

**Minutes of the meeting of the Planning & Environment Committee
Held on Monday 07 April 2025 in the Council Chamber, Town Council Offices, TN13 3QG**

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

<https://www.youtube.com/live/CaVMKbfJxFl>

Meeting commenced: 19:00

Meeting Concluded: 20:57

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

Also in attendance:

Town Clerk

Planning Committee Clerk

6 Members of the Public

PUBLIC QUESTION TIME

None.

1 - APOLOGIES FOR ABSENCE

As above.

2 - REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

3 - DECLARATIONS OF INTEREST

a) Representation was received and forwarded to all Councillors, objecting to the following application:

- **[Plan no. 8] 25/00285/MMA – 85 Bayham Road**

b) Cllr Camp declared that she had a non-pecuniary interest in the following application, due to her residing on that road. She remained open-minded to its contents.

- **[Plan no. 12] 25/00639/FUL – 2 The Crescent**

c) Cllr Granville declared that she had a non-pecuniary interest in the following application, due to her knowing the applicant. She remained open-minded to its contents.

- **[Plan no. 6] 25/00260/FUL – Annexe at 7 Serpentine Road**

d) Cllr Clayton declared that he had been lobbied on the above application, however remained open-minded to its contents.

4 - MINUTES

The Committee received the MINUTES of the Planning Committee Meeting held 24th March 2025.

It was RESOLVED that the minutes be approved.

5 - DATE OF NEXT PLANNING & ENVIRONMENT COMMITTEE

Councillors received a reminder that the next Planning & Environment Committee meeting will take place on Tuesday 22nd April 2025. This due to the preceding Monday being a Bank Holiday.

6 - SECOND SEVENOAKS TOWN SPORTS STRATEGY

a) The Committee received notice that the Sevenoaks Town Sports Strategy Working Group – comprised of Town Councillors as well as various local sporting groups, clubs and organisations – had agreed its final draft for a second Sevenoaks Town Sports Strategy. It was noted that this document, which provides an updated recommendation for how future sports provision within the Town should be prioritised, will replace the first Sports Strategy and be used as an evidence base for the Neighbourhood Plan as its five year review.

b) Cllr Clayton as Chair of the STNP / Masterplan Working Group summarised the discussion and resulting recommendation from the Working Group, which took place prior to the Planning & Environment Committee meeting. He reported positive feedback from members on the quality and content of the updated Strategy, with interest in particular on the concept of a Sports Foundation being created to improve accessibility and encourage more residents to engage in sporting activities.

c) It was **RESOLVED** that the second Sevenoaks Town Sports Strategy to be formally adopted by the Town Council and added as an Appendix to the Sevenoaks Town Neighbourhood Plan at its 5 year review.

7 - RECOMMENDATIONS FROM STNP / MASTERPLAN WORKING GROUP

a) Cllr Clayton as Chair of the STNP / Masterplan Working Group reported the following further recommendations which had arisen from the meeting held prior to the Planning & Environment Committee at 6pm. It was **RESOLVED** that the following recommendations be approved and action taken by Town Council Officers:

- That Planning & Environment Committee members consider Policy D6 of the Sevenoaks Town Neighbourhood Plan (STNP) when making recommendations on any planning application which proposes to retrofit an existing house to improve efficiency. This must be in conjunction with Policy C1 (Heritage Assets) where applicable, and with the intention to encourage Policy D6's usage by District Council Officers when considering proposals such as Air Source Heat Pumps and Solar Panels.
- That Planning & Environment Committee members consider STNP Policy E5 when considering proposals which could improve or enhance the function of neighbourhood centres, with note that such proposals may increase in the future following adoption of the Masterplans.
- For the Town Council to request at the STNP's 5 year review stage, that Policy L1 (Biodiversity Net Gain, (BNG)) be amended to stipulate that any BNG secured offsite be prioritised for delivery at a site within the Neighbourhood Plan boundary where possible. Officers would investigate and pursue registration of relevant Town Council assets as potential BNG sites to support this.
- For Officers to request a training session for Town Councillors from District Council Planning Officers on Design Review Panels, to better understand how they work

8 - ST JOHN'S HILL AREA MASTERPLAN UPDATE

a) The Committee received notice that the public consultation for the St John's Hill Area draft Masterplan had been extended by a further three weeks, with the final deadline for comment now being 11:59pm on Monday 21st April 2025.

b) It was noted that all details, including copy of informational posters, draft Masterplan report, copy of the car parking study and online survey link are available to view via the following link:

https://www.sevenoakstown.gov.uk/Consultations_and_Projects_47978.aspx

9 - ROAD CLOSURES

The Committee received and noted a report summarising upcoming road closures within Sevenoaks Town, including diversion routes.

10 - STREET NAMING AND NUMBERING - NOTIFICATION OF NEW ADDRESSES

a) The Committee received notice and plans of the new addresses created at the following locations:

- Former Royal Oak Hotel, High Street - with the six new flats having been named Flats 1-6 Hanover House, and the new dwelling at the rear named called Dolling House
- Gracious Cottage, Gracious Lane - reinstated as a formal address following absorption and subsequent removal from Hernewood Cottage.
- Plot 1, 9A Mount Harry Road - with the new dwelling being built in the rear garden of 9A to be renamed 4 Pendennis Road

b) Councillors raised their surprise and disappointment that the new flats replacing Royal Oak Hotel had been renamed under “Hanover House” as opposed to “Royal Oak House”. This was considered a regrettable loss of local heritage of the 18th Century building, and it was therefore **RESOLVED** that this disappointment be registered with the District Council and request made for the name change to be reconsidered.

11 - KENT COUNTY COUNCIL PROPOSED AMENDMENT 1: A PROHIBITION OF TRAFFIC MOVEMENTS ORDER

a) The Committee received notice that Kent County Council had published deposit documents for its proposed Order for Amendment 1: a Prohibition of Traffic Movements, in order to remove the cycle restriction on the footpath between London Road and Robyns Way.

b) It was noted that representations supporting or objecting to the proposed Order could be made via Kent County Council's website via the below link until 14th April 2025. This was not considered necessary due to the Town Council having responded to the initial proposals via the East to West Walking, Wheeling and Cycling route.

www.kent.gov.uk/highwaysconsultations

12 - KENT COUNTY COUNCIL PROPOSED AMENDMENT 8: A WAITING RESTRICTIONS ORDER

a) The Committee received notice that Kent County Council had published deposit documents for its proposed Order for Amendment 8: a Waiting Restrictions Order on Mount Harry Road.

b) It was noted that representations supporting or objecting to the proposed Order could be made via Kent County Council's website via the below link until 14th April 2025. This was

not considered necessary and the proposed change was noted.

www.kent.gov.uk/highwaysconsultations

13 - KENT COUNTY COUNCIL HAS MADE AMENDMENT 4: A WAITING RESTRICTIONS ORDER

The Committee received notice that Kent County Council had published Has Made documents for its previously proposed Order for Amendment 4: a Waiting Restrictions on Pendennis Road. It was further noted that the Waiting restrictions for Letter Box Lane had also been re-plotted due to having been previously plotted incorrectly.

14 - SEVENOAKS DISTRICT COUNCIL - REQUEST FOR ASSISTANCE WITH SERVICES AUDIT

a) The Committee received notice that Sevenoaks Town Council, in conjunction with the District Council Ward Members for Sevenoaks Town, had been consulted to assist the District Council in completing an audit of services and facilities within Sevenoaks Town.

b) It was noted that this was a considerable but important piece of work, and agreed that the most efficient way to complete it would be Ward by Ward, with Councillors reviewing the previous Audit for changes before adding new entries.

c) Councillors noted that the deadline to submit the audit is Wednesday 30th April 2025, however due to the size and local offering in Sevenoaks this was not considered sufficient to compile a complete response. It was therefore **RESOLVED** that the Planning Committee Clerk request a further month's extension, and forward to both Town and local District Council members copy of the current and previous Audit for their initial review.

15 - 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 & Environment Committee, received during the six weeks ending 31st March 2025.

16 - PLANNING APPLICATIONS

a) Minute Item 16b as well as consideration of its corresponding planning application was moved further up the Agenda and considered after agreement of the Minutes. This as per Standing Order 10.a.viii, whereby the order of business of the Agenda may be changed without prior written notice.

b) The meeting was adjourned to allow members of the public to speak for three minutes on the following applications, by prior agreement.

- [Plan no. 8] 25/00285/MMA – 85 Bayham Road (Against)
- [Plan no. 4] 25/00104/FUL – Greensands, Oak Lane (Against)

c) The Committee considered planning applications received during the two weeks ending 31st March 2025. **It was RESOLVED** that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

17 - PRESS RELEASES

It was **RESOLVED** that the following Press Releases be issued, reporting on the following items:

- The Town Council's registered disappointment with the loss of the Royal Oak Hotel's name, and request that this be reconsidered
- Adoption of the second Sevenoaks Town Sports Strategy
- Recommendations received and agreed to, from the STNP / Masterplan Working Group
- The Town Council's response to the proposed development at the Council Depot on Otford Road

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 Claire Shea |
| • Cllr Tony Clayton | • Cllr David Skinner |
| • Cllr Victoria Granville | • Cllr Nick Varley |
| • Cllr Chloe Gustard | |

Planning Applications Considered

Applications considered on 7-4-25

1	<i>Plan Number</i> 24/01190/HOUSE	<i>Planning officer</i> Christopher Park 08/04/2025	<i>Town Councillor</i> Cllr Camp	<i>Agent</i> Colin Smith Planning Ltd
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr C Hughes		Windy Ridge	13 Hitchen Hatch Lane	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				18/03/25
24/01190/HOUSE - REVALIDATED plan				
Removal of the front garden area and front boundary wall and the re-landscaping of the front garden, together with the widening of the access.				
A summary of the main changes are set out below:				
New drawings have been provided.				

Comment

Sevenoaks Town Council recommended approval, provided the Planning Officer is satisfied with the colour and materials used, and that they comply with the Residential Character Area Assessment.

2	<i>Plan Number</i> 24/02472/LDCEX	<i>Planning officer</i> Christopher Park 09/04/2025	<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 B Parker		Ashdown	17 Kippington Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				19/03/25
24/02472/LDCEX - Amended plan				
Existing air source heat pump unit.				
A summary of the main changes are set out below:				
An amended MCS calculation has been provided.				

Comment

Sevenoaks Town Council recommended approval.

3	<i>Plan Number</i> 25/00005/FUL	<i>Planning officer</i> Summer Aucoin 14/04/2025	<i>Town Councillor</i> Cllr Ancrum	<i>Agent</i> Designhomeplan Ltd
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Micallef			50 St Johns Hill	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				24/03/25
Single storey rear extension with rooflight, alterations to fenestration.				

Comment

Sevenoaks Town Council recommended approval of the application provided that the Planning Officer is satisfied there is no impact on the amenity of neighbouring properties on either side.

Planning Applications Considered

Applications considered on 7-4-25

4	Plan Number	Planning officer	Town Councillor	Agent
	25/00104/FUL	Anna Horn 08/04/2025	Cllr Gustard	N/A
Applicant	House Name	Road	Locality	
Gould, XLX Sevenoaks LTDT	Greensands	Oak Lane	Kippington	
Town	County	Post Code	Application date	
			18/03/25	

25/00104/FUL - Amended plan

Demolition of existing care home and construction of an 8 flat residential building. Alterations to access. Hard and soft landscaping. Cycle and bin storage units. Extension of hardstanding for associated parking.

A summary of the main changes are set out below:

The applicant has submitted amended plans and documents as follows:

- Amended block plans, floor plans, section and elevation plans omitting the dormer windows on the northern side facing elevation
- Visibility splays (plan reference PGA-12 rev A1)
- Tree root protection methodology document
- Response to objections document
- 3D schematics and site context plan

Comment

Sevenoaks Town Council recommended refusal on the following grounds:

- Overlooking of neighbouring properties both to the North and South, and subsequent loss of amenity and privacy to their inhabitants
- Inappropriate bulk and massing of the site
- The designs are incongruent with the Residential Character Area Assessment and therefore also against Sevenoaks Town Neighbourhood Plan Policy C4.

Informative:

If the District Council is minded to approve the application, the Town Council would request that:

- A bat survey be undertaken,
- A light assessment be undertaken to evaluate impact to the annexe at White Friars.
- The Tree Officer respond to the new Tree Report submitted on 18th March from Quaife Woodlands and confirm their satisfaction with the tree protective measures proposed, in addition to investigation being undertaken as to existing damage to trees caused by recent construction activities as per Sevenoaks Town Neighbourhood Plan Policy L4.
- The District Council Officers be reminded that the Residential Character Area Assessment was produced not only to protect the character from the streetview, but also all other views as well as amenity of residents. The Town Council considered the design at the sides of the proposed development to cause significant overlooking into the living space and gardens of neighbouring occupied dwellings, which is contrary to the Residential Character Area Assessment and thus also Sevenoaks Town Neighbourhood Plan Policy C4.

Planning Applications Considered

Applications considered on 7-4-25

5	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	25/00203/FUL	Samantha Yates 16/04/2025	Cllr Granville	Lowe Design & Project M
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mr & Mrs M Dittrich	Tylers	St Nicholas Drive	Town	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			26/03/25	
Replacement dwelling with double garage, alteration driveway and retaining walls. Landscaping				

Comment

Sevenoaks Town Council recommended approval.

6	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	25/00260/FUL	Samantha Yates 08/04/2025	Cllr Clayton	Robinson Escott Planning
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mr & Mrs Roubicek	Annexe at	7 Serpentine Road	Eastern	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			18/03/25	
Use of ancillary outbuilding as tourist/visitor accommodation as well as ancillary accommodation.				

Comment

Sevenoaks Town Council recommended refusal on the following grounds:
 - increased use by tourists and guests will affect the amenity of neighbouring houses in Bayham Road and
 - unrestricted parking on the short front drive could affect pedestrian safety on the approach to St Johns School.

Informative:

Town Council recommended that, should the Planning Officer consider BnB accommodation to be a "purpose ancillary to the dwellinghouse known as '7 Serpentine Road'", then conditions should be required to regulate noise and parking.

7	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	25/00261/HOUSE	Anna Horn 23/04/2025	Cllr Gustard	RE Planning LLP
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mr P Sinnott	Wellington House	Ashgrove Road	Kippington	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			31/03/25	
Installation of 5no air conditioning units.				

Comment

Sevenoaks Town Council recommended approval subject to a favourable noise impact assessment and assurances from Environmental Health that the proximity of the units to neighbouring properties will cause no harm or risk of Legionnaire's disease.

Planning Applications Considered

Applications considered on 7-4-25

8	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	25/00285/MMA	Christopher Park 15/04/2025	Cllr Clayton	Coleman Anderson Archit
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mrs J Jackson		85 Bayham Road	Eastern	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			25/03/25	
Amendment to 23/00030/HOUSE to change cladding on the rear elevation to a type which is 90mm larger than approved.				

Comment

Sevenoaks Town Council recommended refusal on the grounds that the revised larger and closer design (as built, and at variance with the plans and original permission) has a significant impact on the other half of the semi-detached pair, and will cause loss of light to the rear window of number 84.

Informative:

Sevenoaks Town Council registered its disappointment and concern that no action had been taken by the District Council during construction, when attention was initially drawn to the variance between the extension's built form, and the original permission.

Planning Applications Considered

Applications considered on 7-4-25

9	Plan Number	Planning officer	Town Councillor	Agent
	25/00410/HYB	Sean Mitchell 09/04/2025	Cllr Dr Canet	DHA Planning
Applicant	House Name	Road	Locality	
Sevenoaks District Council	Council Depot	Otford Road	Northern	
Town	County	Post Code	Application date	
			19/03/25	
Hybrid Planning Application comprising: Full planning permission for the demolition/removal of existing buildings and structures and the construction of 3no employment units (Use Class E(g) (ii), (iii) and B8), with associated parking and landscaping and optional mezzanine floor to each unit and outline planning permission with all matters except for access for the construction of a drive-thru restaurant selling food and drink for consumption on and off the premises (sui generis).				

Comment

Sevenoaks Town Council recommended refusal on the following grounds:

- Non-compliance of Fast Food element with National Planning and Policy Framework paragraphs 96 and 97.
- Non-compliance of the proposals with the following Sevenoaks Town Neighbourhood Plan Policies:
 - a) C9 (protecting and enhancing the landscape setting and character of town and visibility to and from the open countryside),
 - b) C10 (enhance the gateways and arrival points into the town)
 - c) M9 (supports measures that will encourage a shift towards the use of greener modes of transport by businesses and residents)
 - d) D1 (design guidance on nearby sites for Carpetright/Wickes and Travis Perkins, which recommends that light industrial uses be relocated to the Vestry Industrial Estate in order to remove the inappropriate citing of them within residential areas, and resolve the conflict between light industrial employment and residential accommodation in this area.
- Non-compliance with Sevenoaks District Council Policy EN2 (safeguarding amenities of current and future residents with regard to noise, odour, activity or vehicle movements, visual intrusion), as well as EN7 (noise pollution)
- The lack of pavement and safe crossing point across the A225 to access the restaurant, which is likely to attract school children, poses a highway safety concern, with no mitigation has been proposed to manage the traffic leaving and entering site at a point with low visibility.

Informative:

Sevenoaks Town Council recommended that, should the District Council be minded to approve the application, it should be subject to a Design Review Panel, as per Sevenoaks Town Neighbourhood Plan Aim C6. In addition, any permission granted for the industrial units in the full application should be conditioned to ensure that the uses do not risk any damage to the neighbouring SSSI, watercourses or wildlife.

Planning Applications Considered

Applications considered on 7-4-25

10	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	25/00425/HOUSE	Samantha Yates 15/04/2025	Cllr Wightman	OPEN architecture
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mr and Mrs Lee	Godden House	Blackhall Lane	ADJOINING Wildernessee	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			25/03/25	

25/00425/HOUSE - Amended plan

Demolition of existing rear and side extensions, demolition of outbuildings, demolition, and replacement of garage with new accommodation above, new single storey rear and side extensions with flat roofs and rooflights, internal alterations, changes to fenestration and alterations to landscaping.

A summary of the main changes are set out below:

Design and Access Statement
Coloured Elevation Drawings

Comment

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

11	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	25/00587/HOUSE	Stephanie Payne 09/04/2025	Cllr Willis	N/A
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mr E Kevis		20 The Drive	Town	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			19/03/25	

Replacement of existing windows with Timber windows at the front of the house, facing the street and aluminium at the back of the house.

Comment

Proposed from the Chair:

Sevenoaks Town Council recommended approval, subject to the Conservation Officer being satisfied with the materials used.

Planning Applications Considered

Applications considered on 7-4-25

12	Plan Number	Planning officer	Town Councillor	Agent
	25/00639/FUL	Samantha Yates 23/04/2025	Cllr Ancrum	Robinson Escott Planning
Applicant		House Name	Road	Locality
Ms K Mew			2 The Crescent	Eastern
Town		County	Post Code	Application date
				31/03/25
Demolition of existing shed; erection of two storey end of terrace dwelling with associated works and parking; alterations and extension to existing dwelling.				

Comment

Sevenoaks Town Council recommended approval, subject to the Planning Officer being satisfied that:

- The design and materials proposed are in keeping with the Residential Character Area Assessment of the neighbourhood
- Vehicle access is consistent with highway safety, given the proximity to the school site opposite, with confirmation also requested from Kent County Council Officers, and
- That the environmental impact of the building work is taken into account.

13	Plan Number	Planning officer	Town Councillor	Agent
	25/00716/HOUSE	Stephanie Payne 23/04/2025	Cllr Daniell	M R Garland Limited
Applicant		House Name	Road	Locality
Mr and Mrs S Matson		Timbers	65 Oakhill Road	Kippington
Town		County	Post Code	Application date
				31/03/25
Demolition of two outbuildings, construction of single storey side extension and two storey garage to front of house. Rooflights and Landscaping and infill fence and gate. Alterations to driveway, new access drive including closing existing access drive and crossover.				

Comment

Sevenoaks Town Council recommended approval, provided the Conservation Officer is satisfied with the materials used.