

## DEVELOPMENT & CONSERVATION ADVISORY COMMITTEE

Minutes of the meeting held on 17 December 2019 commencing at 7.00 pm

Present: Cllr. Hunter (Chairman)

Cllr. Thornton (Vice Chairman)

Cllrs. Cheeseman, Clayton, Penny Cole, P. Darrington, Reay and Roy

Apologies for absence were received from Cllrs. Barnett, Fothergill, McGregor and Pett.

### 22. Minutes

Resolved: That the Minutes of the meeting of the Development and Conservation Advisory Committee held on 15 October 2019, be approved and signed by the Chairman as a correct record.

### 23. Declarations of interest

No additional declarations of interest were made.

### 24. Actions from previous meeting

There were none.

### 25. Update from Portfolio Holder

The Development & Conservation Portfolio Holder noted that the Local Plan Update was later on the agenda to update Members on the work going on there. She advised that Mustafa Hakki had filled the vacancy of committee and appeals administrator and Tom Fry was the new enforcement officer. The post of part time Conservation Officer was out to advert with interviews taking place mid-January 2020.

She further reported that Validation were hitting targets and had recently validated a number of expected large scale developments.

The enforcement team had handled around 1200 cases this year, and had had a number of successful prosecutions including [Well Hill](#) and the [Convent of Mercy](#) which had even featured in 'The Planner' as well as local press. Further improvements were underway as reported at the last meeting.

The Community Infrastructure Levy (CIL) Spending Board had recently met and Officers would be reviewing the procedures as part of the annual governance review.

26. Referral from Cabinet or the Audit Committee

There were none.

27. Presentation from the Urban Design Officer

The Chairman welcomed the Design & Conservation Team Leader and Urban Design Officer. The Design & Conservation Team Leader advised that Amanda had joined as part of a [Public Practice](#) scheme, a professional placement programme which matched the council with ‘associates’ (private sector experienced built environment practitioners who wanted to work for the public good). Associates brought diverse skills and backgrounds to fixed-term placements. Amanda had been here since April 2019, was on a year placement, and she was pleased to advise that it had just been confirmed that the placement had been extended by a further year.

The Urban Design Officer gave a [presentation](#) on her work at the Council. She was supporting work planning documents and commenting on larger applications. She was also providing design training to planners on space, materials, context, character, site connectivity, and held surgeries at her desk every Wednesday morning. She was helping planners and applicants think more about layout and connectivity not just materials as well-designed places could be achieved by taking a proactive and collaborative approach at all stages of the planning process.

Members took the opportunity to ask questions and the Urban Design Officer handed out a pamphlet entitled ‘[Councillor’s Companion for Design in Planning.](#)’

Resolved: That the content of the presentation be noted.

28. Statement of Community Involvement

The Planning Policy Team Leader presented the report which advised Members of the background to the production of a new Statement of Community Involvement (SCI).

The Committee asked for their thanks to be conveyed to the report author and applauded the SCI document and report as extremely reader friendly.

Public Sector Equality Duty

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

Resolved: That it be recommended to Cabinet that the Statement of Community Involvement in Planning be adopted.

29. Local Plan Update

The Strategic Planning Manager presented the report which provided an update on the Local Plan examination process, since the last meeting.

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Members were advised that without an adopted Local Plan the National Planning Policy Framework (NPPF) still provided the Green Belt with protection. Members were advised that Neighbourhood Plans could still be progressed in the absence of an adopted plan but ran the risk of needing to change to conform with any future adopted plan. With regard to community planning documents such as Neighbourhood Plans, Parish Plans or Village Design Statements, these were not necessarily needed if communities were satisfied with what was contained in an adopted Local Plan. In response to questions the Planning Policy Team Leader advised that there was a Town & Parish Forum taking place on 21 January 2019, where advice would be given on Neighbourhood Plans and Village Design Statements, she could also signpost Members to a list of helpful website pages.

*Action 1: The Planning Policy Team Leader to provide the relevant links to the website on the different community planning documents.*

Resolved: That the report be noted.

### 30. Work plan

The work plan was noted with the following additions:

10 March 2020

Local Plan Update  
Conservation Design Update  
Adoption of Edenbridge Character Assessment

7 July 2020

Innovation Update  
Local Plan Update  
Aboriculture Update.

THE MEETING WAS CONCLUDED AT 8.29 PM

CHAIRMAN