear that the project may be looked upon more favourably if it has local support.

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- To have an overall evaluation of the bids which considers the overall impact of the scheme against the benefit to the community.
- Clearer guidance as to how to consider bids where the Parish and Town Councils have contributed CIL towards the project, to ensure that this is encouraged. This also provides an opportunity to explain, if CIL money is not contributed.

Changes to CIL Spending Board Key Considerations (See Appendix A)

- To ensure they match officers assessment criteria
- Change the requirement from Local Member support to encourage local support.

Changes to CIL Board Recommendations: (See Appendix A)

- The Board will be reminded of their role and the procedure at the beginning of the meeting.
- Additional options should be provided to the recommendations to make them more flexible, allowing the Board to delay payments (e.g. until after planning permission or other funding is in place), set aside funding for particular projects or defer an application for example.

Proposed changes to the CIL Spending Board Report:

- Officers will look to include the percentage of CIL requested compared to the overall cost of the project.
- Officers will also include details to show under what Key Considerations each scheme scored stronger and weaker against.
- Officers will make it clear if all sources of funding are not yet confirmed.

The CIL Spending Board (See Appendix A):

- More detailed guidance notes and clarification regarding the format of the CIL Spending Board.
- Make clear in the constitution the amount of visual aids a speaker can use.
- Amend the Constitution to clarify that the amount of money requested cannot be changed at the CIL Spending Board by Members or applicants. This includes the need to alter recommendations to allow the Board to defer applications.

- A bid can still be considered if there is no speaker, but a bid is likely to be deferred if the Board considers that they reasonably require further information in order to determine it.

After CIL bid is approved

- That the Chief Planning Officer continue to work with legal to draft appropriate legal contracts for those who receive CIL grant monies.
 - That adequate and regular monitoring takes place by the Enforcement Team to ensure that the CIL monies are spent correctly and in line with the pro-forma and the legal contract.
- 10 In light of the above, it is therefore asked that Members agree these proposed priority changes and also the detailed changes provided in Appendices A, B, C and D to ensure the bidding process and the CIL Spending Board runs more smoothly and that all parties are more informed of the process.

Other Options Considered and/or Rejected

- 11 Members could decide not to agree the proposed changes to the current governance arrangements. However, the proposed changes seek to build on the existing arrangements to make the process more consistent, manageable and robust to ensure that future funding allocated by the CIL Spending Board is appropriately spent.
- 12 In addition, any further identified weaknesses in the system can be addressed through the annual review process.

Additional Comments

- 21 Currently amendments to the CIL Legislation are being laid before Parliament. These amendments will be reviewed and Members will be updated of their implications in due course.
- 22 It is not expected that any of these changes will result in a need to significantly change these Governance Arrangements.

Key Implications

Financial

There are no financial implications regarding this report.

Legal Implications and Risk Assessment Statement

There are no legal implications regarding this report.

Equality Assessment

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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.

Conclusions

The CIL Spending Board provides the Council's oversight of allocating CIL funding to local and strategic infrastructure projects across Sevenoaks District. The current CIL governance arrangements were agreed by Members in July 2017 and are reviewed annually to ensure that they are still fit for purpose. This report sets out some suggested changes to the CIL Governance following feedback received from Members and Officers and the new Chairman and Vice Chairman of the CIL Spending Board and is therefore asked that Members grant the Chief Planning Officer and Legal Team delegated authority to implement these changes.

Appendices

Appendix A - Proposed Appendix X1

Appendix B - Full discussion of the proposed changes to the CIL Governance

Appendix C - Proposed Pro-forma

Appendix D - Proposed Criteria to assess bids to the CIL Spending Board

Appendix E - Proposed Flow Chart

Background Papers

[Governance of the Community Infrastructure Levy \(CIL\) \(Planning Advisory Committee - 16 May 2017\)](#)

[Governance of the Community Infrastructure Levy \(CIL\) \(Cabinet - 15 June 2017\)](#)

[Referral from Cabinet - Further Advice to PAC re Governance of the Community Infrastructure Levy \(22 June 2017\)](#)

[Planning Advisory Committee response to referral - Community Infrastructure Levy \(Cabinet - 13 July 2017\)](#)

[Planning Advisory Committee - 12 March 2019](#)

Richard Morris

Chief Planning Officer

APPENDIX X1: Community Infrastructure Levy Spending Board

1. Terms of Reference of the Board

- 1.1. The Board shall consider bids for **Community Infrastructure (CIL)** funding (in accordance with Appendices 1 and 2), and submit recommendations to Cabinet for ratification. If Cabinet chooses not to ratify a particular recommendation, then it shall provide an explanation setting out its concerns and request that the Board reconsiders the issue.

2. Membership of the Board

- 2.1. The Board will comprise of 15 Members of the Council to be chosen according to political proportionality rules, none of whom may be members of the Cabinet. The membership of the Board can be found at Appendix H - Membership of Council Committees, Cabinet and Advisory Committees and Boards.
- 2.2. When appointing the membership, Cabinet will appoint the Chairman and Vice Chairman, who will form part of the 15 members.
- 2.3. Membership to be agreed annually.

3. Role of members of the Board and members conduct

- 3.1 It is incumbent that Members of the Spending Board ensure that they remain impartial and receptive to all points of debate before reaching a decision on how to vote on a Bid.
- 3.2 Members of the Board should remain at meetings of the Board until the end of the meeting unless they have a compelling reason not to do so.
- 3.3 Members of the Board **who** are not present for consideration of all Bids, or who are not present during the whole of the discussion, should not vote on any Bid as they will not have heard all the arguments for and against the proposals.
- 3.4 Members of the Board should be informed when a Bid is submitted by the Council or involves the provision of infrastructure on Council land.

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- 3.5 **Subject to the Council's Code of Conduct and the Localism Act 2011 (or any Act superseding these Acts)**, Members of the Board can vote on all Bids but must make declarations of interest, Lobbying and Pre-determination before any Bids are debated.
- 3.6 Members of the Board should contact Legal and Democratic Services before a meeting if they have any doubt in their minds regarding a potential Disclosable Pecuniary Interest (DPI).
- 3.7 All members of the Board must avoid reaching a judgement before all relevant evidence is presented to the Board. All sitting Board members must ensure that they never give the impression of closing their minds to information relevant to the Bid.

4. Quorum

- 4.1 The quorum shall be 5 members.

5. Board structure, procedures and speaking protocol

("Local Member" means a member of the District Council whose ward, in the opinion of the Chairman, is affected by a bid which is to be included on an agenda for consideration by the CIL Spending Board.)

- 5.6 **5.1** At the beginning of the meeting the Chairman will **move the recommendation and** indicate the Bids on which Local Members, the Town or Parish Council, applicants or members of the public have asked to speak, which shall automatically be reserved for debate.

- 5.4 **5.2** Officers will be invited to introduce a summary of CIL at the beginning of the meeting to include:

- Summary of **current** CIL Legislation
- Amount of funding available
- Where CIL receipts have come from

- 5.2 ~~Each bid will then be discussed individually.~~

- 5.3 ~~Bids will only be debated at the discretion of the Chairman, if it is requested for debate by a Local Member or if there are registered speakers and this must be agreed prior to the meeting.~~

- 5.7 **5.3** The Chairman will read out **each** the project title.

~~5.8~~5.4The officer will introduce the bid then ~~the item and~~ lay out the key considerations and summarise the recommendation for each bid.

~~5.9~~5.5Speakers who have previously registered will be invited to do so by the Chairman in the following order for a maximum of 3 minutes (Local Members will have 4 minutes):

- company/person/body responsible for the Bid
- A member of the public wishing to speak for the Bid.
- A member of the public wishing to speak against the Bid
- The Local Council representative.
- The Local Member

Notwithstanding the foregoing, the Chairman retains discretion to allow additional speakers as s/he sees fit.

~~5.4~~5.6Those wishing to speak must contact the District Council before 5pm on the day of the Spending Board at the latest. However at the Chairman's discretion, late registration maybe accepted until the start of the meeting. ~~Only one public speaker supporting the application and one against will be permitted.~~

~~5.5~~5.7The company/person/body submitting the Bid will be expected to present their Bid to the Spending Board. A bid is likely to be deferred if the Board considers that they reasonably require further information in order to determine it.

5.8 Speakers are allowed visual aids (of up to 5 slides).

~~5.10~~5.9Speakers will then be asked Members of the Spending Board will then have an opportunity to ask questions of clarification of the Speakers present.

~~5.11~~5.10Members of the Spending Board will then have an opportunity to ask questions of the officers present.

~~5.12~~5.11Discussion of each Bid will then take place. Any proposed changes shall be treated as an amendment to the motion and voted on accordingly.

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5.13 ~~5.12~~ A decision on each Bid the motion will only be made at the end of the meeting after all the Bids have been are discussed. This ensures that every bid is considered and discussed before any decision is made.

5.13 The Board can only consider the bid put before them and the details provided by the applicant. This means that the Board cannot amend any details of the bid or the amount of money awarded at the meeting. They can only agree, refuse or defer if they consider more information is needed or that further investigation is required to be carried out in regard to the costs of the project.

5.14 A vote will then be taken on each bid after a motion has been moved (and seconded if necessary). Any motion put forward should usually be for one of the following recommendations Each bid should be given the following considerations during the decision making process:

- Whether sufficient evidence has been provided to demonstrate a strong social, environmental or economic justification for the scheme.
- Whether sufficient Funding for the scheme is recommended for approval
- Partial funding for the scheme is recommended for approval
- Funding for the scheme is not recommended for approval on the basis that the other proposed schemes have been given greater priority
- Funding for the scheme is not recommended for approval on the basis that insufficient evidence has been provided to demonstrate a strong link between new development and the scheme justify it.
- Whether sufficient evidence has been submitted to show that the project involves partnership working.
- Whether the scheme forms part of a planned, local, economic or community strategy to address the need for local or strategic infrastructure.
- Whether sufficient evidence has been provided to show the clear public benefit to the scheme.
- Whether sufficient evidence has been provided to show that funding has been maximised from other funding sources.
- Whether there is sufficient certainty that the scheme will be delivered, including considering whether the project has all the

necessary permissions in place and evidence has been provided to demonstrate that there are sufficient maintenance arrangements in place.

- Whether the scheme has local support.
- Whether the project has already benefited from CIL through the Parish and Town Councils.
- Whether overall the scheme provides a strong community benefit.
 - Funding for the scheme is not recommended for approval on the basis that the scheme is not considered appropriate for the use of CIL.

5.15 After all the bids have been considered individually and any amendments made, a vote will take place on the motion / substantive motion and the Chairman will advise the meeting of the result.

5.16 Board meetings to be held at the Chairman's discretion taking into account the level of CIL income.

5.17 The above arrangements shall be reviewed after 12 months.

Sevenoaks District Council
Community Infrastructure Levy Spending Board
Decision Making Process

Lead Officer's initial validation of bids

The lead officer will undertake an initial validation of bids. The following will not be put to the spending board for consideration:

- Those schemes for which a pro-forma has not been completed.
- Those schemes where the bidding organisation does not have the legal right to carry out the proposed scheme or the support from the statutory provider of that service.
- Those schemes that could clearly not be defined as infrastructure* to support development.

The lead officer's validation of bids will be agreed by the chairman of the CIL Spending Board in advance of papers being published for the spending board meeting.

A written response will be provided to the bidder to explain this decision. This may suggest that a revised submission is considered at a future meeting.

Second stage of Validation Process

The Lead Officer will carry out a second stage in the validation of bids, which will assess the proposed bids against the following criteria in order to make recommendations on the bids submitted:

- The need for the scheme
- Whether the scheme supports local or Key Infrastructure projects
- Whether the applicant is working in partnership to implement the scheme
- Is the scheme bid part of an existing Strategy or Plan?
- The Is there a significant public benefit of to the scheme?
- Is there match funding for the scheme
- Has the applicant sought to maximise funding from other sources?

- Is there clear project management
- ~~Is planning permission in place (if required)?~~
- **Is the scheme deliverable?**
- Does the **scheme and bid** have local support?
- **Has the project already had CIL funding?**
- **Does the scheme provide an overall community benefit?** ~~What is the Cost benefit to the scheme?~~

****Infrastructure Definition - The term “infrastructure” is the basic systems, facilities and services which support development in an area. These can include highways and other transport facilities, flood defences, energy, educational facilities, health and social care facilities, community facilities, green blue infrastructure etc***

Each It has been agreed that the consideration of the bids is assessed using a similar method to the Sevenoaks Big Community fund, in that each Bid will be scored against how they perform against each category. The lead officer’s **initial** assessment and recommendations will be **provided to** ~~will be agreed by the Chairman~~ **and Vice** Chairman of the CIL Spending Board in advance of the papers being published for the Spending Board Meeting. **The Report to the CIL Spending Board will include a summary of what criteria the bids score highly against and those where they perform weaker against.**

~~The above criteria will be refined and agreed at the initial meeting of the Spending Board.~~

CIL Spending Board’s **Key** Considerations

The CIL spending board’s key considerations will be whether there is a public **and overall community** benefit of the proposed scheme for residents in Sevenoaks District ~~and whether the scheme constitutes value for money.~~ In determining this, the spending board will consider the following issues in making its recommendation.

- Whether sufficient evidence has been provided to demonstrate a strong social, environmental or economic justification for the scheme.
- Whether sufficient evidence has been provided to demonstrate a strong link between new development and the scheme.

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- Whether sufficient evidence has been submitted to show that the project involves partnership working.
- Whether the scheme forms part of a planned, local, economic or community strategy to address the need for local or strategic infrastructure.
- Whether sufficient evidence has been provided to show the clear public benefit to the scheme.
- Whether sufficient evidence has been provided to show that other sources of funding have been maximised ~~Whether the CIL contribution will be matched by funding from other sources.~~
- Whether there is sufficient certainty that the scheme will be delivered, including considering whether the project has all the necessary permissions in place and evidence has been provided to demonstrate that there are sufficient maintenance arrangements in place.
- ~~Whether the scheme is supported by at least one of the relevant SDC ward members (note: this will be a prerequisite of a successful funding bid).~~
- Whether the scheme has local support. ~~Whether the scheme is supported by the relevant town/parish council.~~
- Whether the project has already benefited from CIL through the Parish and Town Councils.
- Whether overall the bid provides a benefit to the community as a whole
- ~~Whether evidence has been provided to demonstrate that there are sufficient maintenance arrangements in place.~~

The board may also take into account other factors that it considers relevant.

Limited CIL funding is available and it is unlikely that it will fund all of the infrastructure schemes that are considered necessary to support development. Where it is necessary to choose between schemes that could both be appropriate uses of CIL (i.e. they satisfy all of the considerations set out above), the board will give particular consideration to the public benefit of the schemes for residents in Sevenoaks District and the link between development and the scheme.

Types of recommendation

The board may make the following recommendations to Cabinet for it to ratify. The recommendation to Cabinet for each item should usually be for one of the following:

- ~~Funding for the scheme is approved.~~
- Funding for the scheme is approved subject to a legal agreement being entered into. If no legal agreement is entered into, within 6 months the bid will be reported back to the CIL Spending Board to be reconsidered.
- Funding for the scheme is secured and set aside for this project. The funding will be paid upon the completion of a legal agreement and when planning permission is granted for the project. If planning permission is not granted, the bid will be reported back to the CIL Spending Board to be reconsidered.
- Funding for the scheme is secured and set aside for this project. The funding will be paid upon the completion of a legal agreement and when all the funding sources laid out in the submission documents have been secured. If not all the funding is secured, within 1 year, the bid will be reported back to the CIL Spending Board to be reconsidered.
- Funding for the scheme is not approved on the basis that other proposed schemes have been given greater priority.
- Funding for the scheme is not approved on the basis that insufficient evidence has been provided to justify it.
- A decision of the provision of funding a scheme is deferred. It is considered that further evidence is required to fully show the benefits of the scheme.
- A decision of the provision of funding for the ~~a~~ scheme is not approved on the basis that the scheme ~~deferred. It is considered that further evidence is required to indicate whether the project is viable~~ is not considered to be an appropriate use of CIL.

If the decision is for the application to be refused then an applicant should be given sufficient information to understand the reason why. If it is deferred then the applicant should be given sufficient clarity over what information is required for the Bid finally to be determined. These recommendations should give bidders an indication of whether they should consider bidding for this scheme again and what additional information, if anything, should be provided with any resubmission.

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Appendix B - Proposed Changes to CIL Spending Board Governance Arrangements

The following tables detail the proposed changes and issues raised regarding the current CIL Governance arrangements, following feedback received from Members and Officers.

These have been broken down into different areas to make the changes clearer:

- Governance of CIL.
- The Bidding Process (timings and the advice given to people making the bids).
- Validation Process (How we assess the bids).
- The CIL Spending Board (inc. the format of the meeting and the report and what the Board should consider)
- Contracts for and Monitoring of CIL Spending.

Each section will look at the issues raised, the proposed change to address issues (if any are required) and a justification as to the recommendations proposed by officers.

Please note:

- Where a change is suggested to the CIL Governance, it has been highlighted in **ORANGE**.
- Where a priority area has been identified in the CIL Governance, it has been highlighted in **GREEN**.
- Where no change is suggested to the CIL Governance, there is no highlighting and the text box remains **WHITE**.

Governance of CIL

No.	Issues Raised	Recommendation	Justification
1(green)	<p>The original intention of CIL was for it to be used as a ‘top up’ to assist in funding infrastructure projects.</p> <p>Members have raised a concern that the term “top-up funding” is not clearly defined, and they consider that a definition is needed to help them determine the suitability of bids.</p>	<p><u>Proposed Change:</u> The Council needs robust criteria and requirements to ensure that all applicants have sought to ensure that other funding sources have been maximised.</p> <p>Whether an applicant has sought to maximise other funding will need to be considered as part of the individual project itself and in the context of connected infrastructure projects.</p> <p>It is suggested that no amount should be set and that it is left to the assessment of the bids and the discretion of the CIL Spending Board as to whether the bid is successful.</p> <p>Members may also want to consider as part of the discussion as to whether they wish to seek maximisation of funding or majority funding.</p>	<p>The phrase ‘Top up’ is not used in the CIL Legislation.</p> <p>The CIL Legislation also does not define the percentage or amount of CIL that can be given towards any infrastructure project.</p> <p>In addition the Council and applicants should all be clear that CIL cannot provide for all infrastructure requirements rising from developments.</p> <p>The new emphasis of the CIL Spending Board is to consider the community benefit of the bids and also to encourage that the majority of the funding comes from other sources. It is therefore not considered appropriate to define a percentage or amount to allow the Board more flexibility in allocation CIL funds to worthy causes.</p>

No.	Issues Raised	Recommendation	Justification
2(green)	<p>It is also considered important to clarify how officers and the CIL Spending Board consider bids which do not have planning permission in place.</p>	<p><u>Change Proposed:</u></p> <p>Change criteria for assessing bids to allow successful bids where there are clear benefits but it is not yet deliverable. Change recommendations to allow the CIL Spending Board to be able to allocate monies to a project, but that they not be paid until the scheme is ready to proceed.</p>	<p>The criterion currently advises that having planning permission in place is more of a “pre-requisite” to the bid application. However when considering large schemes supported locally, with a clear community benefit and plan in place it appeared that this was more “advisory”.</p> <p>Whilst it is important to recognise that in some projects planning permission is a clear indication that the project is deliverable. However, in some cases the other benefits of scheme may indicate that it is worth considering the application without planning permission in place.</p> <p>This is because some projects which are supported by a number of neighbourhood, local and business plans are unlikely to have all their paperwork and funding in place. But the security of CIL funding could ensure the project has more certainty. It is therefore considered that the Spending Board should have more flexibility in these cases to weigh up the benefits against the lack of planning permission for a project.</p>

No.	Issues Raised	Recommendation	Justification
3(orange)	Concerns were raised that some applications asked for CIL towards a majority of the funding for their infrastructure project and whether that is an appropriate use of CIL.	<p><u>Change Proposed:</u></p> <p>It has already been agreed that all applicants will be expected to seek to ensure that they seek to maximise funding from other sources.</p> <p>We propose to make it clear to the CIL Spending Board how much of the overall cost of the project that the bid, if approved would contribute to. This is just to inform the decision of the Board.</p>	See comments above (1)
4(white)	The lead in time to administer the CIL Board by validating bids/applications	<p><u>No Change:</u></p> <p>Please see attached document (Appendix E) which makes the timetable for the Spending Board clear.</p>	The timetable for the CIL Spending Board is not proposed to change. The flow chart makes the process clear to members and applicants and also highlights what needs to happen at every stage of the process. No complaints have been received as to the timings of the process. This document also makes it clear that any bid if the money is not spent or given then the bid will be reported back to the Spending Board.

No.	Issues Raised	Recommendation	Justification
5(white)	Whether members happy with the current level of delegation	<u>No Change.</u>	<p>Members are already involved in the setting up of the Board and the Governance of CIL. They have agreed the criteria by which the bids should be validated and assessed. The Chairman and the Vice Chairman meet with officers to review a summary of the bids and discuss the assessments that have taken place. All the decisions of the Board are made by Members. Due to the clear amount of member's involvement and management of the process, it is considered that the amount of delegation should remain the same.</p>

No.	Issues Raised	Recommendation	Justification
6(orange)	<p>Currently all the money given through the CIL Spending Board has resulted in a majority of smaller projects receiving funding. There is concern that in the future, some of the larger infrastructure projects may need larger amounts of CIL set aside to ensure that it will come forward.</p>	<p><u>No immediate change.</u> After the adoption of the new Local Plan and Infrastructure Development Plan, members may choose to change the current Governance of CIL to allow a certain percentage of the CIL income to be set aside to support some of the ‘major’ infrastructure projects, with the remaining amount to be spent through the CIL Spending Board.</p> <p>Until this is in place, it is suggested that any organisation making a bid considers the infrastructure needs of the District and therefore the bid pro-forma has been amended to reflect this.</p>	<p>The Infrastructure Delivery Plan (IDP) is an evidence base document which supports the Local Plan. It highlights the priorities and deficiencies of infrastructure in the District which are required to bring forward the Local Plan. It is suggested that we wait for the adoption of the new Local Plan before changing the allocation of CIL funds.</p> <p>Members should note that the IDP is a live document and will be reviewed frequently to ensure that the priorities of infrastructure are up to date.</p> <p>This may however change with the introduction of Infrastructure Funding Statements which are suggested in the new bill laid before Parliament. These will still highlight the priority for Infrastructure in the District and will help the CIL Spending Board understand whether there is an infrastructure need.</p>

No.	Issues Raised	Recommendation	Justification
7(green)	Requests have been made by Legal and Finance that more details of the person /organisation who will be legally responsible for the delivery of the scheme.	<p><u>Change Proposed:</u></p> <p>It is proposed to change the pro forma to include the following:</p> <ul style="list-style-type: none"> • who will be the point of contact for the bid, • who will be the relevant person to contact when drawing up the legal contract, • who will be legally responsible for receiving the money. Giving full company/charity name and registered no. • who will be attending the CIL Spending Board 	This makes the process quicker when needing to contact the person legally and financially responsible for the CIL project and does not impact on the validity or success of the bid.

The Bidding Process

No.	Issues Raised	Decision	Justification
8(orange)	<p>A number of queries were received from organisations on how much information to submit as part of the bid. Some organisations submitted detailed applications including drawings, fully costed budgets, project management timetables etc. Other applications submitted the minimum amount of information required.</p>	<p><u>Change Proposed:</u> We will continue to assess each bid under the criteria for assessing bids as part of the validation process. The CIL Spending Board also have clear Key Considerations to assess each bid by. This ensures consistency.</p> <p>It is proposed that we provide a more detail guidance note for organisations submitting bids to help them understand what is required.</p>	<p>Processes are already in place to ensure consistency when considering bids as the same information is requested in each pro-forma.</p> <p>It is recognised that some organisations making the bids may have more expertise and resources to complete the complex pro forma.</p> <p>Due to this, upon guidance from the new Chairman of the Board officers have already written to inform Parish and Town Councils that they can provide more advice and guidance where needed. Officers will also look to provide guidance to any applicant and make this clear on the website where they are looking to submit their bid. Whilst officers cannot complete the pro-forma for them we can explain what information we are asking for.</p>

9(orange)	Currently Local Member support is a requirement for a successful bid	<p><u>Change proposed.</u></p> <p>Whilst member/local support is desirable, it should not invalidate or be determined before the bid is fully considered by the Board A bid should be encouraged to have some form of local support, and would therefore score more highly in the assessment of all the bids but this is not a requirement. The encouragement for a bid to have local support will be reflected in the guidance notes and pro forma.</p>	<p>As laid out currently, if a bid does not have member support it will not get through the validation process. As some wards only have one Member and as other local Members may not support a specific scheme, this should not prevent a bid coming forward and being able to be assessed against all the other criteria.</p> <p>It has been suggested that we should look to encourage local support for a bid, which would help the Board fully understand the support of the community. But it is not considered appropriate to make a decision on this issue before the bid is presented to the CIL Spending Board so the bid can be considered in full. It will be made clear in the assessments what local support has been expressed for an application.</p>
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No.	Issues Raised	Recommendation	Justification
10(orange)	It needs to be made clear if the applicant has previously received money from CIL or any other source of funding from the Council regarding the project or site.	<p><u>Change proposed.</u></p> <p>The information needs to be requested through the pro-forma. The pro-forma will therefore need to be amended to include this. Officers will make this information clear in the CIL Spending Board Report.</p>	<p>This will ensure that Members of the CIL Spending Board are aware of whether the applicant has received any other forms of funding from the Council towards the project or existing infrastructure to support the project as this could influence the suitability of a Bid.</p> <p>For example: Community Fund, Section 106 etc</p>
11(orange)	The applicant needs to make it clear the monies that they have secured for the project, the funding they are waiting for and the funding they have not yet secured.	<p><u>Change proposed:</u></p> <p>The pro-forma should be amended to request this information about the status of the funding. Officers must consider the security of the funding when assessing the bids to be able to advise the Board as to whether they consider a scheme is deliverable or not. The 'Criteria for Assessing Bids' will be amended to include this. Further recommendations are proposed for the CIL Spending Board. This will give flexibility to allow them to set aside funding or defer making a decision if they consider that all funding is not secure.</p>	<p>There have been a few occasions where funding has been applied for from other sources that had not yet been received, or where funding was likely and had not yet been confirmed. This will impact upon the suitability of the bid.</p> <p>It is considered important to allow the CIL Spending Board to be flexible with its recommendations.</p>

No.	Issues Raised	Recommendation	Justification
12(orange)	It is considered that, in order to assess bids properly, SDC need to make it clear what we consider an environmental benefit to be.	<p><u>Change proposed:</u> This will be made clearer in the criteria for assessing bids.</p>	When assessing the bids the officers and Members will consider the Social, Economic and Environmental benefits of the scheme. In the past most of the bids submitted considered their scheme would show clear environmental benefits by looking at the small scale benefits i.e. that it would make the immediate environment more attractive if a new building was replaced or that the building was more energy efficient. It is considered that this approach does not fully understand or take into account the wider environmental benefits a scheme could provide for example landscape enhancements or creation of habitats etc.

Validation Process/Assessment of Bids

No.	Issues Raised	Decision	Justification
13(orange)	Clearer guidance for the two-part validation process and how each criterion is scored.	<p>Proposed Change: The pro-forma and guide for assessing bids is proposed to be amended to reflect other concerns in this report.</p> <p>It is proposed that these documents are made publically available for Members and the public to fully understand how we assess CIL bids.</p> <p>There is no proposed change to the 2 stage validation process.</p>	<p>The criteria laid for the initial validation of the bids is laid out in Appendix X1 of the Constitution this ensures that a pro-forma has been completed, that the organisation making the bid has the legal right to carry out the project and that the project is providing infrastructure. If these are not in place the bid cannot be carried forward and is therefore considered to be invalid. As these are essential elements to the project it is considered that this is the correct approach.</p> <p>The second validation process looks more at a set of criteria to help officers assesses the benefits of the bid. Again this is a consistent and fair approach as every bid is assessed under the same criteria. Some of the criteria have been amended to make the assessment easier to understand and also to reflect the fact that the CIL Spending Board want to maximise the community and public benefit.</p>

No.	Issues Raised	Recommendation	Justification
14(orange)	Should Parish and Town Councils be encouraged to spend their own money and contribute to the Bids.	<p><u>Proposed Change:</u> There is a need to make it clear where the CIL money came from. The pro-forma will be amended to reflect this. It will also be clarified in the criteria for assessing bids, which will ensure that a bid will be looked upon more favourably if PC/TCs contributed some of their CIL funds.</p> <p>If the PC/TC do not provide their CIL money the other benefits to the scheme will still be considered in the same way and this would not prevent a bid from not being considered. The pro-forma is proposed to be amended to allow an opportunity to address this issue.</p>	<p>At the current time, the way the Governance and assessment is written, it is not clear that if a Parish or Town Council give their own CIL money towards a project, whether it would help or hinder the assessment of the bid.</p> <p>It is important to clarify this and make it clear that the inclusion of PC/TC CIL monies would impact positively on the assessment of the bid. It is recommended that if no donation is made it should not prevent a bid from being considered. It is however suggested that the Parish and Town Council provide a reason if they are not providing some of the funding towards a project that they are putting forward.</p>

<p>15(orange)</p>	<p>There is a need to review and clarify the criteria against which bids are assessed and ensure that these are followed through into the Key Considerations for the CIL Spending Board.</p>	<p><u>Proposed Change:</u> It is recommended that all the criteria laid out in the assessment of Bids should be linked closely to the CIL Spending Boards Key Considerations. In the report officers will highlight which criteria the bid scores highly against and the criteria where they were weaker to assist the Board in making their decision.</p>	<p>The Assessment of Bids by officers considers the benefits of an application in order to make a recommendation to the Board. To be consistent, the criteria by which the bids are assessed should also be reflected in the CIL Spending Boards Key Considerations, as these will be the reasons the Board will make a decision.</p>
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No.	Issues Raised	Recommendation	Justification
16(white)	Need to provide further clarification as to what match funding is considered to be.	This has already been addressed in (3) above.	
17(white)	Do we need to provide a more robust assessment to consider whether the scheme would provide value for money	<u>No Change</u>	<p>This questions whether Members would require a more robust assessment as to whether a scheme is value for money for example a cost benefit analysis.</p> <p>The emphasis for assessing bids is changing with these new recommendations to focus on assessing the community benefit that a project can bring to an area. As the criteria for assessing the bids already includes looking at the overall community benefit and the Key Recommendations of the CIL Spending Board are proposed to be amended to include that overall consideration of the community benefits of a scheme. It is considered that this amended assessment and the recommendations will be sufficient to meet our aims and an assessment to consider the costs and value for money in itself is not necessary.</p>

The CIL Spending Board

No.	Issues Raised	Decision	Justification
18(orange)	<p>Format of the CIL Spending Board as laid out in Appendix X1 of the Constitution and how it makes decisions needs to be made clear.</p>	<p><u>Proposed Change:</u> Officers have drafted amendments to the terms of reference to ensure that they reflect best and current practice. See Appendix A.</p>	<p>Members were unsure of the process that should be followed when considering and debating all the bids before making a decision to ensure consistency of their recommendations and that the money available was allocated to the most appropriate projects. So clear guidance of the process is required to assist the Board.</p>
19(white)	<p>Too many applications to consider in one meeting. Therefore should there be a policy to limit the number of applications that are presented to the CIL Board.</p>	<p><u>No immediate Change:</u></p>	<p>Consideration has been given to limit the number of applications to be discussed to a shortlist of five/six applications. Officers are aware of members concerns on this issue. Officers are exploring whether this is achievable without unfairly prejudicing applicants.</p>

No.	Issues Raised	Recommendation	Justification
20(white)	There was no speaker(s) for some applications. Should a decision still be made on this bid.	<u>No Change</u>	<p>During the bidding process, officers, in the pro-forma and also in the covering letter encourage applicants to appear at the Board to support their bids.</p> <p>Officers advise that an application should be considered on its own merits, rather than whether a speaker attends at the Board. This may be considered an unfair or inappropriate consideration. It is noted that attendance is not required at other hearings, such as Licensing or Development Control meetings.</p> <p>However, it may be that the Board finds that it has questions which it feels must be answered to give it sufficient information to determine an application. In this case having a speaker present would be advantageous to an applicant. Otherwise the Board may feel the need to defer the application in order for officers to pass the relevant questions to the applicants, or even for the Board to refuse the application completely.</p>

No.	Issues Raised	Recommendation	Justification
21(orange)	Is it acceptable for the CIL Spending Board to alter the amount of CIL given under each bid.	<p><u>Proposed Change</u> Amend Appendix 1 of the Constitution to clarify that the amount of money requested cannot be changed at the CIL Spending Board by Members or applicants.</p> <p>Amend the recommendations to allow the Board to defer applications based on the amount of money requested.</p>	<p>If the CIL Spending Board consider that the applicant is applying for the wrong amount of CIL, it should not be possible for them to change the amount of CIL funding on the night as any alteration could make the project unviable.</p> <p>If the Board has concerns about the amount of CIL applied for, the Board may seek further information or may refuse it on the basis that it is not cost effective or that they have failed to maximise alternative funding sources.</p> <p>If applicants then seek to amend the amount applied for, this should reset the application process and allow officers to go back through the preliminary stages to consider it on the new basis.</p>

No.	Issues Raised	Recommendation	Justification
22(orange)	Is there a need to re-consider the recommendations that the CIL Spending Board can make	<p><u>Proposed Change:</u> It is suggested that Members be given more options in their recommendations:</p> <ul style="list-style-type: none"> • to be able to defer bid applications; • to be able to delay payments if the project is not yet deliverable - therefore the money is set aside but not paid immediately; and • that if these recommendations are not met that the project is referred back to the CIL Spending Board for re-consideration. 	The current list of recommendations was considered to be too restrictive and did not provide enough options to allow the CIL Spending Board to defer or alter considerations.
23(white)	Consider the layout of the report	<u>No Change</u>	<p>The report covers all the areas required and provides a useful summary for Members.</p> <p>However, additional information will be provided as set out elsewhere in this report.</p>
24(white)	Do we need a standard reason for refusal	<u>No Change</u>	<p>Options are already available for Members to not approve funding.</p> <p>Providing a variety of options allows the CIL Spending Board to make decisions on a case by case basis. It is also helpful to have a number of reasons for refusing to approve funding as it allows the applicant to be informed as to the exact reason why.</p>

No.	Issues Raised	Recommendation	Justification
25(white)	Consider whether the CIL Spending Board should have priorities for spending	<u>No Immediate Change</u>	Once the Local Plan is adopted, the Infrastructure Development Plan to support this document will be able to provide more of a steer as to what the Districts Infrastructure priorities are.
26(orange)	Presentations and visual aids for speakers presenting to the CIL Board are very helpful to set the context of the project	<u>Proposed Change:</u> It is suggested that Appendix X1 of the Constitution makes it clear the amount of visual aids that a speaker can use.	It is agreed that presentations and visual aids are helpful for the Board to understand the project. Appendix X1 of the Constitution does already allow for visual aids. It is considered useful to clarify exacting what they can provide i.e. no more than 5 slides etc.
27(white)	A day meeting (similar to a Licencing hearing) could address the time issues presented from an evening meeting.	<u>No proposed change</u>	There was no strong desire or justification to change the time of the CIL Spending Board. Members found it easier to attend evening meetings.

Contracts for and the monitoring of CIL Spending

No.	Issues Raised	Recommendation	Justification
28(orange)	Contracts need to be drawn up to ensure that the CIL monies are spent appropriately and that the Council is kept informed of the progress of the projects.	<p><u>Proposed Change:</u></p> <p>All contracts should include:</p> <ul style="list-style-type: none"> • authority for officers of the Council to enter land; • monies will not be given until any pre-conditions are met; • ensuring that the money is spent in line of the details laid out in the bid (bills and receipts to be provided) and the project may not be amended without Council permission; • the monies must be accounted separately with all records for how it and other monies relating to the project are spent; • unused monies at the end of the project shall be repaid; • money shall be repaid to the Council in full with interest if not commenced, if misspent or if terms of contract breached; • formally notifying us of the start and finish of the project; • an up-date report should be provided to inform the Council on the progress of the 	<p>The Planning Enforcement Team will monitor whether the applicant has complied with the contract.</p> <p>Officers are happy to work with members to look at providing a robust monitoring of the monies spent.</p>

		<p>project. This will be decided depending on the size and length of the project;</p> <ul style="list-style-type: none">• before and after photographs of the project;• if any projects are promoted, the successful bid applicant should show on any advertisement for the project that Sevenoaks District Council provided money to fund the scheme. This should be provided for at least 12 months following the completion of the project. <p>Since the last PAC meeting the Legal and Planning Services Teams have been drafting the appropriate contract to incorporate these, and other, terms.</p> <p>A copy of a draft agreement will also be made available on the Council’s website for organisations submitting bids to view.</p>	
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No.	Issues Raised	Recommendation	Justification
29(orange)	<p>How do we want to be informed of the progress of each infrastructure project, just written update or do we want it to include architects forms or completion certificates etc.</p>	<p><u>Proposed Change:</u> This has been incorporated as part of the terms of the contract.</p>	<p>It is important that as a Local Authority we are kept updated on the progress of each bid. It is important that officers request an update based on the size and length of the project.</p> <p>The Council must receive a thorough audit trail to ensure that any money spent through the CIL Board is monitored to ensure that it has been spent correctly and on the project that it was allocated to.</p> <p>The Planning Enforcement Team will monitor whether the updates are provided and are appropriate and sufficient</p> <p>The monitoring will be reported back to the CIL Spending Board.</p>

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SEVENOAKS DISTRICT COUNCIL: COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD

BID FOR FUNDING PRO-FORMA (INFRASTRUCTURE ONLY)

Scheme name:	
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Description of Scheme:	
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1 Page 255	Is this scheme promoted by your organisation in partnership with another organisation(s)?	Yes / No (please delete as appropriate)	
		Organisation Name(s):	
		Responsible individuals(s):	
		Signature(s) on behalf of other supporting organisations(s):	
		Please provide details of the Agreements you have in place with your partners. Including the % of money guaranteed for the scheme from each organisation.	

2	Is planning permission required for the scheme?	Yes / No (please delete as appropriate)	
		If yes, has it been applied for?	
		If no, please explain why?	
	If planning permission has been granted - please provide details and a reference number.		
Details of any other consent required (if appropriate (e.g. conservation, Listed Buildings,	Consent required		

	other Government bodies):	Date applied for / granted	
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Need for the Scheme

3	List of projects or development that result in the need for this scheme:	
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4	How is the scheme related to these developments (additional information, such as usage forecasts and existing and alternative capacity assessments, can be attached as an appendix):	
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Please provide an explanation of the ‘public benefit’ of the scheme proposed for residents in Sevenoaks District:

Page 256	Economic	
	Social	
	7 Environmental	

8	Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan. If so, which?	
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9	How does the scheme identify with the Council’s Infrastructure Delivery Plan (IDP) and its priorities?	
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Funding

10	Total Project Cost	£
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11	Funding required from CIL:	£
	Please identify other funding sources for this project, what contribution they are making and why these can not be used to fund the scheme in its entirety. Please provide the status of each source of funding for example whether it has been formally agreed, whether it has already been paid, whether it has been agreed in principle, if you are waiting for a decision in regard to the funding, or whether you are investigating the source of funding etc.	1)
		2)
		3)
		4)
		6)

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257	Is this bid for staged payments?	Yes / No appropriate)	(please delete as
	Will staged payments be accepted?	Yes / No appropriate)	(please delete as
	Please provide details of anticipated funding requirements and timetable		

13	Has a bid(s) for CIL funding been made to relevant town and parish councils?	Bid made (please delete as appropriate):	Yes / No
		Details of bid	
		Decision made (please delete as appropriate):	
		Details of decision:	

Agenda Item 8

	If this bid is being made by a Parish or Town Council and no CIL funds have been contributed by them, please provide an explanation for this.		
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14	Would the scheme be fully funded if the CIL contribution is agreed?	Yes / No appropriate)	(please delete as
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15	Has this scheme already benefited from CIL funding through the CIL Spending Board?	Yes / No appropriate)	(please delete as
		If Yes; Please provide further justification as to why further CIL funding is required for this project.	

Page 6 Page 258	Has this scheme/land/building already benefited from funding from Sevenoaks District Council?	Yes / No appropriate)	(please delete as
	Note- this can include grants, section 106s, a Community Fund etc.	If Yes; Please provide further details of amount and the project involved.	

Deliverability

17	Does your organisation have the legal right to carry out the proposed scheme?	Yes / No appropriate)	(please delete as
		If not, you must attach documentation showing that the statutory provider of this service supports this scheme.	

18	Anticipated start date for delivery of the scheme:	
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19	Anticipated finish date for the delivery of the scheme:	
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20	Anticipated date when CIL funding will need to be made available:	
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21	Does land need to be purchased to facilitate the scheme?	Yes / No (please delete as appropriate)
		Please provide details

22	Please provide a consultation plan to let SDC know when they can expect progress reports on the project.	
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23	Please provide details of the management and timescales of the project.	
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Support

24	Has consultation been carried out on the scheme or is any planned?	Carried out / Planned / No consultation planned (please delete as appropriate)
		Please provide details (Note: Results can be attached separately if necessary.)

25	Is a relevant SDC ward member(s) supportive of the scheme?	Yes / No (please delete as appropriate)
		You may provide the signature of an SDC ward member or an email from them to cil@sevenoaks.gov.uk .

26	Is the relevant town/parish council supportive of the scheme?	Yes / No (please delete as appropriate)
		Signature of a town/parish council chairman, clerk or chief executive (Note: An email from

		them to cil@sevenoaks.gov.uk would also be sufficient).	
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27	Do you have any other local support for the scheme? This can be in the form of businesses, community groups etc.	Yes / No	(please delete as appropriate)
		Please provide details of local support. (Note: An email from a relevant party to cil@sevenoaks.gov.uk would also be sufficient).	

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Maintenance

28	Which organisation will be responsible for ongoing maintenance?	
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29	Are funding arrangements in place for maintenance?	Yes / No	(please delete as appropriate)
		Please provide details	

30	Please provide any further comments here. This could include if there are any other infrastructure projects that are related to this bid or any that rely on this bid.	
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Declaration

I am authorised to submit this bid for funding on behalf of the organisation that I represent. At the time of writing, the information contained in this submission (including appendices) is correct and true to the best of my knowledge. If CIL funding is committed and circumstances change prior to the completion of the scheme, the organisation that I represent will notify Sevenoaks District Council. The Council will reserve the right to reconsider the allocation of funding. If CIL funding is committed to the above project then the organisation that I represent commits to providing Sevenoaks District Council with sufficient information to enable it to undertake its reporting requirements under the CIL Regulations 2010 (as amended), or any subsequent relevant regulations.

Signature

Name

Position

Further information:

Name, role and contact details of the person that will be the contact for this bid:	
Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:	
Name, role and contact details of the person that will be the point of contact and responsible for the Legal Contract:	
Name, role and contact details of the person that will be legally responsible for receiving the CIL fund*:	
Full company/charity name:	
Registered No:	

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Privacy Notice

The personal data which is collected within this form is reasonably necessary for its public task of processing your application for CIL grant funding. This includes considering whether to grant the application and to ensure the effective management of CIL grant funding if approved.

If your application is unsuccessful then personal information will be retained for a period of 10 years after the application is refused. The personal data shall then be deleted except for any information made public under the Council's other legal obligations (including the Access to Information provisions of the Local Government Act 1972 or the Freedom of Information Act). If your application is successful then your data will be retained for the duration of the project applied for and for the full period in which the contract under which the monies are transferred is enforceable. The personal information will then be deleted, except for any information made public under the Council's other legal obligations. Any information relating to this application which is deleted will be deleted in accordance with the Council's standard record retention practice.

Unless otherwise stated we will generally handle personal information in accordance with the Council's Privacy Policy, which can be found through our website at www.sevenoaks.gov.uk/privacy.

Criteria Number	Criteria Description	Detail
1	The need for the scheme	Here we would expect the applicant to explain the need for and the benefits of the scheme. We have asked for the applicant to respond specifically in regard to the Economic, Social and Environmental needs of the District and its residents. So will award points under each section:
		Economic - are there benefits to the economy?
		Social - what is the benefit to the local community or wider community.
		Environmental - Are there clear benefits to the environment by implementing this scheme. Whilst we are aware that new projects would improve the immediate environment, bids would be looked upon more favourably if they included a wider environment benefit. For example landscaping improvements to a wider area, enhancements to wildlife, enhancements to the overall appearance of the wider site etc.
2	Does the scheme proposed support local or strategic infrastructure.	Schemes that will provide for key infrastructure projects are likely to have a greater impact i.e. medical, schools, highways, flooding will receive higher scores. Those identified in the Council's Infrastructure Plan (reg 123 List) or Infrastructure Delivery Plan will provide towards a clear local need and will receive a higher score. Evidence should also be provided to demonstrate a strong link new development and the bid project. Projects with also support local community projects with a clear community benefit will also be looked upon favourably.
3	Working in partnership	Has the applicant provided evidence that they are working in partnership with one or more organisation. We will look at the type of partners involved, how formal the Partnership is and the amount of involvement from all partners. Please note; we will take into account those infrastructure/statutory providers that do not need to work in partnership.
4	Is the Bid scheme part of an existing Strategy/Plan	We would expect the scheme to be put forward as part of an existing Strategy or Plan. This could include Neighbourhood or Parish plans. It could also include regional strategies, economic strategies, Work Programmes by statutory bodies or if it has been identified as a key or much needed project.
5	Public Benefit	It is likely that bids are looking to provide the greatest public benefit will be looked upon more favourably than those that do not bring a greater benefit to the wider community. Definition: We are therefore looking for schemes that will provide something that is advantageous or good; that will relate to, or affecting a population or a community as a whole.
6	Does the scheme show that funding has been maximised from other sources	The majority of money to fund a project should not come from CIL. It should not be used to fund entire projects. Please note schemes that will be relying totally on CIL will not be considered favourably. Schemes that already have a large amount/majority of funding in place will receive a higher score. The security of the funding should also be considered. The majority of funding should be sought from other sources of funding.
7	Deliverability	Through their bid we would expect the applicant to show evidence that the project is well managed. Have they provided for example: - clear dates for start and finish of the project. - details of the management of the project and timescales - details of when they will provide updates to SDC whether planning permission or other consent is required or sought? Bids that have planning permission in place will be looked upon favourably. This assessment should also include considering whether the works require PP or whether the proposal is permitted development. This assessment should also ensure that the applicant has checked this issue. It is considered that large scale projects which are supported by a number of neighbourhood, local and business plans are unlikely to have all their paperwork and funding in place. Therefore this part of the assessment should also consider the benefits of a larger scheme against the fact that they do not have all their permissions in place.
8	Does the Bid have local support?	In particular, does the Bid have the support of a local member, a local organisation or business and/or the Parish and Town Council? Bids that have local support are more likely to be looked upon favourably.
9	Has the project already had CIL funding?	A lower score will be given for those projects which have already received CIL funding via the CIL Spending Board. Unless a strong justification can be provided as to why further funding is required. Projects which are working in Partnership and include CIL funding from Parish or Town Councils will be looked upon more favourably. If the Parish and Town Councils are not contributing to their own CIL, an opportunity is provided to allow them to explain why.
10	Evaluation of the overall benefits of the scheme and the benefit it provides to the community	Higher scores will be given to those projects which show that they have sought the majority of their funding from other sources and overall provide clear evidence of a community benefit or need. Projects where the CIL money would complete the scheme will also be scored highly.

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**COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD
PROCESS FLOWCHART**

**BIDDING
PROCESS
(6 WEEKS)**

BIDDING PROCESS OPENS
TOWN & PARISH COUNCILS, INFRASTRUCTURE PROVIDERS AND OTHER INTERESTED PARTIES ARE INVITED TO BID FOR CIL FUNDING.
APPLICATION FORMS ARE MADE AVAILABLE ON SDC'S WEBSITE ALONG WITH FAQ'S AND GUIDANCE. ALL COMPLETED BIDS SHOULD BE SENT TO THE CIL INBOX
(CIL@SEVENOAKS.GOV.UK)

**ASSESSMENT OF
BIDS
(2 WEEKS)**

DOES THE BID FALL INTO ANY OF THE FOLLOWING?
A. A COMPLETED BIDDING PROFORMA HAS NOT BEEN SUBMITTED
B. THE APPLICANT DOES NOT HAVE THE LEGAL RIGHT TO CARRY OUT THE PROPOSED SCHEME OR DOES NOT HAVE THE SUPPORT FROM THE STATUTORY AUTHORITY / PROVIDER
C. SCHEMES THAT COULD CLEARLY NOT BE DEFINED AS INFRASTRUCTURE TO SUPPORT DEVELOPMENT

NO
THE PROPOSAL IS CONSIDERED AGAINST THE CRITERIA THAT MEMBERS AGREED. A SCORE IS ASSIGNED TO EACH CRITERIA AND A TOTAL SCORE IS GENERATED.
APPLICATIONS ARE RANKED AND A SHORTLIST IS CREATED.

YES
THE PROPOSAL IS REMOVED FROM THE PROCESS AND THE APPLICANT IS NOTIFIED OF THE DECISION

MEETING WITH THE CHAIR, VICE CHAIR OF THE CIL BOARD AND THE CHIEF PLANNING OFFICER IS ARRANGED TO AGREE THE SCORING AND SHORTLIST OF BIDS FOR THE CIL BOARD TO CONSIDER

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**REPORT
WRITING
(3 WEEKS)**

BACKGROUND REPORT, INCLUDING CURRENT AMOUNT OF CIL FUNDS AVAILABLE AND THE SCORING CRITERIA / PROCESS
A REPORT FOR EACH INDIVIDUAL APPLICATION THAT HAS BEEN SUBMITTED
FINAL APPENDIX WITH ALL RECOMMENDATIONS LISTED

REPORT TO BE AGREED BY THE CHIEF PLANNING OFFICER, LEGAL, DEPT, FINANCE DEPT. AND THE CHAIR OF THE CIL BOARD, REPORTS SENT TO PLANNING P/H FOR INFORMATION

CIL BOARD

CIL BOARD MEETS AND MAKES RECOMMENDATIONS TO CABINET

CABINET

CABINET MEETS TO RATIFY RECOMMENDATIONS MADE BY CIL BOARD—WAS THE RECOMMENDATION ACCEPTED AND RATIFIED?

YES
APPLICATION RECOMMENDATION IS ACCEPTED TO GRANT MONEY.
A CONTRACT* IS THEN DRAWN UP TO ENSURE THAT MONEY IS SPENT APPROPRIATELY
IF CONTRACT AGREED
FINANCE IS NOTIFIED ON HOW MUCH IS REQUIRED TO PAY OUT TO PROJECTS
ONCE ALL CRITERIA ABOVE IS SATISFIED , PAYMENT IS MADE TO SUCCESSFUL ORGANISATIONS
IF CONTRACT OR OTHER PRE CONDITIONS ARE NOT SATISFIED THE APPLICATION IS RETURNED TO THE NEXT CIL BOARD FOR CONSIDERATION

NO
APPLICATION IS RETURNED TO THE NEXT CIL BOARD FOR FURTHER CONSIDERATION

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