

**MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON  
1st FEBRUARY 2005 AT 10.00 a.m. AT THE PAVILION, MANOR FIELD**

Present: Cllr Mr L Abraham  
Cllr Mr C Alford  
Cllr Mr A Barnett  
Cllr Mrs Y Coutts  
Cllr Mr J Gaywood  
Cllr Mr B Ramsay (Chairman)  
Cllr Mrs M Solman

In attendance: Mrs Gilder (Assistant Clerk)  
5 members of the public

Before the start of the meeting, Members of the Committee inspected the application sites SE/05/00041/FUL, 19, Dickens Close and SE/04/03155/FUL, 10, Ash Road.

**1. Apologies**

Apologies had been received from Cllr Mr M Harris.

**2. Minutes of the previous meeting**

RESOLVED: That,  
the minutes of the meeting of the Planning Committee held on 18th January 2005 be approved and signed as a correct record.

**3. Declarations of Interest**

Cllr Mr B Ramsay declared a personal and prejudicial interest in agenda item 4, planning application SE/05/00041/FUL, 19, Dickens Close as he is the owner of the property and withdrew from the meeting during discussion and voting on the matter.

Before the Committee considered the planning applications, members of the public were asked by the Chairman whether any of them wished to make representations about any of the applications to be considered by the Committee. If so he would note their request and give them an opportunity to address the Committee at the appropriate time. 1 members of the public expressed a wish to make a representation and this was noted by the Chairman.

**4. Planning applications**

**(a) SE/04/03121/FUL, Mingarry, Woodland Avenue. AMENDED CONSULTATION – INFORMATION ONLY. Single storey side extension for study, snooker room and utility room. Amended plan – Minor revision.**

RESOLVED: That,  
no objection be raised to the amended plan for application SE/04/03121/FUL, Mingarry, Woodland Avenue for a single storey side extension for study, snooker room and utility room.

*Cllr Mr Ramsay withdrew from the meeting.*

RESOLVED:

On the motion of Cllr Gaywood, seconded by Cllr Abraham that Cllr Alford be appointed Chairman of the meeting in the absence of Cllr Ramsay.

**(b) SE/05/00041/FUL, 19, Dickens Close. Single storey car port to front of existing garage.**

RESOLVED: That,

no objection be raised to application SE/05/00041/FUL, 19, Dickens Close for a single storey car port to front of existing garage.

*Cllr Ramsay returned to the meeting.*

**(c) SE/05/00055/CONVAR, Carill, Church Road. Variation of conditions 2 and 7 of planning permission SE/04/1915/FUL in respect of time limits.**

RESOLVED: That,

An objection be raised to application SE/05/00055/CONVAR, Carill, Church Road for variation of conditions 2 and 7 of planning permission SE/04/1915/FUL in respect of time limits, on the grounds that the Committee supports the decision made by the District Council in imposing the conditions and feels that they should remain in place.

**(d) SE/04/03155/FUL, 10, Ash Road. Demolition of present garage and rear garden room/kitchen, erection of new side and rear extensions and internal alterations.**

The above planning application was considered at the meeting of the Planning Committee held on 18th January 2005 and the following comments were submitted: 'Hartley Parish Council has no objection to the application'.

The Parish Office received a telephone call from the Planning Officer at Sevenoaks District Council informing the Council that they intended to refuse the application on the grounds that in their view, there would be insufficient parking facilities for two vehicles.

In light of this information, the Committee was requested by the Planning Officer to review its decision.

At the Chairman's invitation, members of the public were invited to express their views on the application.

Mr Clewes, spoke in favour of the application.

The Committee was informed that the applicant has been requested to submit an amended plan to the District Council detailing the proposed parking arrangements.

RESOLVED: That,

the Committee support the District Council's request for additional parking to be provided to meet the requirements of the Planning Officer.

## 5. Planning Decisions

The following planning decision was RECEIVED and NOTED:

Application	Site	Description	Decision	HPC Comment
SE/04/02916/FUL	Telecomms Equipment East of the Manor House, Manor Farm, Manor Road, Longfield Hill	10m telecommunications installation designed to look like a farm storage silo.	Granted	No objection

## 6. Appeals

**(a) Appeal Ref: APP/G2245/A/04/1171446**

**Application no: SE/04/02212/FUL**

**Site: Wild Acre, Church Road**

**Development: Single storey infill extension at rear of property.**

The Committee NOTED that an appeal has been lodged against the refusal of planning permission for the development described above and that the starting date for the appeal was the 12th January 2005.

The Committee also NOTED that the appeal will be dealt with by an exchange of written representations.

**(b) Appeal Ref: APP/G2245/A/04/1167368**

**Application no: SE/04/01607/FUL**

**Site: Telecomms Equipment, Gay Dawn Farm, Old Downs.**

**Development: Installation of 20m lattice mast, with 6 no. antennae and 4 no transmission dishes with equipment compound.**

At a previous meeting of the Planning Committee it was noted that an appeal had been lodged against the refusal of planning permission for the development described above and that the appeal would be dealt with by an exchange of written representations.

In view of the high level of public concern, the Committee felt that an appeal dealt with by an exchange of written representations would not be appropriate and requested that the Clerk contact the District Council requesting that the appeal be dealt with at an Inquiry.

The Committee NOTED that at the request of the Local Authority, the Planning Inspectorate has now decided that the appeal will be dealt with at an Inquiry including a site inspection and that the starting date for the appeal is now 17th January.

A date for the Inquiry will be arranged shortly.

## 7. Application for transfer of a Justices Licence – NTS Minimarket, 1, The Parade, Ash Road.

The Committee NOTED a letter and Notice of Application from Lockett & Co Retailing and Licensing Consultants for the transfer of a Justices Licence authorising the applicants to sell intoxicating liquor of all descriptions for consumption off the premises known as NTS Minimarket, 1, The Parade, Ash Road.

The Committee NOTED that the applicants have requested that the application be heard at the Transfer sessions on Tuesday 8th February 2005.

## **8. Planning Enforcements**

The Committee NOTED a report on Haley Bank, Church Road detailing the action taken by the Clerk following complaints from members of the public regarding a structure being erected at the front of the property.

The Committee NOTED that the Clerk had contacted the Enforcement Officer at Sevenoaks District Council who, following an inspection of the site advised the Parish Council that the structure does not require planning permission and is permitted development.

RESOLVED: That,  
The Clerks actions be confirmed.

## **9. Community Involvement on the Kent Minerals and Waste Development Framework.**

(a) The Committee NOTED a letter received from Kent County Council informing the Parish Council of the process that will take place over the next two years to develop a new Minerals and Waste Development Framework.

(b) The Committee considered the Draft Statement of Community Involvement for The Kent Minerals and Waste Development Framework.

RESOLVED: That,  
the Draft Statement of Community Involvement for The Kent Minerals and Waste Development Framework be noted.

## **10. Sevenoaks District Council Local Development Framework – Planning for People.**

The Committee NOTED a letter from Sevenoaks District Council dated 19th January 2005, in response to the Clerk's letter of 12th January 2005 requesting further advice in respect of the District Council's proposal to encourage applicants at the pre-application stage to engage with relevant Parish and Town Councils.

## **11. Sevenoaks District Council – Development Control Service**

In light of recent planning decisions made by the District Council and following significant changes to the Development Control Service, the Committee was requested to consider a letter received from the District Council offering the Parish Council a visit from the Development and Control Service and Performance Manager.

RESOLVED: That,  
the Clerk be requested to contact Sevenoaks District Council to arrange for the Service and Performance Manager to visit and meet with the full Council.

## **12. Future arrangements for the Planning Committee**

The Committee NOTED a background report on the arrangements for the Planning Committee. In order to streamline the workings of the Planning Committee, Members were requested to consider whether to review the Committee's current procedures with a view to agreeing a set of guidelines in respect of procedures to be followed by the Planning Committee at its meeting.

RECOMMENDED: That,  
the Draft Guidelines on Procedure at Meetings of the Planning Committee as set out  
in Appendix 1 attached to these minutes, be adopted.

**13. Date of next meeting**

Tuesday 15th February 2005 commencing at 10.00a.m. Site inspections will  
commence at 9.15a.m. or earlier depending on the number of visits required.

The meeting closed at 10.32a.m.

Signed:.....  
Chairman

Date:.....

## **APPENDIX 1**

### **Draft guidelines on procedure at meetings of the Planning Committee**

- (1) Meetings of the Planning Committee to be held on a fortnightly basis or as necessary, in order to respond to the Local Planning Authority within the statutory consultation period.
- (2) Meetings to be held at 10.00 a.m. at the Manor Field Pavilion
- (3) The Chairman or in his absence the Vice Chairman be authorised to determine, if any applications are to be the subject of a site visit by Members of the Committee. Such visits to take place prior to the meeting of the Committee commencing at 9.15 a.m.
- (4) One member of the public will be permitted to speak for an application and one member of the public will be permitted to speak against the application. Members of the public permitted to speak will be invited to do so before each application is considered by the Committee.
- (5) The procedure, as set out below, shall be followed at each meeting:
  - (a) The Chairman will introduce each application for familiarisation by Members of the Committee.
  - (b) The Chairman will ask which member of the public present at the meeting wishes to speak for and against the application.
  - (c) A member of the public wishing to speak in favour of the application will be invited to speak for a maximum of 3 minutes.
  - (d) A member of the public wishing to speak against the application will be invited to speak for a maximum of 3 minutes.
  - (e) The motion will then be put by the Vice Chairman or any other Member of the Committee
  - (f) Members of the Committee will be invited by the Chairman to participate in the debate, before the motion or any subsequent amendment is put to the vote.
  - (g) After determination of the motion no further discussion on the application will take place.
  - (h) The procedures detailed above shall all be subject to the Chairman's discretion.