

**Minutes of the meeting of the Planning & Environment Committee
Held on Monday 24th March 2025 in the Council Chamber, Town Council Offices, TN13
3QG**

Livestreamed and available to view on YouTube until approved by Council:

<https://youtube.com/live/Jf6lzbGQRBV>

Meeting commenced: 19:00

Meeting Concluded: 20:27

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	Apologies	Cllr O'Hara	Present
Cllr Clayton	Present	Cllr Shea	Present
Cllr Daniell – Deputy Leader	Apologies	Cllr Skinner OBE – Vice Chair	Present
Cllr Dr Dixon	Present	Cllr Varley	Apologies
Cllr Granville	Present	Cllr Willis	Present
Cllr Gustard	Present	Cllr Wightman – Leader	Present

Also in attendance:

Town Clerk

Planning Committee Clerk

1 Member of the Public

PUBLIC QUESTION TIME

None.

626 - APOLOGIES FOR ABSENCE

As above.

627 - REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

628 - DECLARATIONS OF INTEREST

No declarations of interest were made during the meeting.

629 - MINUTES

a) The Committee received the MINUTES of the Planning Committee Meeting held 10th March 2025.

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

b) The Committee received and noted the MINUTES of the Movement & Net Zero Working Group held on 10th March 2025.

630 - UPCOMING CHANGES TO THE PLANNING FRAMEWORK

a) The Committee received and noted a report summarising the following upcoming changes to the Planning Framework, as planned by central Government:

- **New Planning and Infrastructure Bill**
- **Upcoming review of Statutory Consultee system**

b) It was noted that there would be opportunity for the Town Council to comment on the proposed revision to Statutory Consultees when details are published and consultation launched, with expected timeframe for this being Spring 2025.

c) Councillors queried whether a briefing could be arranged from Sevenoaks District Council Officers, to inform Councillors on how upcoming changes to Planning could impact town and parish councils in their decision-making processes. It was **RESOLVED** that this be requested, once further details have been published.

d) Cllr Shea raised concerns about the proposed reduction of Statutory Consultees, specifically in relation to water suppliers who are not currently included in this list. She reported that her recent correspondence to Local Parliament Member, Laura Trott – whereby she had requested that water suppliers be added to this list – had been met positively, with Laura Trott having agreed to forward the request to the Ministers involved. Councillors hoped that the upcoming review would reflect this request and add material weight to planning application responses submitted by water suppliers.

631 - LOCAL GOVERNMENT REVIEW - SEVENOAKS DISTRICT COUNCIL PROCESS FOR POTENTIAL TRANSFER OF ASSETS

a) The Committee received notice that Sevenoaks District Council is proposing to introduce a Community Asset Transfer (CAT) process in response to the upcoming Local Government Reorganisation, which would see the District Council, amongst other neighbouring District and Borough Councils within Kent, merged into several unitary authorities.

b) It was noted that, in order for the District Council to consider transferring an asset to the local Town or Parish Council, there must be a clearly defined reason - being economic, social or environmental benefit to the local community - which demonstrates the benefit of the asset's service being transferred to the Town or Parish Council as opposed to being retained by the District Council and its successor. It was further noted that the interested party must also demonstrate its ability to manage the new assets sustainably and maintain their affordability to residents.

c) It was noted that the deadline for Expressions of Interest for any assets which the Town Council would wish to acquire is June 2025, with the second application / business phase of the CAT process expected to take place in October 2025.

d) The following key topics of note were discussed:

- While asset transfers processed prior to the pending Reorganisation cannot be overturned by the succeeding unitary authority, it was noted that there was an expectation that a moratorium will eventually be placed to stop further transfers, closer to the date of reorganisation.
- Due to the potential pending moratorium period, it was agreed that the Town Council submit an initial priority list of assets that it considers would be best managed locally, in order to direct Officer's time on the most pertinent of assets. A further second tranche may be submitted by the Town Council at a later date, once the biggest priority items had been processed.
- Members emphasised their intention to submit a second wave of proposed asset transfers which would benefit from being managed locally. Among the list of potential assets for future consideration is the Shambles and Bradbourne Lakes.
- Councillors agreed the importance of consistency in the approach of all District and Borough Councils in Kent towards any transfer of assets to their Town and Parish Councils, in order to maintain equality of opportunity and benefit of the local ownership for the Town or Parish's residents.
- The Councillors' view that any emerging asset transfers should be cost-neutral to both interested parties was further clarified to encompass the entirety of the asset transfer list collectively, as opposed to per item. This in order for assets with higher maintenance costs to be offset by the income from the more self-sustaining assets, thus achieving an equilibrium of maintenance costs transferred from the unitary to the Town Council.
- It was noted that the land on which the markets are hosted is not officially registered on HM Land Registry. This was in need of urgent rectification due to the basis for market charges by the District Council depending on its claim to the land's ownership. Councillors hoped that this could be done in conjunction with transfer of the asset to the Town Council.
- It was noted that the St John's Hill Car Park proposal is inclusive of the toilets, and that the Stag proposal similarly inclusive of the adjacent land to facilitate any future development. It was agreed that these clarifications be made clearer in the resulting submission to Sevenoaks District Council.
- On query as to the method of consultation on the assets which the Town Council was proposing to submit an Expression of Interest for, the Town Clerk clarified that a meeting would be arranged to engage with representatives of local Residents Associations in April 2025, and consultation held shortly thereafter with residents. This would likely include an exclusive Town Crier publication sent to all Sevenoaks Town addresses, with a survey to gather opinions on whether residents agree the

assets would be better managed at a local level, and with awareness that this could incur more costs locally and resource implications that the transfers could have.

e) It was **RESOLVED** that:

- Sevenoaks Town Council seek the transfer of assets, some of which have income generation and some which only have outgoing costs, with the aim that the collective asset transfers be cost neutral both to the new unitary council, and to the local taxpayer.
- Sevenoaks Town Council apply for the following assets in its first round of Expression of Interest and subsequent Business Proposals, for transfer from Sevenoaks District Council as part of the Local Government Reorganisation:
- Sevenoaks Town Council consider applying for additional assets in a second round of Expressions of Interest submissions at a later date, following completion of the below requests having been processed.
- Sevenoaks Town Council consult further with the local community in progressing the above and future asset transfer requests.

Asset to be applied for	ACV	Income Generating	Benefits for the Assets Being Transferred
Stag (including section of car park)	Yes	No	<ul style="list-style-type: none"> • Local Control & Decision Making • Improved Maintenance & Use • Financial Efficiency • Greater Community Engagement • Preservation of Identity <p>STC currently has long term lease.</p> <p>Key component of STNP Cultural Strategy</p> <p>Car park areas expansion in the future to increase sustainability.</p>
St John's Hill car park (including Freehold of Public toilet building)	No	Yes	<ul style="list-style-type: none"> • Local Control & Decision Making • Improved Maintenance & Use • Financial Efficiency • Greater Community Engagement • Preservation of Identity <p>STC currently has lease and recently invested into refurbishment of public toilets</p>

			Key component of St John's Hill Masterplan and future development of community spaces and cycle path.
St James car park	No	Yes	<ul style="list-style-type: none"> • Local Control & Decision Making • Improved Maintenance & Use • Financial Efficiency • Greater Community Engagement • Preservation of Identity <p>Key component of St John's Hill Masterplan and future development of community spaces and cycle path.</p>
Sevenoaks Market Rights (including the land on which it is hosted, which is currently unregistered on HM Land Registry)	No	Yes	<ul style="list-style-type: none"> • Local Control & Decision Making • Improved Maintenance & Use • Financial Efficiency • Greater Community Engagement • Preservation of Identity <p>5th March 1974 Sevenoaks Town Council Minutes relating to Local Government Reorganisation state:</p> <p><i>That the Saturday market be the responsibility of the Sevenoaks District Council be accepted but that as this is regarded as part of the ancient history of the Town, the District Council be asked to enter into a covenant to retain the ancient history of a Saturday market and also to the right of the townspeople to reduced stallage rate.</i></p> <p>STC operated and invested in the local markets for over 10 years following petition from market traders and local community.</p>
Bradbourne Vale Road Land	Yes	No	<ul style="list-style-type: none"> • Local Control & Decision Making • Improved Maintenance & Use • Financial Efficiency

			<ul style="list-style-type: none"> • Greater Community Engagement • Preservation of Identity <p>Allocated as allotment land in STNP</p>
Hollybush Recreation Ground and Related Assets	No	Some income	<ul style="list-style-type: none"> • Local Control & Decision Making • Improved Maintenance & Use • Financial Efficiency • Greater Community Engagement • Preservation of Identity

632 - KENT COUNTY COUNCIL HATTON HOUSE (ADULT EDUCATION CENTRE) UPDATE

a) The Committee received notice that Kent County Council had published notification of its intention to “dispose of”, or sell, Hatton House – being the Sevenoaks Adult Education Centre.

b) It was noted that the Town Council had submitted an Intention to Bid on the property, as agreed to on 20th January 2025 when the full Council meeting considered the possible eventuality of the Education Centre being put on the open market. On query as to whether the Town Council was aware of whether West Kent Housing Association or any other community bodies had submitted their own Intention to Bid, the Town Clerk clarified that while this was not known, an advertisement had been published in the Chronicle announcing the intended sale.

c) The Town Clerk reported that Kent County Council has yet to confirm its intended sale price, however the Town Council had in the meantime scheduled a site visit on 7th April 2025.

633 - SEVENOAKS DISTRICT COUNCIL LOCAL DEVELOPMENT SCHEME TIMETABLE

The committee received and noted Sevenoaks District Council’s recently approved Local Development Scheme timetable, which sets out the delivery timetable for its Emerging Local Plan 2040.

634 - RESULTS OF THE SPEED TESTS UNDERTAKEN ON ROADS WITHIN AND AROUND THE NEW 20MPH SPEED LIMIT

a) The Committee received and noted results of the speed tests recently conducted by Kent County Council on various roads within and near the newly introduced 20mph roads.

b) Cllr Clayton expressed his concern that the map had not been accurately updated to reflect the exact extent of the 20mph speed limit, with some roads around the Vine being incorrect.

c) Key trends from the data were discussed, with resulting agreement that compliance aids should be explored and favoured in preference to enforcement measures.

d) It was noted that the speed test results were due to be discussed by the Sevenoaks Joint Transportation Board on 25th March 2025, and it was **RESOLVED** that Cllr Clayton be registered to address the Board on behalf of the Town Council. Should he be unable to attend the meeting, it was agreed that either Cllr Skinner or Cllr Wightman take his place, as Members of the Board.

e) Councillors considered that speeds will likely continue to fluctuate and decrease as the lifetime of the new 20mph scheme progresses, and the Planning Committee Clerk confirmed that Kent County Council's intention to continue monitoring the scheme over the next 12-36 months had been expressed in the Officer's report to the JTB.

635 - CORNER PROTECTIONS - RECOMMENDATION FROM MOVEMENT & NET ZERO WORKING GROUP

a) The Committee received and discussed recommendation received from the Movement & Net Zero Working Group, for various locations within Sevenoaks to receive double yellow line corner protections via a Traffic Regulation Order. This to be proposed and funded by the Town Council.

b) On query as to the next steps for the Town Council to pursue this project, the Planning Committee Clerk clarified the following:

- Initial proposal to Kent County Council Officers for feedback and recommendation on placement, length and suitability of the location
- Proposal to the Town Council's Finance & Delivery Committee to approve funding for the project, estimated to be £6,809
- Informal consultation with local residents – during which the proposals could be refined, amended, added to or reduced
- Formal consultation via legal Traffic Regulation Order – after which the proposals may only be *reduced*, but not added to. This includes removal of some roads proposed in the original TRO or reduction of the proposed length, but does not permit alternative proposals or extensions of the proposed lengths.
- Potential referral to the Sevenoaks Joint Transportation Board, should the TRO receive more than five objections.
- Final decision to be made by Kent County Council.

c) It was **RESOLVED** that the various locations as indicated in the Agenda papers be approved and a formal Traffic Regulation Order be pursued by the Town Council in consultation with Kent County Council Officers and local residents.

d) It was further **RESOLVED** that the Town Council as scheme promoter make the following recommendation to the Finance & Delivery Committee:

- That the Town Council fund the informal and formal consultation for, as well as delivery of, corner protections by way of double yellow lines at various locations within Sevenoaks, to the estimated cost of £6,809.

636 - AIR BNB - AGENDA ITEM PROPOSED BY COUNCILLORS

Councillors considered whether they should adopt a stance as to the conversion of houses into Airbnb or alternative holiday-hire venues, following a recent planning application which had proposed to do so. This was not considered by Councillors to be a currently pressing issue, and it was therefore **RESOLVED** that the Town Council monitor the situation and revisit the potential adoption of a stance should the situation change or complaints be received from residents of any negative impact from houses being used for local holiday hire.

637 - GREENSANDS SIGNAGE ON SEVENOAKS COMMON

The Committee received notice that the Greensands signage proposed for erection at Sevenoaks Common by Kent Wildlife Trust in October 2024 is proposed for installation on Monday 24th March – Tuesday 25th March 2025.

638 - PLANNING APPLICATIONS

- a) No members of the public registered to speak on individual applications.
- b) The Committee considered planning applications received during the two weeks ending 17th March 2025. It was **RESOLVED** that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

639 - PRESS RELEASES

None.

There being no further business the Chair closed the Meeting.

Signed
Chair

Dated

Footnote:

In accordance with Sevenoaks Town Council's Standing Order 13 and under Section 33 of the Localist Act 2011, the following Town Councillors have been granted a Dispensation as a dual hatted Councillor of both Sevenoaks Town Council and Sevenoaks District Council, to allow them to discuss and vote on matters where the only reason they would otherwise be prevented from taking part in discussion and voting is due to their membership of Sevenoaks District Council i.e. it does not permit Councillors to take part in discussion and voting automatically if they have a declaration of pecuniary interest unrelated to their membership of Sevenoaks District Council. This dispensation is valid until the next Town Council Election in May 2027, as per Minute number 241 resolved at the Town Council meeting on 24th July 2023:

- Cllr Sue Camp
- Cllr Tony Clayton
- Cllr Victoria Granville
- Cllr Chloe Gustard
- Cllr Claire Shea
- Cllr David Skinner
- Cllr Nick Varley

DRAFT

Planning Applications Considered

Applications considered on 24-3-25

1	Plan Number	Planning officer	Town Councillor	Agent
	24/02079/HOUSE	Christopher Park 03/04/2025	Cllr Clayton	Designhomeplan Ltd
Applicant		House Name	Road	Locality
Mr Hosseini			71 Hillingdon Rise	Eastern
Town		County	Post Code	Application date
				13/03/25
New vehicle access with paved parking area.				

Comment

Sevenoaks Town Council recommended refusal on the grounds that the surface proposed for the parking area is "crazy paving" which is non porous, and there is no sustainable drainage proposed.

Informative:

If the applicant is able to provide a porous surface or drainage to prevent runoff, and able to ensure that no water runoff is misdirected to the sewer, the Town Council would be minded to recommend approval.

2	Plan Number	Planning officer	Town Councillor	Agent
	24/03086/HOUSE	Christopher Park 27/03/2025	Cllr Camp	Westleigh Design
Applicant		House Name	Road	Locality
Mr Z Hou			6 Woodside Road	St Johns
Town		County	Post Code	Application date
				07/03/25

24/03086/HOUSE - Amended plan

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, Increase in roof height.

A summary of the main changes are set out below:

Drawings received.

Comment

Sevenoaks Town Council recommended approval, providing the Planning Officer is satisfied with the following:

- That there will be no overlooking or loss of amenity to neighbours either side from the new windows, particularly from the velux windows,
- With the changes from the previously approved scheme,
- And that the design does not detract from the streetscene nor conflict with the Residential Character Area Assessment

Planning Applications Considered

Applications considered on 24-3-25

3	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/03326/HOUSE	Abbey Aslett 07/04/2025	Cllr Daniell	Glyn Doughty Design
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Ms H Hui	Amaryllis View	Ashgrove Road	Kippington	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			17/03/25	

24/03326/HOUSE - Amended plan

Demolish existing rear extension. New two-storey front extension, first floor side extension, single storey rear extension, raise roof height to create second floor with habitable rooms. Changes to fenestration. New detached triple garage with habitable rooms above. Solar panels. Associated changes to landscaping.

A summary of the main changes are set out below:

Additional tree information submitted.

Comment

Proposed by Cllr Gustard with Cllr Daniell's apologies:

Sevenoaks Town Council recommended approval subject to:

- The Planning Officer being satisfied there is no loss of amenity to neighbouring properties
- The recommendations of the Arboricultural reports being followed
- The entirety of the TPO'd yew tree hedge, located at the rear boundary and referenced H1, being retained
- The Arboricultural Officer being satisfied with the tree safeguarding measures proposed

4	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	25/00301/HOUSE	Stephanie Payne 28/03/2025	Cllr Willis	Radmordesign
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mr O Shaulko		35 Lime Tree Walk	Town	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			07/03/25	

Single-storey rear extension.

Comment

Sevenoaks Town Council recommended approval, subject to the Planning Officer being happy with the design and materials.

Planning Applications Considered

Applications considered on 24-3-25

5	Plan Number	Planning officer	Town Councillor	Agent
	25/00380/LBCALT	Abbey Aslett 07/04/2025	Cllr Willis	SAACT Lt
Applicant		House Name	Road	Locality
G Morris		The Hardware Centre	36-42 London Road	Town
Town		County	Post Code	Application date
				17/03/25
25/00380/LBCALT - Amended plan				
Refurbish 3 first-floor windows, replace 1970s dormer windows to match sash windows below, repair dormer cheeks and replace broken roof tiles with reclaimed tiles to match existing.				
A summary of the main changes are set out below:				
Updated Heritage Statement				
<i>Comment</i>				
Sevenoaks Town Council recommended approval, subject to the Conservation Officer being satisfied with the latest clarification and supporting documents.				

6	Plan Number	Planning officer	Town Councillor	Agent
	25/00425/HOUSE	Samantha Yates 03/04/2025	Cllr Wightman	OPEN Architecture
Applicant		House Name	Road	Locality
Mr and Mrs Lee		Godden House	Blackhall Lane	ADJOINING Wildernesse
Town		County	Post Code	Application date
				13/03/25
Demolish single-storey rear extension and garage. New garage with accommodation above. New single-storey side and rear extensions with flat roofs and rooflights. Internal alterations, changes to fenestration. Alterations to landscaping.				
<i>Comment</i>				
Sevenoaks Town Council recommended approval subject to:				
- The Conservation Officer being content that these changes do not clash with the original house, and that they leave its identity intact				
- The Conservation and Planning Officers being content with the materials used, particularly in the context of the original house, and				
- There being no use of the garage accommodation able to be made independent of the main house.				

7	Plan Number	Planning officer	Town Councillor	Agent
	25/00531/HOUSE	Summer Aucoin 28/03/2025	Cllr Granville	JJR Designs
Applicant		House Name	Road	Locality
CM Properties Investments Lim			42 The Drive	Town
Town		County	Post Code	Application date
				07/03/25
Single-storey side extension with rooflights, changes to fenestration. Raised terrace with steps to rear.				
<i>Comment</i>				
Sevenoaks Town Council recommended approval, subject to the Conservation Officer being satisfied with materials.				

Planning Applications Considered

Applications considered on 24-3-25

8	Plan Number	Planning officer	Town Councillor	Agent
	25/00618/LBCALT	Summer Aucoin 07/04/2025	Cllr Michaelides	Mr R Fryer
Applicant		House Name	Road	Locality
Mr H Evans			29 Clarendon Road	Town
Town		County	Post Code	Application date
				17/03/25
Demolition of existing conservatory and replace with new single storey rear extension with rooflights. Side porch extension. Alteration to fenestration.				

Comment

Sevenoaks Town Council recommended approval, provided the Planning Officer is satisfied with the designs and materials.

9	Plan Number	Planning officer	Town Councillor	Agent
	25/00628/HOUSE	Christopher Park 01/04/2025	Cllr Ancrum	Resi Design Ltd
Applicant		House Name	Road	Locality
H Rowe-Preira			36 Cobden Road	Eastern
Town		County	Post Code	Application date
				11/03/25
Proposed loft conversion with rear dormer and front rooflights, internal alterations, floor plan redesign and all associated works.				

Comment

Sevenoaks Town Council recommended approval, subject to the Planning Officer being satisfied with the design and materials proposed.

10	Plan Number	Planning officer	Town Councillor	Agent
	25/00647/HOUSE	Abbey Aslett 03/04/2025	Cllr Dr Dixon	Mr & Mrs Harris
Applicant		House Name	Road	Locality
Sevenoaks Plans Ltd		Stamford Bungalow	67 St Johns Road	St Johns
Town		County	Post Code	Application date
				13/03/25
Proposed new roof. New internal layout. Alteration to fenestration.				

Comment

Sevenoaks Town Council recommended approval, subject to:

- A repeat of the conditions applied to 20/02573/HOUSE, and
- The Planning Officer being satisfied that there will be no overlooking or loss of amenity from the new window.