

**HARTLEY PARISH COUNCIL**

Clerk to the Council: Mrs H Boden  
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15<sup>th</sup> January 2026

Dear Councillor

You are hereby summoned to attend a meeting of the Planning Committee to be held on **WEDNESDAY 21<sup>st</sup> JANUARY 2026** commencing at **10:00 a.m** in **Hartley Library, Ash Road.**

***Please note that there will be NO site visits prior to this meeting.***

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 7<sup>th</sup> January 2026.

**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 planning applications:**

Application no	Site	Description
25/03515/LDCEX	Woodcote, Ash Road	Existing annexe with raised decking and steps. Ancillary to laundry room.

Application no	Site	Description
		The applicant is asking for a formal legal determination from the Council as to whether a particular use or development is lawful under planning law. Only matters of fact, such as historic use of the site or property, can be considered.
25/01835/FUL	Mobile Home at Woodcroft, Ash Road DA3 8EY	Change of use of the land for stationing of three static mobile homes. Erection of day room. Parking for 6 vehicles and three touring caravans. Soft landscaping. <b>**Amended application – The original Ownership Certificate which was issued was incorrect. The correct notice was supplied by the agent on 8<sup>th</sup> January 2026**</b>

## 5. Planning Decisions

To receive and note the following planning decisions:

Application no: 25/02943/HOUSE, Site: Lugano, 9, Round Ash Way. Description: New pitched roof above existing porch. Alterations to fenestration including new bay window. HPC comment: No objection, SDC decision: Granted.

Application no: 25/03060/HOUSE, Site: Avalon, Ash Road. Description: Single storey front extension with flat roof and rooflight.. HPC comment: No objection, SDC decision: Granted.

Application no: 25/01843/HOUSE, Site: Spanaway, Gorsewood Road. Description: Single storey rear extension. Alterations to fenestration. HPC comment: No objection, SDC decision: Granted.

## 6. Lawful Development Certificate

**a) Reference: 25/03499/LDCPR**

**Site: 28, Wellfield**

**Proposal: Proposed single storey side and rear extensions.**

To note that this application has been submitted to by Sevenoaks District Council to carry out operations described above. As the Parish Council is not formally consulted, this is for information purposes only.

## 7. Tree Preservation Order

**a) Reference: 25/03536/WTPO**

**Site: Glebe House, Ash Road**

**Proposal: Zone 1 group of mixed deciduous species to cutting of selected coppice stems to near ground level approx. 75-150mm above ground.**

To note that this application has been submitted to by Sevenoaks District Council to carry out operations described above. As the Parish Council is not formally consulted, this is for information purposes only.

## **8. Neighbourhood Plan**

At the meeting of the Council on 12<sup>th</sup> January, Members considered an email dated 21<sup>st</sup> December 2025, received from the Chairman of the Neighbourhood Plan Steering Group.

Members noted that the Steering Group has completed the draft Neighbourhood Plan and that the next stage in the process is to seek the Parish Council's formal approval, following which, a final public consultation will take place.

The Steering Group requested that the Parish Council gives this matter its consideration, particularly with regard to how it wishes to proceed with reviewing the document.

A resolution was made to give the Planning Committee delegated authority to review the draft Neighbourhood Plan and make a recommendation to the Council.

Members are requested to review the draft Neighbourhood Plan and make a recommendation to the Council.

## **9. Planning Enforcement Updates**

To receive a verbal update on any enforcement cases.

## **10. Date of 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**

1. Minutes of the meeting held on 7<sup>th</sup> January 2026

#### Committee membership

Cllr Abraham, Cllr Oxtoby, Cllr Colwell, Cllr Ramsay, Cllr Conroy (*ex officio*), Cllr Ross, Cllr Driscoll, Cllr Sewell  
Cllr Glander (*ex officio*)