

Minutes of the Sevenoaks Town Council PLANNING & ENVIRONMENT COMMITTEE meeting held on Monday 27th January 2025 at 7:00pm at the Town Council Chambers. Livestreamed and available on YouTube until Minutes are accepted by Town Council Meeting:

https://youtube.com/live/5KbDXPleO_M

Present:

Committee Members

Quorum minimum of six members

Cllr Ancrum – Mayor	Present	Cllr Layne	Apologies
Cllr Camp – Chair	Present	Cllr Michaelides	Present
Cllr Dr Canet	Present	Cllr O’Hara	Apologies
Cllr Clayton	Present	Cllr Shea	Apologies
Cllr Daniell – Deputy Leader	Present	Cllr Skinner OBE – Vice Chair	Present
Cllr Dr Dixon	Present	Cllr Varley	Apologies
Cllr Granville	Remote Attendance*	Cllr Willis	Present
Cllr Gustard	Present	Cllr Wightman – Leader	Apologies

Also in attendance:

Town Clerk

Planning Committee Clerk

*Members attending via Zoom took part in discussions but were not permitted to vote on matters under consideration, legally they do not constitute as being “present” at the meeting.

PUBLIC QUESTION TIME

Representation from former Town Ward Councillor, Keith Bonin, was read aloud by the Chair, requesting that the Planning & Environment Committee consider the following name recommendations under [Agenda Item 5] – Site of 136 High Street: Invitation to submit name recommendations for the three apartment blocks:

- Dame Peggy Fenner
- Dorothy Parrott
- Bob Ogley

The Committee agreed to add Dame Peggy Fenner and Dorothy Parrott to the list of names to be considered under [Agenda Item 5], however were prevented from being able to add Bob Ogley due to Sevenoaks District Council’s 2021 Street Naming and Property Numbering Policy prohibiting the naming of a building or road after a living person.

528 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

529 DECLARATIONS OF INTEREST

None.

530 MINUTES

a) The Committee received the MINUTES of the Planning Committee Meeting held 13th January 2025.

It was **RESOLVED** that the minutes be approved.

b) The Committee received and noted the MINUTES of the Movement & Net Zero Working Group Meeting held 13th January 2025.

531 SITE OF 136 HIGH STREET: INVITATION TO SUBMIT NAME RECOMMENDATIONS TO THE THREE APARTMENT BLOCKS

a) Councillors received reminder that the Town Council had been invited by Purelake New Homes Ltd to submit name recommendations for the three apartment blocks currently being built at 136 High Street.

b) An updated report including collated name suggestions received from Councillors, as well as Purelake New Homes Ltd's initial response to these was received and discussed. It was noted that Emily Jackson and Beatriz Wilson were unlikely to be accepted as name suggestions due to already being attributed to buildings in Sevenoaks, and these names were therefore being eliminated.

c) Councillors expressed enthusiasm over the idea of the blocks being named after prominent or influential women that have either lived or worked in Sevenoaks. It was further hoped that, should this theme be adopted, a plaque and brief description could be delivered at a later date to provide background history on these influential women of Sevenoaks.

d) The following name proposals were discussed, and it was **RESOLVED** that these be submitted to Purelake New Homes Ltd for their consideration:

- Jane Austen
- Lilian Gilchrist Thompson
- Mrs McAulay
- Miss Bennitt
- Tam Hunter
- Dame Peggy Fenner
- Dorothy Parrott

532 HIGHWAY IMPROVEMENT PLAN REORGANISATION OF PRIORITIES (Pages)

a) The Committee received recommendation from the Movement & Net Zero Working Group for a revised organisation of the Town Council's Highway Improvement Plan (HIP) priorities.

b) Cllr Clayton reported that he had been liaising with fellow District Councillors with regards to [HIP Item 6] safe crossing points into Trinity School. He further clarified that, although the crossing point is on the Town Council's HIP, its provision was conditioned on the school's expansion and should therefore be funded by Kent County Council.

c) It was **RESOLVED** that the revised organisation be adopted.

533 TOWN CENTRE AND ST JOHN'S AREA MASTERPLANS UPDATE

a) Councillors received and noted the following timetable of public proposed consultation events for the Town Council's Town Centre and St John's Area draft Masterplans.

Timeline	Activity
First week of February 2025	Draft consultation material to be received and circulated to Councillors – including posters, information boards and questionnaire
First week of March 2025	Launch of public consultation, with information boards at key locations
17th March 2025	Information stand at the Annual Town Public Meeting
End of March 2025	Close of consultation

b) It was noted that the contents and therefore delivery timetables, particularly for the Town Centre Masterplan, could be significantly impacted should Kent County Council application for the Government's Devolution Priority Programme be successful.

c) It was **RESOLVED** that the proposed timetable be approved, with note that this could be subject to delays following publication of the Government's decision on 31st January 2025.

534 SEVENOAKS DISTRICT COUNCIL EMERGING LOCAL PLAN 2040 UPDATE

a) The Committee received notice that the Government deadline for Local Planning Authorities to publish their updated Local Plan delivery timetables (Local Development Scheme) is 6th March 2025.

b) It was noted that the District Council's Planning Policy Team Leader had confirmed progress on this document to be underway, with predicted adoption by Cabinet on 13th February 2025.

535 SPEED SURVEYS TO BE COMPLETED ON 20MPH ROADS

Councillors received notice of intention from Kent County Council for the following new 20mph roads to receive a speed survey:

- 2 sites on Seal Hollow Road, where 20mph gateways are now provided,
- Pembroke Road, within the 20mph,
- Dartford Road, near The Vines,
- Robyns Way,
- Lambarde Road

b) It was further noted that the Planning Committee Clerk had further requested Betenson Avenue be reviewed, following negative feedback from a resident, and that Cllr Shea had also requested the following sections of road in order to understand what impact the fluctuating speed limits may be having on speeding:

- London Road, south of junction with St Botolphs Avenue
- St John's Hill, in vicinity of St John the Baptist church

- Mount Harry Road

c) Councillors considered that, as the main objective for the new 20mph roads is to improve student safety, the Town Council should also request the following roads as they approach the schools:

- Hillingdon Avenue approach to Trinity School
- Granville Road approach to St Thomas

d) It was **RESOLVED** that the Town Council request that the above two school approach routes be added to the list of roads to receive a speed survey, with priority to be given to these over the Town Council's other suggestions should there be a limit.

536 STREET NAMING AND NUMBERING – NOTIFICATION OF NEW ADDRESS

It was noted that the postcode for the new address of Aashirvaad, Granville Road – previously reported to the Committee on 13th January 2024 as TN13 1HB – had been altered to TN13 1DZ.

537 DECISION NOTICES ON PLANNING APPLICATIONS COMMENTED ON BY SEVENOAKS TOWN COUNCIL

The Committee received and noted details within the report, which notified of decisions made by Sevenoaks District Council on applications considered by Sevenoaks Town Council's Planning Committee, received during the six weeks ending 20th January 2025.

538 PLANNING APPLICATIONS

a) The Committee received and noted comments made on applications considered under Chair's Action, submitted to Sevenoaks District Council due to the Christmas Closure period.

b) No members of the public registered to speak on individual applications.

c) The Committee considered planning applications received during the two and a half weeks ending 20th January 2025. **It was RESOLVED** that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

539 PRESS RELEASES

It was **RESOLVED** that a Press Release be issued detailing the Town Council having recommended that the three apart apartment buildings at site of 136 High Street be named after prominent women who have worked and lived in Sevenoaks.

There being no further business the Chair closed the meeting at 8:09pm.

Signed
Chair

Dated

Planning Applications Considered

Applications considered on 27-1-25

1	Plan Number	Planning officer	Town Councillor	Agent
	24/01617/MMA	Christopher Park 05/02/2025	Cllr Gustard	Planning & Design Group
Applicant		House Name	Road	Locality
Mr K Cummins			79 Weald Road	Kippington
Town		County	Post Code	Application date
				15/01/25
24/01617/MMA - REVALIDATED plan				
Amendment to 21/02691/FUL.				
A summary of the main changes are set out below:				
Revised drawings received.				

Comment

Sevenoaks Town Council recommended approval subject to:

- The Planning Officer being satisfied there is no loss of amenity to neighbours
- A noise impact assessment for the Air Source Heat Pump and ADC unit being submitted, as per the Environmental Health Officer's recommendation
- A condition that no access should be permitted to the roof of the orangery.

2	Plan Number	Planning officer	Town Councillor	Agent
	24/02475/FUL	Stephanie Payne 10/02/2025	Cllr Granville	Bankhead + Partners
Applicant		House Name	Road	Locality
Mr J Scicluna		Rear of	29 London Road	Town
Town		County	Post Code	Application date
				20/01/25
Change of Use from Class E(g)(i) to Class C3 of a rear Ground floor unit, with associated window and doorways reinstated.				

Comment

Proposed from the Chair with Cllr Granville's remote attendance:

Sevenoaks Town Council recommended approval of the change of use, provided that the Planning Officer is content with the abrupt interface between external passageway and living room, and that the Conservation Officer is content with the materials and treatment.

Planning Applications Considered

Applications considered on 27-1-25

3	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/02725/HOUSE	Abbey Aslett 28/01/2025	Cllr Granville	Open Architecture
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr A Knight			27 The Drive	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				07/01/25

24/02725/HOUSE - Amended plan

Proposed air source heat pump units.

A summary of the main changes are set out below:

New noise assessment provided.

Comment

Proposed from the Chair with Cllr Granville's remote attendance:

Sevenoaks Town Council recommended approval, provided that the Planning Officer is satisfied by the noise assessment report, and that recommendations in the noise assessment are implemented.

4	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/02875/MMA	Christopher Park 29/01/2025	Cllr Camp (as Chair)	Open Architecture
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Arnold Kirkland Properties Ltd		Lantau	Seal Hollow Road	Wilderness
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				08/01/25

24/02875/MMA - Amended plan

Amendment to 23/03188/HOUSE to Revised driveway layout. Alteration to access gate with internal wall. Internal, material and facades alterations. Alteration to fenestrations.

A summary of the main changes are set out below:

Proposed plans have been provided for the front boundary wall.

Comment

Sevenoaks Town Council recommended approval, provided the Planning Officer is satisfied with the changes and materials, and with the new information on the front boundary wall.

Planning Applications Considered

Applications considered on 27-1-25

5	Plan Number	Planning officer	Town Councillor	Agent
	24/02991/CONVAR	Anna Horn 04/02/2025	Cllr Clayton	Cross Town Planning
Applicant	House Name	Road	Locality	
Mr A Birkett	Lyndhurst Cottage	Holly Bush Lane	Eastern	
Town	County	Post Code	Application date	
			14/01/25	

24/02991/CONVAR - Amended plan

Variation of conditions 1, 4 and 5 of 24/01887/MMA (Minor material amendment to 24/01224/MMA for alterations to fenestration to approved dwelling) with amendment to replace entrance gates to front elevation, installation of root barriers and obscure glazing amendment.

A summary of the main changes are set out below:

The applicant has provided further information regarding the root barrier in response to the comments from the Tree Officer.

Comment

Sevenoaks Town Council reiterated its earlier objections as follows, with an additional informative that the Town Council considers that the degree of tree loss in this development has clearly damaged the Conservation Area, and the Town Council strongly opposes any further actions which would endanger or remove trees in and around the site.

(1) Sevenoaks Town Council recommended refusal of the application for a root barrier along the boundary with The Coach House because it would endanger the remaining mature trees along this boundary (a mix of apple and hawthorn, and a larger tree near Hollybush Lane) which contribute to the Conservation Area, and provide some necessary screening to the swimming pool of The Coach House.

(2) Sevenoaks Town Council recommended refusal of the application to withdraw conditions for obscure glazing, as the applicant has chosen to remove screening trees protecting the rear of The Coach House and shrubs protecting the living room of no 7a from overlooking which were part of the original permission

(3) Sevenoaks Town Council recommended refusal of the proposed changes to the entrance unless Kent Highways are satisfied that there is sufficient vision splay for this entrance between high walls, opposite a busy school entrance.

(4) Sevenoaks Town Council recommended refusal of the removal of trees between Copper Box and The Coach House, as shown in the new plan.

Informative:

The Town Council is concerned that almost all mature trees have been removed from the site, which is in conflict with the Conservation Area Management Plan, that the bricks used for the house are very much out of keeping with Conservation Area materials, and that the garage has not been built in the position shown by the planning application, and obscures more light from the Coach House side window that expected. The Town Council requested that this be investigated by the planning enforcement team.

Planning Applications Considered

Applications considered on 27-1-25

6	<i>Plan Number</i> 24/03086/HOUSE	<i>Planning officer</i> Christopher Park 05/02/2025	<i>Town Councillor</i> Cllr Camp	<i>Agent</i> Westleigh Design
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr Z Hou			6 Woodside Road	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				15/01/25
Proposed Single Storey Side Extension, Attached Garage (Flank Elevation), Open Front Porch, Front and Rear Gable Roof Alterations, Rooms in the Roof incorporating Side Dormer and Rooflights				

Comment

Sevenoaks Town Council recommended approval, provided the Planning Officer is satisfied that there will be no overlooking or loss of amenity to neighbours either side from the new windows – particularly the velux windows, and provided the Planning Officer is satisfied with the changes from the previously approved scheme.

7	<i>Plan Number</i> 24/03149/HOUSE	<i>Planning officer</i> Christopher Park 30/01/2025	<i>Town Councillor</i> Cllr Daniell	<i>Agent</i> N/A
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr A McClinton		Ashgrove Farm House	Ashgrove Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				09/01/25
Installation of solar panels in roof.				

Comment

Sevenoaks Town Council recommended approval.

8	<i>Plan Number</i> 24/03208/FUL	<i>Planning officer</i> Stephanie Payne 04/02/2025	<i>Town Councillor</i> Cllr Dr Dixon	<i>Agent</i> Robinson Escott Planning
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
S Beale			9A Mount Harry Road	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				14/01/25
Sub-division of plot and construction of new dwelling with associated parking and landscaping.				

Comment

Sevenoaks Town Council recommended approval, provided a condition be set for the new and existing fencing to be made permeable to hedgehogs and other wildlife as per Sevenoaks Town Neighbourhood Plan Policy L1.

Planning Applications Considered

Applications considered on 27-1-25

9	Plan Number	Planning officer	Town Councillor	Agent
	24/03295/HOUSE	Summer Aucoin 31/01/2025	Cllr Michaelides	Sharpe Architecture
Applicant		House Name	Road	Locality
Mr C Stone			27 Knole Way	Town
Town		County	Post Code	Application date
				10/01/25
Removal of conservatory, cladding existing house, construction of new rear extension, new dormers, extended terrace, solar panels and Air Source Heat Pump.				

Comment

Sevenoaks Town Council recommended approval, provided the Planning Officer is satisfied with the designs and materials and that the Arboricultural Officer is satisfied that there will not be an adverse impact on the trees with Tree Protection Orders.

10	Plan Number	Planning officer	Town Councillor	Agent
	24/03322/FUL	Anna Horn 10/02/2025	Cllr Ancrum	Frankham Consultancy
Applicant		House Name	Road	Locality
Kent Community Health NHS Foundation Trust		Outpatients Department, Seven	Hospital Road	Eastern
Town		County	Post Code	Application date
				20/01/25
New double glazed aluminium double glazed windows with white frames and new spandrel panels where currently full height (to match existing spandrels) to replace existing single glazed metal and double glazed uPVC and aluminium windows. New aluminium external doors to replace existing timber and aluminium doors at rear. Replacement spandrel panels where these are currently timber and external Wall Insulation with a dark grey aluminium pressing finish.				

Comment

Sevenoaks Town Council recommended approval of the application, subject to the Planning Officer being satisfied with the design and materials being used for the refurbishment.

Planning Applications Considered

Applications considered on 27-1-25

11	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/03358/HOUSE	Christopher Park 10/02/2025	Cllr Dr Dixon	WA Architects
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mrs W Wyss		57A Bradbourne Park Road	St Johns	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			20/01/25	

24/03358/HOUSE - Amended plan

Conversion of existing garage to form new living space incorporating new folding sliding doors in place of garage door. Removal of hedge for new retaining wall and closed boarded boundary fence.

A summary of the main changes are set out below:

Existing drawings have been made publicly available.

Comment

Sevenoaks Town Council recommended approval, provided:

- There is significant replacement of trees or other suitable planting in other areas of the gardens of Number 57A, in line with Policy L4 of the Sevenoaks Town Neighbourhood Plan
- The Planning Officer is satisfied that there adequate sightlines.

Informative:

In addition, the Town Council recommended that the fence be made permeable to wildlife as per Sevenoaks Town Neighbourhood Plan Policy L1, and that damage to the public verge by virtue of root incursion and overshadowing by the now-felled line of conifers should also be repaired so that it is restored as a grassed amenity.

12	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/03399/HOUSE	Abbey Aslett 29/01/2025	Cllr Skinner	Offset Architects
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mr & Mrs May	Meadowfield	60 Hitchen Hatch Lane	St Johns	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			08/01/25	

Widen existing vehicular access and erect new entrance gates and pillars.

Comment

Sevenoaks Town Council recommended approval.

Informative:

The Town Council noted that there is an error in the application, as it incorrectly states that work has not yet started on the project.

13	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/03400/FUL	Samantha Yates 03/02/2025	Cllr Skinner	MSD ARCHITECTS
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mr D Thompson		75 Bradbourne Park Road	St Johns	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			13/01/25	

Conversion of existing house into two dwellings, including single storey rear extension.

Comment

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 27-1-25

14	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/03414/HOUSE	Summer Aucoin 07/02/2025	Cllr Willis	JRD Kent
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs French			16 Granville Road	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				17/01/25
Demolition of the existing rear and attached garage, replaced by a new single-storey rear and side extension with associated hard and soft landscaping. New garden store. Alteration to fenestration.				

Comment

Sevenoaks Town Council recommended approval, providing both the Planning Officer and Conservation Officer are satisfied with the building materials.

15	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/03423/CONVAR	Abbey Aslett 28/01/2025	Cllr Clayton	Robinson Escott Planning
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr P Baker		Alice's Tea Shop	114 St Johns Hill	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				07/01/25
Variation of condition 4 of 19/03151/FUL to Change of use from A1 (retail) to B1 (office) and associated works including replacement signage with amendment to alter operating hours from 9am-5pm Monday to Friday only.				

Comment

Sevenoaks Town Council recommended that some time restrictions on the Class E Use should apply due to the residential properties above and around this site, however considered the current restrictions to be unreasonably strict. The Town Council therefore recommended that the time limit on hours of use be amended to be consistent with other surrounding local business premises.

16	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/03434/HOUSE	Summer Aucoin 07/02/2025	Cllr Willis	JRD Kent
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs French			16 Granville Road	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				17/01/25
Remove a section of the front boundary wall &, lower a section of the front garden. New vehicle access, driveway and new steps. Block up the existing vehicle gate on Gordon Road and replace with new pedestrian gate.				

Comment

Sevenoaks Town Council recommended approval, providing both the Planning Officer and Conservation Officer are satisfied with the building materials.

Planning Applications Considered

Applications considered on 27-1-25

17	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	25/00053/HOUSE	Abbey Aslett 10/01/2025	Cllr Skinner	Offset Architects
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs May		Meadowfield	60 Hitchen Hatch Lane	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				20/01/25
New 1.8m close boarded fence to boundary.				

Comment

Sevenoaks Town Council recommended approval subject to:

- The Arboricultural Officer for the District Council being content that there would be no adverse effect to the overall provision of trees and hedges,
- Provision being made for the passage of wildlife through the fence,
- Confirmation that the sightlines for drivers entering and leaving Hitchen Hatch Lane into Woodside Road remain safe,
- And that any trees damaged during development be replaced like for like, as per Policy L4 of the Sevenoaks Town Neighbourhood Plan.