

**MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON  
10th NOVEMBER 2005 AT 10.00 a.m. AT THE PAVILION, MANOR FIELD**

Present: Cllr Mr L Abraham  
Cllr Mr M Harris (Chairman)  
Cllr Mr B Ramsay (Arrived at 10.03)  
Cllr Mrs M Solman

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

**1. Apologies**

Apologies had been received from Cllr Mr C Alford, Cllr Mr A Barnett, Cllr Mrs Y Coutts and Cllr Mr J Gaywood.

**2. Minutes of the previous meeting**

RESOLVED: That,  
the minutes of the meeting of the Planning Committee held on 1st November 2005 be approved and signed as a correct record.

**3. Declarations of Interest**

Cllr Mrs Solman declared a personal interest in planning application SE/05/01315/FUL, Southdown, Manor Drive as her personal residence is in Manor Drive.

**4. Terms of Reference**

The Committee considered a draft change to the Planning Committee's Terms of Reference as circulated with the agenda.

RECOMMENDED: That,  
The Terms of Reference as shown on appendix 1 attached to these minutes be approved by the Council.

**5. Guidelines on Procedure at Meetings of the Planning Committee**

The Committee considered the Guidelines on Procedure at Meetings of the Planning Committee.

RECOMMENDED: That,  
the amendments to the Guidelines on Procedure at Meetings of the Planning Committee as shown on appendix 2 attached to these minutes be approved by the Council.

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. No members of the public expressed a wish to make a representation and this was noted by the Chairman.

## 6. Planning applications

**(a) SE/05/01315/FUL, Southdown, Manor Drive. AMENDED CONSULTATION: Three new houses replacing existing bungalow. As amended by letter and plan dated 19/10/05. Amended plan showing resiting, amended vehicular access and tree details.**

RESOLVED: That,  
an objection be raised to the amended plan for application SE/05/02536/FUL, Southdown, Manor Drive, three new houses replacing the existing bungalow, showing resiting, amended vehicular access and tree details on the following grounds 1) The proposed development would be out of character with existing properties in the area. 2) The proposed development would result in overdevelopment of the site and would be inappropriate and detrimental to the location, adjacent to the Green Belt. 3) The Committee has concerns that the proposed shared access for plots 1, 2 & 3 is insufficient. 4) There appears to be no turning area for plot 3 and the plans show inadequate parking facilities. 5) The Committee is concerned that the proposed roof height will be out of keeping with neighbouring properties and that the building line will be destroyed. 6) The Committee would like to make the District Council aware that it considers the plans accompanying the application to be insufficient and asks that additional drawings are obtained showing the proposed dimensions and ridge height.

## 7. Date of Next Meeting

Tuesday 29th November 2005 commencing at 10.00a.m. Site inspections will commence at 9.15 or earlier depending on the number of visits required.

The meeting closed at 10.25a.m.

Signed:.....  
Chairman

Date:.....

**APPENDIX 1**

**PLANNING COMMITTEE**

**Terms of Reference**

Delegation from the Council

These Terms of Reference were agreed by the Parish Council at its meeting held on..... and recorded in the minute number.....

Membership

The Committee shall be elected, and may be re-elected, at the Annual Meeting of the Council.

Procedures

(1) The Committee shall operate in accordance with the Council's Standing Orders and the Guidelines on Procedure at Meetings of the Planning Committee adopted by the Council on 7th February 2005.

(2) At the first meeting of the Committee after the Annual Meeting of the Parish Council, the Committee shall elect a Chairman and, if the Committee deems necessary, a Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman, if appointed, may be re-elected.

(3) The Committee shall submit its minutes for adoption to the next meeting of the Parish Council.

(4) The Clerk or Assistant Clerk shall provide administrative support for the Committee.

Committee functions

(1) To respond on behalf of the Council to requests from the local planning authorities for comments on planning applications, tree preservation orders and breaches of planning control.

(2) Where appropriate, prepare for the Council, grounds for supporting the local planning authority in any planning appeals against refusal of planning permission.

(3) To advise the Council on all planning matters including changes to the Sevenoaks District Local Plan.

(4) To respond on behalf of the Council to applications for the grant and/or transfer of Personal and Premises Licences and Gaming Permits

(5) To respond on behalf of the Council to consultation documents from:

(a) the South East England Regional Assembly in respect of regional mineral and waste management strategies,

(b) the Government Office for the South East in respect of regional planning Guidance for the South East,

(c) Kent County Council and Medway Council in respect of the Structure Plan

(6) To respond on behalf of the Council to requests from Kent County Council, Dartford Borough Council, Gravesham Borough Council and Sevenoaks District Council for comments on any of its consultation documents.

Delegated Powers

- (1) To determine and submit the Council's observations on planning applications, applications concerning tree preservation orders and breaches of planning control.
- (2) To undertake such action, publicity and consultations considered necessary to provide residents with an opportunity to make representations on planning applications and other planning matters.
- (3) To appoint working groups to research and advise the Committee on planning applications and appeals.
- (4) To determine and submit the Council's comments on applications for the grant and/or transfer of Personal and Premises Licences and Gaming Permits.
- (5) To determine and submit the Council's comments on consultation documents from:
  - (a) the South East England Regional Assembly in respect of regional mineral and waste management strategies,
  - (b) the Government Office for the South East in respect of regional planning guidance for the South East
  - (c) Kent County Council and Medway Council in respect of the Structure Plan
- (6) To determine and submit the Council's comments on consultation documents from Kent County Council, Dartford Borough Council, Gravesham Borough Council and Sevenoaks District Council.
- (7) To hear pre-application submissions and to comment, on behalf of the Council, on the development without prejudice to any future application.

## APPENDIX 2

### 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~~ *Members of the public* will be permitted to speak for ~~or~~ 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 members of the public present at the meeting wishes to speak for and against the application.
  - (c) A members of the public wishing to speak in favour of the application will be invited to speak for a maximum of 3 minutes.
  - (d) A members of the public wishing to speak against the application will be invited to speak for a maximum of 3 minutes.
  - (e) *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.*
  - (f) *The motion will then be put by the Vice Chairman or any other Member of the Committee.*
  - ~~(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.

**\* Suggested amendments shown in red italic**

