

**Minutes of the meeting of the Planning & Environment Committee  
Held on Monday 02 June 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/PvOZgK0MSg0>

Meeting commenced: 19:00

Meeting Concluded: 19:51

**Present:**

**Committee Members**

Quorum minimum of six members

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

**Also in attendance:**

Town Clerk

Planning Committee Clerk

**PUBLIC QUESTION TIME**

None.

**102 - APOLOGIES FOR ABSENCE**

As above.

**103 - REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**104 - DECLARATIONS OF INTEREST**

a) Cllr Camp declared that she had a non-pecuniary interest in **[Plan no. 1] 25/00639/FUL –2 The Crescent**, due to the applicant living on her road. She remained open-minded to the contents of the application.

b) Cllr Shea declared she had a non-pecuniary interest in **[Plan no. 9] 25/01272/HOUSE – 6 Hill Crest**, due to the applicant living on her road. She remained open-minded to the contents of the application.

c) Cllr Granville declared that she had a non-pecuniary interest in **[Plan no. 7] 25/01172/HOUSE – 48 The Drive**, due to the applicant living on her road. She remained open-minded to the contents of the application.

## **105 - MINUTES**

The Committee received the MINUTES of the Planning Committee Meeting held 19th May 2025.

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

## **106 - INVITATION FROM THAMES WATER TO VISIT A SEWAGE TREATMENT WORKS FACILITY**

a) The Committee received an invitation from Thames Water for Councillors to visit the Long Reach Sewage Treatment Works in Dartford and learn about the sewage treatment process. It was noted that the visit had been provisionally scheduled from 10am/10:30am on 20th August 2025, with an ideal number of attendees being 10-15 people, including any interested District and Kent Councillors.

b) Cllr Shea provided context for the invitation, noting that it had arisen during the latest in a series of roundtable discussions held between Thames Water and Councillors from all three tiers of local government. These meetings were initiated in response to increasing flooding incidents in Northern and Eastern Sevenoaks, with quarterly meetings having been held since early 2024. It was noted that, while an update on the anticipated installation of monitors in a number of sewers in Northern Sevenoaks is still awaited, Thames Water had extended an invitation to the Town Council to tour its facilities in the interim.

c) The following Councillors expressed interest in attending, and it was agreed that the Planning Committee Clerk pass on their positive RSVPs to the coordinator along with her own:

- Cllr Michaelides, Cllr Clayton, Cllr Shea, Cllr Willis, Cllr O'Hara, potentially Cllr Camp

## **107 - CORNER PROTECTIONS: REQUEST TO ADD SEVENOAKS PRIMARY SCHOOL LOCATION**

a) The Committee received reminder that Sevenoaks Town Council has committed £6,959 towards the pursuit of double yellow lines being introduced on various road corners in Sevenoaks, and received an additional request from Sevenoaks Primary School for the section of Bradbourne Road opposite their rear entrance to be added to the list of proposed locations.

b) Cllr Shea provided background information to the above request, highlighting the hindrance caused by cars parking opposite the rear entrance to Sevenoaks Primary School,

both to children crossing the road as well as the swimming coach not being able to access this entrance during peak hours. The potential solution of car parking restrictions had been considered as part of the St John's Hill Area Masterplan Stakeholder discussions, but not originally considered for inclusion in the corner protections project due to the location not being on a corner.

c) It was noted that adding this location would incur an increase in cost, starting at £100 for the additional lining location and with the potential to increase depending on whether any road closures as well as surfacing are needed prior to painting.

d) It was **RESOLVED** that a recommendation be made to the Finance & Delivery Committee, requesting that a further £100 be added to the budget for corner protection locations, with the note that the cost of delivering these at **each** location could rise significantly depending on the need for road closures or surfacing works.

e) It was noted that informal consultation on the proposed locations would be undertaken by the Town Council on conclusion of the draft Town Centre Masterplan consultation, after which a legal Traffic Regulation Order and formal consultation will be pursued.

#### **108 - TEMPORARY ROAD CLOSURES**

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

#### **109 - 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 two weeks ending 26th May 2025.

#### **110 - PLANNING APPLICATIONS**

The Committee considered planning applications received during the two weeks ending 26th May 2025. **It was RESOLVED** that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

#### **111 - PRESS RELEASES**

It was **RESOLVED** that a Press Release be issued providing details and dates of the upcoming Town Centre Masterplan consultation.

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 2-6-25

<b>1</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	25/00639/FUL	Stephanie Payne 07/06/2025	Cllr Camp - On behalf of Easter	Robinson Escott Planning
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Ms K Mew		2 The Crescent	Eastern	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			16/05/25	

## 25/00639/FUL - Amended plan

**Demolition of existing shed; erection of two storey end of terrace dwelling with associated works and parking; alterations and extension to existing dwelling.**

**A summary of the main changes are set out below:**

**Further information in response to KCC Highways comments has been submitted for consideration.**

### *Comment*

**A recommendation for approval on three conditions was proposed from the Chair and LOST AT THE VOTE.**

**Sevenoaks Town Council recommended refusal on the grounds of highway safety, citing the proximity to the nearby school site and concerns about the intensification and widening of an existing access point located too close to a busy junction on Seal Hollow Road.**

### **Informative:**

**The Town Council also wished to bring to the Case Officer's attention the interaction of the East to West cycling route with the planning application, with the route concluding on the Seal Hollow Road junction.**

<b>2</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	25/00841/OUT	Christopher Park 12/06/2025	Cllr Michaelides	N/A
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
M Brown	Land Between Scotsgrove and	South Park	Town	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			21/05/25	

**Outline application for residential development is sought for the construction of a new dwelling to the rear (south) on land between Scotsgrove and Hill House and to formalise the existing access for the garage building with access, layout matters reserved.**

### *Comment*

**Sevenoaks Town Council recommended approval, provided the Conservation Officer is satisfied that there will not be a negative impact on a conservation area.**

# Planning Applications Considered

Applications considered on 2-6-25

<b>3</b>	<i>Plan Number</i> 25/00873/HOUSE	<i>Planning officer</i> Christopher Park 13/05/2025	<i>Town Councillor</i> Cllr Daniell	<i>Agent</i> Harringtons 2006
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr P Niven		Homefield	93 Oakhill Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				14/05/25
<b>25/00873/HOUSE - REVALIDATED plan</b>				
<b>To install two flexible flat roof sun tunnels with black finish into the lead flat roof over the second floor landing area.</b>				
<b>A summary of the main changes are set out below:</b>				
<b>Corrected existing roof plan received 13.05.2025.</b>				

## Comment

**Sevenoaks Town Council recommended approval provided the Conservation Officer is satisfied there is no adverse effect to the character of the building and street scene.**

<b>4</b>	<i>Plan Number</i> 25/00967/OUT	<i>Planning officer</i> Anna Horn 11/06/2025	<i>Town Councillor</i> Cllr Shea - on behalf of Kippington	<i>Agent</i> DHA Planning
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
The Police & Crime Commissio		Land North East of Magistrate	Morewood Close	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				20/05/25
<b>Outline planning application for the erection of up to 28 dwellings plus access with matters relating to layout, scale, appearance and landscaping reserved.</b>				

## Comment

**Sevenoaks Town Council noted that this application was no longer valid and therefore did not provide comment.**

<b>5</b>	<i>Plan Number</i> 25/01029/FUL	<i>Planning officer</i> Anna Horn 06/06/2025	<i>Town Councillor</i> Cllr Daniell	<i>Agent</i> DHA Planning
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Patience			10 Shenden Way	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				15/05/25
<b>Demolition of existing dwelling and 7 sheds and outbuildings to be replaced with new dwelling with rear balcony, Juliet balconies, double garage and patio area. Associated hard and soft landscaping including extension to driveway. EV chargers.</b>				

## Comment

**Sevenoaks Town Council recommended approval, provided the Planning Officer is satisfied there is no loss of amenity to neighbouring properties, both behind and to the side of the dwelling.**

## Informative:

**The Town Council expressed concerns with regards to the proximity of the new build to the boundary at No. 16.**

# Planning Applications Considered

Applications considered on 2-6-25

<b>6</b>	<i>Plan Number</i> <b>25/01056/HOUSE</b>	<i>Planning officer</i> Christopher Park 06/06/2025	<i>Town Councillor</i> Cllr Gustard / Cllr Daniell	<i>Agent</i> Sevenoaks Plans Ltd
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Staffurth			5 White Hart Wood	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				15/05/25
<b>Demolition of existing garage and erection of a ground floor side extension, including a rooflight and a new garage at the front. Alterations to driveway. x 2 EVC charging points. New boundary fence</b>				

## Comment

### Proposed by Cllr Daniell:

Sevenoaks Town Council recommended approval, on the condition that the new fence be made permeable to local wildlife, as per Policy L1 of the Sevenoaks Town Neighbourhood Plan.

<b>7</b>	<i>Plan Number</i> <b>25/01172/HOUSE</b>	<i>Planning officer</i> Christopher Park 06/06/2025	<i>Town Councillor</i> Cllr Willis	<i>Agent</i> OPEN Architecture
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Wayne			48 The Drive	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				15/05/25
<b>Conversion of garage to habitable room. Inclusion of roof lights and alterations to existing fenestration.</b>				

## Comment

Sevenoaks Town Council recommended approval subject to both the Planning and Conservation Officers being happy with the designs and the materials.

<b>8</b>	<i>Plan Number</i> <b>25/01241/HOUSE</b>	<i>Planning officer</i> Summer Aucoin	<i>Town Councillor</i> Cllr Daniell	<i>Agent</i> KHD Architecture Ltd
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Ms Z Feachem			45 Britains Lane	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				19/05/25
<b>Two-storey side/first floor extension and rear extension, removal of chimney, construction of rear patio, alterations to fenestration.</b>				

## Comment

Sevenoaks Town Council recommended approval.

# Planning Applications Considered

Applications considered on 2-6-25

<b>9</b>	<i>Plan Number</i> <b>25/01272/HOUSE</b>	<i>Planning officer</i> Summer Aucoin 06/06/2025	<i>Town Councillor</i> Cllr Shea / Cllr O'Hara	<i>Agent</i> AK-Studios
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr R Madar			6 Hill Crest	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				15/05/25
<b>First floor rear extension and additional rooflights</b>				

## Comment

**Proposed by Cllr O'Hara:**

Sevenoaks Town Council recommended approval, subject to Planning Officer being satisfied with the designs and materials, and that there will be no loss of amenity to neighbouring properties.

<b>10</b>	<i>Plan Number</i> <b>25/01298/CONVAR</b>	<i>Planning officer</i> Christopher Park 04/06/2025	<i>Town Councillor</i> Cllr Daniell	<i>Agent</i> Atelier De Linde Ltd
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr and Mrs Beech		Magpie Shaw	47 Weald Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				13/05/25

**Variation of condition 3 (Privacy screen) of 24/03066/HOUSE to White render or paint to rear and to partial side elevations of house, and new window frames throughout. Alterations to rear raised patio and installation of glazed balustrade with amendment to change condition to state that a timber fence to match existing would be required instead of a privacy screen.**

## Comment

**Sevenoaks Town Council recommended approval.**

<b>11</b>	<i>Plan Number</i> <b>25/01300/CONVAR</b>	<i>Planning officer</i> Anna Horn 10/06/2025	<i>Town Councillor</i> Cllr Shea	<i>Agent</i> Offset Architects
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr P Lansdale		Greatness Playing Fields	Mill Lane	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				19/05/25

**Variation of condition 2 (Materials), 3 (Approved drawings), 4 (Landscaping), 6 (Construction Management Plan), 8 (Pedestrian footpath), 9 (Ecological enhancements), 11 (Cycle Parking details), 12 (Lighting details) of 24/00712/FUL to Construction of new covered stands and Club house. Extension to existing parking area with additional parking spaces created. New cycle stands and vehicle charging points. New gate leading to new overspill parking area. Pedestrian cycle path. Resurfacing and re marking of existing parking area. Removal of existing stands. Relocation of gate to skate park. Relocation of cycle stands, bin and bench. New cycle stands. New Paths. Hard and soft landscaping. Addition of bird and bat boxes with amendment to Reduce scheme to meet funding allocation and value engineering.**

## Comment

**Sevenoaks Town Council did not comment, being the landowner.**



# Planning Applications Considered

Applications considered on 2-6-25

<b>12</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	<b>25/01301/HOUSE</b>	Summer Aucoin 06/06/2025	Cllr Michaelides	Carmen Austin Architectu
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr and Mrs Miles		Little Orchard	52 Granville Road	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				15/05/25
<b>Single storey rear extension with rooflights</b>				

## Comment

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