

**Minutes of the meeting of the Planning & Environment Committee  
Held on Monday 11 August 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/PJxg6rG-5o4>

Meeting commenced: 19:00

Meeting Concluded: 19:46

**Present:**

**Committee Members**

Quorum minimum of six members

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

**Also in attendance:**

Responsible Finance Officer / Deputy Town Clerk  
Planning Committee Clerk

**Due to the required quorum of six elected members not being met, the following notice was read aloud by the Responsible Finance Officer / Deputy Town Clerk. The meeting therefore proceeded to take place in the form of a Working Party, in order to allow Councillors to make recommendation to the Town Clerk on decisions which could not be reasonably deferred to the next meeting.**

**Arrangements for meetings which do not reach a quorum of elected members:**

**Delegated Authority - s.101 of the Local Government Act 1972**

The Town Clerk has delegated authority to approve and / or make decisions on behalf of the Town Council where such a decision cannot be reasonably deferred and must be made in order to comply with a commercial or statutory deadline.

This arrangement will be implemented in the occurrence that the minimum quorum of 6 elected members is not met, following consultation with members.

**PUBLIC QUESTION TIME**

None.

**272 - APOLOGIES FOR ABSENCE**

As above.

**273 - REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

## **274 - DECLARATIONS OF INTEREST**

Cllr Ancrum and Cllr Camp both declared a non-pecuniary interest in the following planning application, due to their knowing the applicant. They stated that they both remained open-minded to its contents.

- **[Plan no. 3]** 25/01686/FUL – Land Rear of 18 Bayham Road

## **275 - MINUTES**

The Committee received the MINUTES of the Planning Committee Meeting held 28<sup>th</sup> July 2025.

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

*Not being time-sensitive, this Item and its corresponding recommendation (275) will be deferred to the next meeting on 26<sup>th</sup> August 2025 for a formal decision by the Planning & Environment Committee.*

## **276 - SEVENOAKS DISTRICT COUNCIL'S RESPONSE TO CENTRAL GOVERNMENT CONSULTATION ON BIODIVERSITY NET GAIN REQUIREMENTS**

Councillors received and noted a copy of Sevenoaks District Council's response to the recent Central Government consultation, which sought views on improving the implementation of Biodiversity Net Gain (BNG) policies.

## **277 - EAST TO WEST CYCLING ROUTE ACCESS VIA BRITTAINS COMMON**

a) Councillors received a request from Kent County Council as to whether the Town Council would consider an informal understanding permitting the East to West cycling route to travel via Brittain's Common, as opposed to a legal agreement or deed of easement. It was noted that this was on the grounds that the County Council's senior solicitor had recommended that a deed of easement, as requested by the Town Council, would not be necessary in the circumstances.

b) It was **RECOMMENDED** that the Town Council request a copy of the senior solicitor's advice as to why a formal agreement is not necessary in order to make an informed decision.

*Not being time-sensitive, this Item and its corresponding recommendation (277b) will be deferred to the next meeting on 26<sup>th</sup> August 2025 for a formal decision by the Planning & Environment Committee.*

## **278 - REQUEST FOR TOWN COUNCIL SUPPORT AGAINST THAMES WATER'S PROPOSALS FOR A SEWAGE PLANT BETWEEN SEVENOAKS AND OTFORD**

- a) Councillors received and considered a request from Cllr Clayton, for Sevenoaks Town Council to support local landowners in the Darent Valley in their opposition of proposals by Thames Water to develop a sewage plant and add treated water to the River on the Northern border of Sevenoaks.
- b) Councillors expressed their concern as to the potential impact of adding treated water to this rare natural chalk stream, both to its integrity as well as to biodiversity and an Area of Outstanding Natural Beauty.
- c) Councillors also queried whether alternative locations had been investigated, and what the consequences of not delivering a local sewage plant would have on the sewage network.
- d) It was **RECOMMENDED** that the Town Council write to Thames Water, expressing its concerns and inviting representatives to attend a future Planning & Environment Committee meeting. This to allow Thames Water to present on any potential plans for a sewage plant within or near Sevenoaks Town, as well as to give Councillors opportunity to understand the potential impact, alternatives considered and mitigation measures proposed.

*Not being time-sensitive, this Item and its corresponding recommendation (278d) will be deferred to the next meeting on 26<sup>th</sup> August 2025 for a formal decision by the Planning & Environment Committee.*

## **279 - UPDATED HIGHWAY IMPROVEMENT PLAN PACK 2025/2026**

Councillors received and noted copy of the latest iteration of Kent County Council's Highway Improvement Pack, which provides details and estimated starting costs on common projects requested via Town and Parish Councils' Highway Improvement Packs.

## **280 - REQUEST FOR TRAFFIC CALMING MEASURES ON BRADBOURNE ROAD**

- a) Councillors received and discussed a proposal from Cllr Skinner to add a request for traffic calming measures at Bradbourne Road on the Town Council's Highway Improvement Plan, following correspondence from a member of the public.
- b) Cllr Skinner reported that, since receipt of the request, Kent County Councillor Richard Streatfeild had investigated the traffic speeds recorded for Bradbourne Road using County Council software. This had identified average speeds of 20mph on the Eastern section of Bradbourne Road and 23-24mph on the Northern section towards Bradbourne Vale Road. These being within the threshold to be considered compliant, it was **RECOMMENDED** that the situation be monitored and kept under review for further action.

*Not being time-sensitive, this Item and its corresponding recommendation (280b) will be*

*deferred to the next meeting on 26<sup>th</sup> August 2025 for a formal decision by the Planning & Environment Committee.*

## **281 - REQUEST FOR A PEDESTRIAN CROSSING ON BRADBOURNE VALE ROAD**

a) Councillors received and considered a request from a member of the public for the Town Council to pursue replacement of the traffic island recently removed from Bradbourne Vale Road as part of the East to West cycle path, with a new pedestrian crossing.

b) It was noted that the Town Council had requested that a zebra crossing be installed on Bradbourne Vale Road to replace the lost traffic island when the East to West cycling path was initially consulted on. This had been denied at the time due to funding constraints.

c) It was further noted that a review of the Town Council's Highway Improvement Plan was due to take place in September 2025, with the Planning Committee Clerk hoping to receive an update on current items prior to this, so that it may inform the review. It was therefore **RECOMMENDED** that the request be added to the Highway Improvement Plan, and the order of which it be prioritised amongst other items be considered by the Planning & Environment Committee after September.

*Not being time-sensitive, this Item and its corresponding recommendation (281c) will be deferred to the next meeting on 26<sup>th</sup> August 2025 for a formal decision by the Planning & Environment Committee.*

## **282 - DEVELOPMENT MANAGEMENT COMMITTEE - 85 BAYHAM ROAD**

a) Councillors received notice that the below application is due to be discussed by Sevenoaks District Council's Development Management Committee on Thursday 14th August 2025. It was noted that this had previously been allocated to Cllr Clayton.

- **25/00285/MMA** - 85 Bayham Road: Amendment to 23/00030/HOUSE to alter the width of the rear extension and reduce the distance between the rear extension and adjacent fence/boundary.

b) It was noted that the full documentation could be accessed through the District Council's Planning Portal, via the following link:

<https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SR4A4MBKM0B00>

c) It was **RECOMMENDED** that Cllr Ancrum be registered to speak against the application on behalf of Sevenoaks Town Council.

*This recommendation (282c) has since been approved by the Town Clerk on 12<sup>th</sup> August 2025 following consultation with members, under Delegated Authority – S.101 of the Local Government Act 1972 and due to its time-sensitive nature.*

### **283 - DEVELOPMENT MANAGEMENT COMMITTEE - COUNCIL DEPOT, OTFORD ROAD**

a) Councillors received notice that the below application is due to be discussed by Sevenoaks District Council's Development Management Committee on Thursday 14th August 2025. It was noted that this had previously been allocated to Cllr Dr Canet.

- **25/00410/HYB - Council Depot, Otford Road**

b) It was noted that the full documentation may be accessed through the District Council's Planning Portal, via the following link:

<https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SR4A4MBKM0B00>

c) It was **RECOMMENDED** that Cllr O'Hara be registered to speak against the application on behalf of Sevenoaks Town Council.

*This recommendation (283c) has since been approved by the Town Clerk on 12<sup>th</sup> August 2025 following consultation with members, under Delegated Authority – S.101 of the Local Government Act 1972 and due to its time-sensitive nature.*

### **284 - DECISION NOTICES ON PLANNING APPLICATIONS COMMENTED ON BY SEVENOAKS TOWN COUNCIL**

Councillors received and noted details within the report, which notified of decisions made by Sevenoaks District Council on applications considered by Sevenoaks Town Council between the two weeks ending 4th August 2025.

### **285 - PLANNING APPLICATIONS**

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

b) Councillors considered planning applications received during the two weeks ending 4<sup>th</sup> August 2025. **It was RECOMMENDED** that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

*This recommendation (285b) has since been approved by the Town Clerk on 12<sup>th</sup> August 2025 following consultation with members, under Delegated Authority – S.101 of the Local Government Act 1972 and due to its time-sensitive nature.*

### **286 - PRESS RELEASES**

None.

There being no further business the Chair closed the Meeting.

Signed .....  
Chair

Dated .....

DRAFT

# Planning Applications Considered

Applications considered on 11-8-25

<b>1</b>	<b>Plan Number</b>	<b>Planning officer</b>	<b>Town Councillor</b>	<b>Agent</b>
	<b>25/01499/HOUSE</b>	Abbey Aslett 20/08/2025	Cllr Ancrum	Elizabeth Nixon Interiors
<b>Applicant</b>		<b>House Name</b>	<b>Road</b>	<b>Locality</b>
Mrs P Alderman			44 Quakers Hall Lane	Eastern
<b>Town</b>		<b>County</b>	<b>Post Code</b>	<b>Application date</b>
				30/07/25

## 25/01499/HOUSE - Amended plan

**Hip to gable loft conversion, with a rear dormer. Installation of 3 roof lights with alteration to fenestration.**

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

**Description amended to better reflect the works proposed on the plans.**

### Comment

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

<b>2</b>	<b>Plan Number</b>	<b>Planning officer</b>	<b>Town Councillor</b>	<b>Agent</b>
	<b>25/01591FUL</b>	Samantha Yates 18/08/2025	Cllr Gustard	DMP
<b>Applicant</b>		<b>House Name</b>	<b>Road</b>	<b>Locality</b>
Mr Ingram		1-4 Colt Bungalows, West Heat	Ashgrove Road	Kippington
<b>Town</b>		<b>County</b>	<b>Post Code</b>	<b>Application date</b>
				28/07/25

**Change of use of 4 no. colt buildings from boarding houses (C1) to Classrooms (F1) and internal alterations.**

### Comment

**Proposed by Cllr Daniell with Cllr Gustard's apologies:**

**Sevenoaks Town Council recommended approval.**

# Planning Applications Considered

Applications considered on 11-8-25

<b>3</b>	<b>Plan Number</b>	<b>Planning officer</b>	<b>Town Councillor</b>	<b>Agent</b>
	25/01686/FUL	Christopher Park 13/08/2025	Cllr Ancrum	Carmen Austin Architectu
<b>Applicant</b>		<b>House Name</b>	<b>Road</b>	<b>Locality</b>
Mr & Mrs Palmer		Land Rear of	18 Bayham Road	Eastern
<b>Town</b>		<b>County</b>	<b>Post Code</b>	<b>Application date</b>
				23/07/25
<p><b>Subdivide the site. Demolition of garage, gates and fence on Serpentine Road. Construct a new 3 bedroom dwelling with roof lights and rear dormer, new permeable drive, new walls, gates and fences. EV charging point. Hard and soft landscaping. Bicycle Store. Photo Voltaic panels on roof.</b></p> <p><b>//Additional consultation letter received 24/07/2025 with the following amendment: We have now received existing elevation drawings of the gate and fence located at the garage. We have also updated the address to remove "land rear of" from the address and added demolition of gates and fence to the description.</b></p>				

## Comment

While welcoming the provision of additional housing, especially with carefully considered environmental installations, Sevenoaks Town Council recommended refusal of the current application due to the risk of over-development of the site and consequent impact on neighbours including overlooking and loss of privacy from the windows in the flank, as well as potential parking issues on Bayham road.

<b>4</b>	<b>Plan Number</b>	<b>Planning officer</b>	<b>Town Councillor</b>	<b>Agent</b>
	25/01811/HOUSE	Stephanie Payne 12/08/2025	Cllr Daniell	Mr R Garland Limited
<b>Applicant</b>		<b>House Name</b>	<b>Road</b>	<b>Locality</b>
Mr & Mrs Matson		Timbers	65 Oakhill Road	Kippington
<b>Town</b>		<b>County</b>	<b>Post Code</b>	<b>Application date</b>
				22/07/25
<p><b>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.</b></p>				

## Comment

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

<b>5</b>	<b>Plan Number</b>	<b>Planning officer</b>	<b>Town Councillor</b>	<b>Agent</b>
	25/01855/HOUSE	Summer Aucoin 20/08/2025	Cllr Granville	EK Planning Ltd
<b>Applicant</b>		<b>House Name</b>	<b>Road</b>	<b>Locality</b>
Ms J Coode		Scotsgrove	South Park	Town
<b>Town</b>		<b>County</b>	<b>Post Code</b>	<b>Application date</b>
				30/07/25
<p><b>Conversion of garage to gym and games room with rooflights. External alterations to landscaping and fenestration.</b></p>				

## Comment

**Proposed by Cllr Wightman with Cllr Granville's apologies:**

**Sevenoaks Town Council recommended approval, provided the Conservation Officer is satisfied that there is no detriment to the locally listed building.**



# Planning Applications Considered

Applications considered on 11-8-25

<b>6</b>	<i>Plan Number</i> <b>25/01938/HOUSE</b>	<i>Planning officer</i> Summer Aucoin 21/08/2025	<i>Town Councillor</i> Cllr Skinner	<i>Agent</i> MSD Architects
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Bournebeece Ltd			75A Bradbourne Park Road	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				31/07/25
<b>Single-storey rear extension with rooflight. Loft conversion with dormer and rooflights. Alterations to fenestration.</b>				

## Comment

**Sevenoaks Town Council recommended approval, subject to approval of the Conservation Officer.**

<b>7</b>	<i>Plan Number</i> <b>25/01963/HOUSE</b>	<i>Planning officer</i> David Bull 21/08/2025	<i>Town Councillor</i> Cllr Granville	<i>Agent</i> Carmen Austin Architectu
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr And Mrs Tumkaya			1 Chestnut Lane	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				31/07/25
<b>First floor extension, roof alterations with loft conversion. Front and rear dormers, rooflights. New front porch, new lintels and sills with alterations to fenestration, solar panels, EV charger, internal works and all other associated works.</b>				

## Comment

**Proposed by Cllr Wightman with Cllr Granville's apologies:**

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

<b>8</b>	<i>Plan Number</i> <b>25/02018/FUL</b>	<i>Planning officer</i> Abbey Aslett 18/08/2025	<i>Town Councillor</i> Cllr Camp	<i>Agent</i> Robinson Escott Planning
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr D Barratt			129 St Johns Hill	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				28/07/25
<b>External alterations to building to remove existing shopfront and installation of new ground floor fenestration and boundary enclosure.</b>				

## Comment

**Sevenoaks Town Council recommended approval, provided the Planning Officer is satisfied that there is no encroachment onto the public highway.**

# Planning Applications Considered

Applications considered on 11-8-25

9	Plan Number	Planning officer	Town Councillor	Agent
	25/02047/HOUSE	Christopher Park 26/08/2025	Cllr Skinner	Crofton Design Services L
Applicant		House Name	Road	Locality
Mr & Mrs Friend		Cogarra	22 Vine Avenue	St Johns
Town		County	Post Code	Application date
				04/08/25
Demolition of existing store room and loggia and construction of a single storey rear extension, garage conversion, part front extension with new open porch. Loft conversion with front, side and rear dormers. Alterations to fenestration and roof lights. Relocate manholes, alterations to path and elevation changes, larger driveway with new dropped kerb.				

## Comment

Sevenoaks Town Council recommended approval.

10	Plan Number	Planning officer	Town Councillor	Agent
	25/02074/MMA	Samantha Yates 21/08/2025	Cllr Daniell	Andrew Wells Planning &
Applicant		House Name	Road	Locality
Mr & Mrs Barry		Garnetts	Grassy Lane	Kippington
Town		County	Post Code	Application date
				31/07/25
Amendment to 24/02149/CONVAR to erect an outbuilding within the rear garden with path leading from the house.				

## Comment

Sevenoaks Town Council recommended approval.