

Sevenoaks Town Council

**Minutes of the meeting of the Planning & Environment Committee
Held on Monday 06 October 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/MivJ281pNWM>

Meeting commenced: 19:00

Meeting Concluded: 19:55

Present:

Committee Members

Quorum minimum of six members

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

Also in attendance:

Town Clerk
Planning Committee Clerk
SDC Cllr Purves
2 Members of the Public

In the absence of both the Chair and Vice Chair, Cllr Clayton as Mayor chaired the meeting.

PUBLIC QUESTION TIME

Prior to the meeting, Sevenoaks District Councillor, Cllr Elizabeth Purves addressed the Committee and requested that the Town Council consider installing illuminated entrance signs to its access from Bradbourne Vale Road, in order to help motorists locate it in the dark. Councillor Clayton agreed that this was a sensible suggestion and agreed to pass this on to the Town Council to investigate.

387 - APOLOGIES FOR ABSENCE

As above.

388 - REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

389 - DECLARATIONS OF INTEREST

None.

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390 - MINUTES

The Committee received the MINUTES of the Planning & Environment Committee Meeting held on 22nd September 2025, with note that these had been revised since their original circulation on 23rd September to correct the following:

- Updated page numbers
- Corrected resolution for West Kent Housing Association Public Consultation Comments (Minute Number 354c)
- Clarification of original recommendation for refusal of the planning application referenced 25/02158/FUL: Knole Field, Blackhall Lane which was LOST AT THE VOTE and overturned by a recommendation for approval (Minute Number 356b, Plan no. 5)

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

391 - UPDATE ON COMMUNITY ASSETS NOMINATED BY SEVENOAKS TOWN COUNCIL

The Committee received and noted a report providing update on the progress of several local buildings and locations which the Town Council had resolved to nominate as Assets of Community Value, for registration of Sevenoaks District Council. It was noted that the Scouts 1st and 4th Huts had since been registered, with applications also having been submitted for The Shambles and Hollybush Recreation Ground which were awaiting decision.

392 - SEVENOAKS DISTRICT COUNCIL PROPOSAL TO REMOVE PARCELS FROM THE TOWN COUNCIL'S COMMUNITY ASSET NOMINATION OF HOLLYBUSH RECREATION GROUND

a) The meeting was adjourned to allow members of the public to speak for three minutes on this Agenda Item:

- Jim Purves, in his capacity as Chair of Hollybush Residents Association, requested that the Town Council insist upon the upper bowling green being retained as part of its nomination of Hollybush Recreation Ground as an Asset of Community Value. He cited the Residents Association's regular lobbying efforts to the District Council with various proposals for its reuse and reintegration into the recreation ground's diverse offering having been submitted, including a detailed plan commissioned by late architect Roger Fitzgerald. He further expressed the Residents Association's support both for the recreation ground to be registered as an Asset of Community Value, as well as the Town Council's related request to the District Council for its ownership and maintenance to be transferred to the Town Council in light of Local Government Reorganisation.

b) The meeting was reconvened, and the Committee received and discussed a proposal from Sevenoaks District Council for the below detailed parcels to be removed from the Town Council's nomination of Hollybush Recreation Ground as an Asset of Community Value. Councillors further noted a letter which had been received from the Hollybush

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Residents Association, requesting that the Town Council insist upon retaining the upper bowling green.

- The upper bowling green (part of Title Number K938783);
- The SDC Depot (part of Title Number K938783);
- The eastern parcel of land lying to the west of Seal Hollow Road (part of Title Number K329525); and
- The area of land to the rear of 9 – 12 The Paddocks (part of Title Number K735171)

c) The Committee considered the request and a draft response prepared by the Planning Committee Clerk. Councillors expressed disagreement that various parcels should be removed from the recreation ground's registration as a community asset, on the grounds that they all contribute towards its identity and functionality as a whole. It was further noted that the Town Council had submitted proposals to reuse the bowling green as part of its Business Case for requesting the recreation ground be transferred to the Town Council – with options having been explored for providing a community orchard, play area extension, allotment, green space or biodiversity enhancement opportunity.

d) It was **RESOLVED** that the Town Council respond to the proposal and request that all four parcels be retained within its nomination of Hollybush Recreation Ground as an Asset of Community Value.

393 - EAST TO WEST CYCLING ROUTE - CONFIRMATION OF LAUNCH EVENT DETAILS

The Committee received and noted the following details of Sevenoaks District Council's planned launch event for its joint venture with Kent County Council to deliver a two-mile East to West walking, wheeling and cycling route:

- 12:30pm until 1:45pm on Saturday 11th October 2025 - event launch at the Sevenoaks Education Campus - including free cycle repair workshop, police bike marking and information stalls
- 1:15pm - opening ceremony
- 1:30pm and 2pm - group bike rides to set off, led by police officers and concluding at Brittain's Common
- Brittain's Common event including coffee van and limited giftbag giveaway to conclude at 2:45pm

394 - STREET NAMING AND NUMBERING - NOTIFICATION OF NEW ADDRESS

The Committee received notice of name and plans of the new dwelling being built at Land South of 65 Kippington Road. It was noted that the new address had been amended to Bulimba, 65A Kippington Road.

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395 - KENT COUNTY COUNCIL REQUEST FOR A MEMORANDUM OF UNDERSTANDING REGARDING CYCLE ACCESS ACROSS BRITTAINS COMMON

a) The Committee received notice that Kent County Council has proposed that a Memorandum of Understanding (MoU) be signed between the Town Council and the Local Highway Authority, formalising cooperative intentions between both parties' in relation to maintaining the East to West cycling route across Brittain's Common. It was noted that the draft Understanding included clarification of Kent County Council's (and any successor's) responsibility to maintain the cycle route's surface and signage, and the Town Council's responsibility to maintain usual landowner responsibilities regarding flytipping and vegetation, as well as facilitating access to the site.

b) Councillors agreed that the proposal was sensible, however expressed concern that the narrow pavement via which cyclists have been directed could cause future conflicts or accidents between cyclists and pedestrians.

c) It was **RESOLVED** that the Town Council agree to sign a Memorandum of Understanding in principle however that it request an amendment to state that, should there be future conflicts between cyclists and pedestrians, the Town Council would either require the path to be widened or cyclists instead diverted to the wider path located on the Common closer to the road. It was further agreed that clarification should be added to indemnify Kent County Council's liability for any future accidents related to its new cycling use.

396 - KENT COUNTY COUNCIL CABINET MEMBER FOR HIGHWAYS & TRANSPORT RESPONSE TO TOWN COUNCIL 20MPH SPEED INDICATOR DEVICE REQUEST

a) The Committee received and noted correspondence received from Kent County Council's Cabinet member for Highways & Transport, in response to the Planning & Environment Committee's request for the County Council to reconsider its policy against allowing Speed Indicator Devices and Vehicle Activated Signs on 20mph roads.

b) Councillors questioned the validity of Cllr Osborne's claims that Speed Indicator Devices are not sensitive enough to perform effectively in 20mph roads, and it was **RESOLVED** that the Town Council write back to reiterate its stance and request for an evidence-based policy regarding their use.

397 - CURRENT MATTERS REPORT

The Committee received and noted the Current Matters report, which summarises and provides any relevant updates on live projects of the Planning & Environment Committee.

398 - PLANNING APPLICATIONS

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

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b) The Committee considered planning applications received during the two weeks ending 29th September 2025. **It was RESOLVED** that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

399 - PRESS RELEASES

It was **RESOLVED** that a Press Release be issued providing an update on the Town Council's nomination for Hollybush Recreation Ground to be registered as an Asset of Community Value and detailing its grounds for insisting the site be registered in its entirety.

There being no further business the Chair closed the Meeting.

Signed
Chair

Dated

DRAFT

Planning Applications Considered

Applications considered on 6-10-25

1	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	25/00978/FUL	Stephanie Payne 09/10/2025	Cllr Dr Dixon	Robinson Escott Planning
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Sevenoaks Plans	Land Rear of	26 St James Road	St Johns	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			18/09/25	

25/00978/FUL - Amended plan

Demolition of existing garage. Erection of 5no. apartments with access, cycle parking and associated landscaping. Associated works.

A summary of the main changes are set out below:

The existing site layout and topographical survey have been amended.

Comment

Proposed from the Chair with Cllr Dr Dixon's apologies:

Sevenoaks Town Council recommended refusal on the grounds that the proposed development would be cramped and overdeveloped, particularly at three storeys.

Informative:

- Sevenoaks Town Council reported its concern as to whether there is adequate emergency vehicle access and turning provision for the site.
- The Town Council further requested for amendments to planning applications to require a supporting submission brief by the applicant, clarifying which elements have been amended.

2	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	25/01049/FUL	Christopher Park 13/10/2025	Cllr Granville	Mitie
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
BT Telecommunications PLC	Proposed Street Hub North of J	Buckhurst Lane & Gas Compou	Town	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			22/09/25	

Full address: Proposed Street Hub North Of Junction With Buckhurst Lane, Suffolk Way, Sevenoaks Kent, TN13 1YL And Gas Compound Grange Road

25/01049/FUL - Amended plan

The proposed installation of 1no. BT Street Hub unit and removal of associated BT payphone kiosks.

A summary of the main changes are set out below:

The applicant has updated the plans to better reflect the pavement.

Comment

Sevenoaks Town Council recommended refusal on the grounds of pedestrian and highway safety concerns.

Informative:

The Town Council advised that, should the District Council be minded to approve the application, the angle of the Street Hub should be amended to be parallel to the road.

Planning Applications Considered

Applications considered on 6-10-25

3	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	25/01050/ADV	Christopher Park 13/10/2025	Cllr Granville	Mitie
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
BT Telecommunications PLC	Proposed Street Hub North of J	Buckhurst Lane, Suffolk Way	Town	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			22/09/25	

Full address: Proposed Street Hub North of Junction with Buckhurst Lane, Suffolk Way

25/01050/ADV - Amended plan

Two digital 75-inch LCD display screens, one on each side of the Street Hub unit.

A summary of the main changes are set out below:

The applicant has updated the plans to better reflect the pavement.

Comment

Sevenoaks Town Council recommended refusal on the grounds of pedestrian and highway safety concerns.

Informative:

The Town Council advised that, should the District Council be minded to approve the application, the angle of the Street Hub should be amended to be parallel to the road.

4	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	25/02230/HOUSE	Zoe Dommett	Cllr Clayton	Sutton Architects Ltd
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mr & Mrs Tindal		11 Knole Road	Eastern	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			18/09/25	

25/02230/HOUSE - REVALIDATED plan

Single-storey side extension with rooflights.

A summary of the main changes are set out below:

Correct drawings received.

Comment

Sevenoaks Town Council recommended refusal, unless the Planning Officer is satisfied that the built form does not result in a significant loss of amenity to neighbours.

Planning Applications Considered

Applications considered on 6-10-25

5	Plan Number 25/02251/HOUSE	Planning officer Abbey Aslett 07/10/2025	Town Councillor Cllr Gustard	Agent Offset Architects
Applicant		House Name	Road	Locality
Dr And Mrs Gardner			7 The Rise	Kippington
Town		County	Post Code	Application date
				16/09/25
Construction of new detached garage with solar panels, alterations to the driveway with new access gates and boundary treatments. Re-grade footway and crossover.				

Comment

Proposed by Cllr Daniell:

Sevenoaks Town Council recommended approval.

6	Plan Number 25/02266/LBCALT	Planning officer Abbey Aslett 17/10/2025	Town Councillor Cllr Michaelides	Agent SAACT Ltd
Applicant		House Name	Road	Locality
G Morris			40 - 42D London Road	Town
Town		County	Post Code	Application date
				26/09/25
Strip and set aside roof tiles and battens. Add new roof membrane. Re-instate existing battens and tiles; like for like replacements used only where necessary.				

Comment

Sevenoaks Town Council recommended approval, provided the Conservation Officer is satisfied that there will be no harm to a listed building in the Sevenoaks High Street Conservation Area.

7	Plan Number 25/02330/FUL	Planning officer Christopher Park 09/10/2025	Town Councillor Cllr Daniell	Agent EDEN Garden Rooms Ltd
Applicant		House Name	Road	Locality
Ms M Wentworth			72 Weald Road	Kippington
Town		County	Post Code	Application date
				18/09/25
Timber framed, insulated, double glazed, single storey garden out building.				

Comment

Sevenoaks Town Council recommended approval, provided the recommendations of the Arboricultural report are followed.

8	Plan Number 25/02381/MMA	Planning officer Summer Aucoin 15/10/2025	Town Councillor Cllr Daniell	Agent Carmen Austin Architectu
Applicant		House Name	Road	Locality
Mr And Mrs Le Roux		Tanglewood Muchley	Ashgrove Road	Kippington
Town		County	Post Code	Application date
				24/09/25
Amendment to 24/00168/HOUSE to add single-storey rear extension with rooflight. Remove roof brows and one rooflight. Changes to fenestration.				

Comment

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 6-10-25

9	<i>Plan Number</i> 25/02488/HOUSE	<i>Planning officer</i> Summer Aucoin 15/10/2025	<i>Town Councillor</i> Cllr Clayton	<i>Agent</i> Howard Sharp And Partne
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Stradella Limited		14 Hillside Road	Eastern	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			24/09/25	
Part demolition of existing garage and conversion to habitable space with alterations to fenestration. New porch and side access. Rear ground floor extension with rooflight. First floor front extension. Loft conversion with dormer windows and rooflights. Solar panels and alterations to fenestration.				

Comment

Sevenoaks Town Council recommended approval, on the condition that new planting is included in the development to avoid overlooking of homes in Serpentine and Seal Hollow Roads, that damage to the tree cover is repaired, and that the design guidance of the Sevenoaks Residential Character Area Assessment - which stipulates that "Mature trees and hedge boundaries which contribute to the character of the area should be retained" is applied.

10	<i>Plan Number</i> 25/02499/HOUSE	<i>Planning officer</i> Zoe Dommatt 20/10/2025	<i>Town Councillor</i> Cllr Shea (as adjoining Ward Cll	<i>Agent</i> PBARC LTD
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mr M Lampon-Masters		48 Bradbourne Road	St Johns	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			29/09/25	
Demolition of rear annexe to be replaced with Single storey rear extension with skylights. Internal alterations. Alteration to fenestration.				

Comment

Proposed from the Chair with Cllr Shea's apologies:

Sevenoaks Town Council recommended approval.