

## HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs H Boden  
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12<sup>th</sup> October 2023

Dear Councillor

You are hereby summoned to attend a meeting of the Planning Committee to be held on **WEDNESDAY 18<sup>th</sup> OCTOBER 2023** commencing at **10:00 a.m** in **Hartley Library**. Note: Members of the Committee to assemble at Hartley Library at **09:30 a.m.** in order to carry out any site meetings as may be deemed necessary by the Chairman or Vice-Chairman of the Planning Committee.

Yours sincerely

*Jane Tyrrell*

Assistant Clerk to the Council

**Please note that the proceedings of this meeting may be recorded, in line with regulations set out in the Openness of Local Government Bodies Regulations 2014.**

**Background papers for the agenda items can be obtained from the Parish Office. Alternatively background papers may be emailed upon written request.**

## AGENDA

### 1. Apologies

To receive apologies for absence.

### 2. Declarations of Interest

To receive Members' declarations of interest which have not already been entered in the Members' register of interests or notified to the Monitoring Officer.

### 3. Minutes of the previous meeting

To approve as a correct record the minutes of the meeting of the Planning Committee held on 4<sup>th</sup> October 2023.

**Pursuant to Standing Order 3 (e) the Chairman will invite members of the public to express an interest should they wish to make representations, answer questions or give evidence in respect of any item of business included in the agenda.**

### 4. Planning Applications

To consider the following applications:

Application no	Site	Description
23/027954/HOUSE	Oak Lodge, Church Road.  <b>*GREEN BELT*</b>	<b>*RETROSPECTIVE APPLICATION*</b>  Erection of a single storey rear extension with rooflight, re-submission following refusal.
23/02650/HOUSE	8, Parkfield	Erection of a single storey annexe with rooflight, new patio, new fence and landscaping.
23/02785/HOUSE	The Cottage, Hartley Bottom Road  <b>*GREEN BELT*</b>	Demolition of an existing single storey side extension and replacement with a one a half storey extension, re cladding of existing structure, removal of existing outbuildings, partial removal of existing hardstanding and associated landscaping works.

### 5. The Parish Office - Storing and disposal of historic Planning Applications.

An email was received from Sevenoaks District Council Legal Services dated 29<sup>th</sup> November 2016 regarding the storing and disposal of historic planning applications whilst considering the data protection implications. Having discussed this email, the Planning Committee decided in January 2017 that, planning applications be kept for 5 years and any older documents be disposed of via Confidential waste.

Members are requested to re-consider this policy of keeping historic planning application documents for 5 years.

### 6. Planning Enforcement Updates

To receive a verbal update on any enforcement cases.

### 7. Date of the next meeting

#### List of circulated documents

In order to reduce the amount of photo copying in respect of the background papers relating to this agenda, only members of the committee have been provided with copies of certain documents. Should any member of the Council require copies of the following documents, please contact the Clerk.

Copies of all documents listed below are available for inspection in the Parish Office

- Minutes of the meeting held on 4<sup>th</sup> October 2023.

#### Committee membership

Cllr Abraham ( <i>ex officio</i> )	Cllr Mrs Oxtoby ( <i>ex officio</i> )
Cllr Colwell	Cllr Driscoll
Cllr Ramsay	Cllr Ross
Cllr Sewell	