



25th June 2024



You are summoned to attend a meeting of Sevenoaks Town Council's **PLANNING & ENVIRONMENT COMMITTEE**, to be held at **7pm** at the Town Council Chambers, Bradbourne Vale Road, TN13 3QG on **Monday 1st July 2024**.

Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note that the proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: <https://youtube.com/live/bHa8NME1Hcc> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by request. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.

Please note that the Planning & Environment Committee forward recommendations as a statutory consultee to the local Planning Authority, and therefore the final responsibility for approving or refusing an application rests with Sevenoaks District Council. Sevenoaks Town Council receives 25% of all Community Infrastructure Levy (CIL) payments made by developers to the District Council on new developments in Sevenoaks Town. [Click here](#) to find out more about CIL charges and when they apply.

For more information on the role of the Planning & Environment Committee, as well as policies which provide a reference point of preferred practices and key considerations of the Committee when making its recommendations, please [click here](#).

Town Clerk

To assist in the speedy and efficient despatch of business, members wishing to obtain factual information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

Committee Members – Quorum minimum of six members

Cllr Ancrum – Mayor
Cllr Layne
Cllr Camp – **Chair**
Cllr Dr Canet
Cllr Clayton
Cllr Daniell – Deputy Leader
Cllr Dr Dixon
Cllr Granville

Cllr Gustard
Cllr Michaelides
Cllr O'Hara
Cllr Shea
Cllr Skinner OBE – **Vice Chair**
Cllr Varley
Cllr Willis
Cllr Wightman – **Leader**

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577
email: council@sevenoakstown.gov.uk
web: sevenoakstown.gov.uk



Town Clerk

PUBLIC QUESTION TIME

To enable members of the public to make representation or to put questions to the Committee on any planning matters, with the exception of individual planning applications which will be considered under a later agenda item.

AGENDA

- 1 APOLOGIES FOR ABSENCE
To receive and note apologies for absence.
- 2 REQUESTS FOR DISPENSATIONS
To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).
- 3 DECLARATIONS OF INTEREST
To receive any disclosures of interest from Members in respect of items of business included on the agenda for this meeting.
- 4 MINUTES (Pages 5-10)
To receive and agree the Minutes from the Planning Committee Meeting held on 17th June 2024.
- 5 DE-ILLUMINATION OF STREET SIGNS IN 20MPH ROADS (Page 11)
 - a) To receive copy of correspondence from Kent County Council with their agreement to waive the cost of de-illuminating street signs in the Town Council's proposed 20mph speed limit scheme – with stipulation that it will be a requirement to all future 20mph schemes. This at the cost of the promoter.
 - b) To consider recommendation to Kent County Council that this not be a "blanket" requirement, with example provided by Cllr Clayton of the signs at Hollybush Lane, of which's position does not allow them to be hit by headlights, rendering them invisible at night without the illumination.
- 6 LETTER BOX LANE TRAFFIC REGULATION ORDER (Pages 13-15)
 - a) To receive copy of correspondence from Kent County Council, clarifying that, should the Town Council wish to pursue extension of the recently proposed double yellow lines into Letter Box Lane via new Traffic Regulation Order (TRO), it would be responsible for installation cost as well. Estimated costs as follows, with exact cost to be provided after design work:

- New Traffic Regulation Order: £3,000
- Installation: £1,000

b) To discuss whether Sevenoaks Town Council should pursue the extended TRO for £4,000, via recommendation to the Finance & Delivery Committee which would make the final decision.

7 PARKING AND BEAT SURVEYS FOR ST JOHNS AREA – COST PROPOSAL (Pages 17-19)

a) To receive and discuss a project and fee proposal received from Urban Movement, to undertake a parking and beat survey of St John's area. This was requested following complaints received from local residents about the difficulty in parking in the area, with the project proposed to be delivered in tandem with the Town Centre and St John's Masterplans.

b) To discuss and agree whether the Town Council should pursue the traffic and beat surveys for £15,466, via recommendation to the Finance & Delivery Committee which would make the final decision.

8 TEMPORARY ROAD CLOSURES (Page 21)

To receive and note a report summarising upcoming road closures within Sevenoaks Town, including diversion routes and website links for up-to-date information.

9 DECISION NOTICES ON PLANNING APPLICATIONS COMMENTED ON BY SEVENOAKS TOWN COUNCIL (Pages 23-25)

To receive and note decisions made by Sevenoaks District Council on applications considered by Sevenoaks Town Council's Planning Committee – between the two weeks ending 24th June 2024.

10 PLANNING APPLICATIONS (Pages 27-32)

a) The meeting will be adjourned to enable members of the public, by prior arrangement, to speak on individual planning applications which are on the current agenda.

Members of the public wishing to speak and address the Planning & Environment Committee must register to do so with the Town Council by 12 noon on the date of the meeting, stating that they wish to speak. The Town Council permits one person to speak in favour and one against each Planning Application on a first registered basis. For more details [see here](#).

b) The meeting will be reconvened to consider planning applications received during the two weeks ending 24th June 2024.

11 PRESS RELEASES

To consider any item in this report that would be appropriate for a press release.

Minutes of the Sevenoaks Town Council PLANNING & ENVIRONMENT COMMITTEE meeting held on Monday 17th June 2024 at 7:00pm at the Town Council Chambers. Livestreamed and available on YouTube until Minutes are accepted by Town Council Meeting:

<https://youtube.com/live/4fxsl0kROfU>

Present:

Committee Members

Quorum minimum of six members

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

Also in attendance:

Town Clerk

Planning Committee Clerk

*Members attending via Zoom took part in the discussion but were not permitted to vote on matters under consideration, legally they do not constitute as being “present” at the meeting.

PUBLIC QUESTION TIME

None.

167 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

168 DECLARATIONS OF INTEREST

a) Correspondence was received and circulated to all Councillors relating to the below planning application and outlining the applicant’s view that the Planning & Environment Committee had not interpreted the amended plans correctly when it was discussed on 20th May 2024:

- **24/01026/MMA – Homefield, 93 Oakhill Road**

b) ClIr Varley confirmed on behalf of the Kippington Ward Cllrs that the applicant’s clarifications did not affect the recommendation forwarded to the District Council on 21st May 2024.

c) ClIr Shea declared that she knows the applicant of the below plan. She remained open minded to its contents:

- **[Plan no. 6] 24/01351/HOUSE – 122 Bradbourne Road**

169 MINUTES

a) The Committee received the MINUTES of the Planning Committee Meeting held 3rd June 2024.

It was RESOLVED that the minutes be approved.

b) The Committee received and noted the MINUTES of the Movement & Net Zero Working Group held 3rd June and 10th June 2024.

170 KENT COUNTY COUNCIL DRAFT KENT MINERALS AND WASTE LOCAL PLAN 2024-2039 SUBMISSION

The Committee received copy of Kent County Council's Submission Statement, announcing that it had recently submitted its Draft Kent Minerals and Waste Local Plan 2024-2039 to the Secretary of State for Independent Examination.

171 SEVENOAKS TOWN COUNCIL MASTERPLANS UPDATE

The following proposed timeline was noted for delivery of the Town Council's Masterplans for Town Centre and St John's Area:

July 2024:	Second Stakeholder events for both Masterplan areas
July/August 2024:	Preparation of draft Masterplans
September 2024:	Public Consultation on draft Masterplans
October 2024:	Preparation of final Masterplans and publication

172 TEMPORARY ROAD CLOSURES

The Committee received and noted a report summarising the upcoming road closures within Sevenoaks Town, including diversion routes and website links for up-to-date information.

173 CURRENT AND COMPLETED MATTERS

The Committee received and noted the Current and Completed Matters reports, summarising live and completed projects of the Planning & Environment Committee.

174 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 Committee, received during the two weeks ending 10th June 2024.

175 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 10th June 2024. **It was RESOLVED** that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

176 PRESS RELEASES

None.

There being no further business the Chair closed the meeting at 7:22pm.

Signed
Chair

Dated

DRAFT

Planning Applications Considered

Applications considered on 17-6-24

1	Plan Number	Planning officer	Town Councillor	Agent
	24/00500/ADV	Stephanie Payne 18/06/2024	Cllr Michaelides	ISG Ltd.
Applicant	House Name	Road	Locality	
Nationwide Building Society	Nationwide	86 High Street	Town	
Town	County	Post Code	Application date	
			28/05/24	

24/00500/ADV - Amended plan

Replace 1no. Projecting signage with new 500mm. Retain existing bracket. Existing Projecting sign bracket to be painted in blue to match new fascia. Replace 1no. Fascia and 1no. Logo with 1no. New blue fascia & 1no. New 290mm logo height. Install 1no. new ATM surround. Replace safety manifestation with new. Decorate shopfront & spray door frame to match existing with like for like. Post box no. to be sprayed in grey.

A summary of the main changes are set out below:

Plans already submitted under the relevant advert application have been copied over to this LBC application for completeness.

Comment

Sevenoaks Town Council noted that no amendment had been made to this application and did not provide any further comment.

2	Plan Number	Planning officer	Town Councillor	Agent
	24/00501/LBCALT	Stephanie Payne 18/06/2024	Cllr Michaelides	ISG Ltd.
Applicant	House Name	Road	Locality	
Nationwide Building Society	Nationwide	86 High Street	Town	
Town	County	Post Code	Application date	
			28/05/24	

24/00501/LBCALT - Amended plan

External signage to be replaced with new and associated works to shopfront.

A summary of the main changes are set out below:

Plans already submitted under the related advert application have been copied over to this LBC application for completeness.

Comment

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 17-6-24

3	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/00859/FUL	Samantha Yates 24/06/2024	Cllr Clayton	N/A
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mr J Heuerman	Hollybush Tennis Centre	Holmesdale Road	Eastern	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			03/06/24	

24/00859/FUL - Amended plan

The conversion of two outdoor tennis courts into 3 outdoor Padel tennis courts with the existing perimeters of the existing 2 tennis courts. This includes new posts, glass walls, mesh fencing and floodlights.

A summary of the main changes are set out below:

- : Proposed plan including lux levels for a single floodlit Padel court supplied by the company who will undertake the installation.
- : Two noise surveys conducted for other padel court sites across the UK.

Comment

Sevenoaks Town Council considered that the new information on light levels in the court area and noise assessment for courts in Bexley and Dorset do not help to assess the impact on nearby residents in Holmesdale Road and Knole Road. The Town Council therefore repeated its earlier recommendation:

Sevenoaks Town Council welcomes investment in Padel courts at Hollybush, however recommended refusal of the application, unless:

- Satisfactory details of light levels from the floodlights, as well as impact assessments for Holmesdale Road and Knole Road are submitted
- Hours of opening are restricted as recommended by the Environmental Health Officer
- A noise impact assessment is completed (for this development)

4	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/01254/HOUSE	Summer Aucoin 18/06/2024	Cllr Varley	Coleman Anderson Archit
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mr & Mrs Barley	Southernwood	85 Kippington Road	Kippington	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			28/05/24	

Part single storey extension with rooflight and skylight. Part two storey side extension including new garage. New solar panels to roof. Demolition of existing porch to be replaced with new porch. Alteration to fenestration.

Comment

Sevenoaks Town Council recommended approval, subject to an Arboricultural Impact Assessment, Method Statement and Tree Protection Measures, if needed.

Planning Applications Considered

Applications considered on 17-6-24

5	<i>Plan Number</i> 24/01330/HOUSE	<i>Planning officer</i> Summer Aucoin 24/06/2024	<i>Town Councillor</i> Cllr Granville	<i>Agent</i> Kent Building Control Ltd
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr J Fowler			19 Knole Way	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				03/06/24
Single storey rear extension, garage conversion and alterations to fenestration. New patio area.				

Comment

Sevenoaks Town Council recommended approval.

6	<i>Plan Number</i> 24/01351/HOUSE	<i>Planning officer</i> Summer Aucoin 24/06/2024	<i>Town Councillor</i> Cllr Dr Dixon	<i>Agent</i> Garden Office Buildings
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr C Dark			122 Bradbourne Road	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				03/06/24
Garden studio.				

Comment

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

Sevenoaks Town Council recommended approval, provided the Conservation Officer is satisfied that the proposals will not impact the setting of the neighbouring listed building, and providing a condition be set which requires that the 3 metre screening hedges be retained in perpetuity.

7	<i>Plan Number</i> 24/01396/HOUSE	<i>Planning officer</i> Samantha Yates 01/07/2024	<i>Town Councillor</i> Cllr Gustard	<i>Agent</i> OPEN architecture
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
A Landgrebe		The Beeches	Little Julians Hill	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				10/06/24
Full fenestration replacement, as well as alterations to the heads and/or cills of windows and doors to the rear and side as well as the installation of solar panels.				

Comment

Proposed by Kippington Ward Councillor, Cllr Varley, with Cllr Gustard's apologies:

Sevenoaks Town Council recommended approval.

From: Jamie Watson
Sent: Monday, June 17, 2024 3:06 PM
To: Linda Larter; Sebastian Bures; Cllr Skinner
Cc: Sevenoaks Town Planning; Responsible Finance Officer
Subject: Re: Sevenoaks 20mph - June 24 cost estimate - STC Decision

Dear Linda

Thank you for your confirmation that the funding has been agreed for the items listed below less the de-illumination costs.

I have taken advice from colleagues within KCC and confirm in this instance that these de-illumination costs will be waived due to them not being highlighted earlier and the fact that in other areas that have had 20mph speed limits introduced recently, KCC has not always implemented this requirement.

For all future 20mph speed limit schemes, this will be a requirement of the funder.

The de-illumination will still take place at a time still to be agreed internally.

I have previously stated that the Dartford Road crossing near The Vine has not been included in the priority work to date as we needed to focus purely on the 20mph speed reduction to take advantage of the original Traffic Regulation Order timescales.

Once we have the resource available, we will then work on the crossing design and costs.

Best Wishes

Jamie Watson | Senior Programme Manager (Active Travel) | Road Safety & Active Travel Group | Highways, Transportation & Waste | Kent County Council | 03000 41 81 81 | www.kent.gov.uk/highways

[Page deliberately left blank]

From: Nigel Rowe
Sent: Monday, June 24, 2024 12:33 PM
To: Sevenoaks Town Planning
Cc: Richard Streatfeild
Subject: RE: STC requests re Letter Box Lane TRO

Hello Georgie,

Thank you for your message. Apologies for the delay in getting back to you, I had quite a backlog of emails from whilst I was on leave.

So, with regards to the TRO, we would look to you to pay for that in addition the cost of installation is likely to be just under £1000. The reason it is higher than normal is due to traffic management being required on Tonbridge Road. I will need to confirm exact cost once full design is complete.

Hope that clarifies for you.

Many thanks and best wishes

Nigel

Nigel Rowe | Community Engagement Officer (West) | Road Safety & Active Travel Group |
Highways, Transportation & Waste | Kent County Council |
03000 41 81 81|www.kent.gov.uk/highways

VisionZeroKent
Delivering Safer Roads and Streets
visionzerokent.org



From: Sevenoaks Town Planning
Sent: Tuesday, June 11, 2024 3:45 PM
To: Nigel Rowe
Cc: Richard Streatfeild
Subject: RE: STC requests re Letter Box Lane TRO

Dear Nigel,

Sorry for the delay, the Planning & Environment Committee considered this on 3rd June and had the following requests:

Please could you confirm full implications of STC becoming a scheme promoter? E.g. would it have to pay solely the £3000 TRO, or would the Town Council then become responsible for cost of delivery, and if so would you have an estimate for how much that would be?

Please could Officers/scheme designers consider the Town Council's concerns (outlined in blue below) and confirm that they are satisfied there will be no negative safety implications should the scheme be implemented in its current design.

STC is concerned that cars exiting Letter Box Lane won't have enough time to correct onto the left side of the road before meeting other vehicles entering the Lane – especially those approaching from the South, northbound on Tonbridge Road. This is exacerbated by poor sight lines on approach, and the concern that cars entering the Lane will no longer have the early warning of seeing parked cars at the entrance of the road to alert them to potential hazards. (See image below)



If KCC Officers are fully satisfied that the current design will not cause the above potential safety concerns, then STC would opt to review the scheme following its delivery to ascertain whether it would benefit from being extended further and then consider promoting its extension via additional TRO. However should Officers agree that the existing design may need review to ensure safety of motorists, the Town Council would need to consider whether it fund a new TRO prior to delivery of the current scheme, via its Finance & Delivery Committee.

Kind regards,
Georgie

Georgie Elliston
Planning Committee Clerk
Sevenoaks Town Council
Town Council Offices
Bradbourne Vale Road
Sevenoaks
Kent TN13 3QG

From: Nigel Rowe
Sent: Monday, May 20, 2024 12:41 PM
To: Sevenoaks Town Planning

Cc: Richard Streatfeild

Subject: RE: STC requests re Letter Box Lane TRO

Hi Georgie,

Thank you for your message.

So, becoming the scheme promotor would entail a cost of £3000 for the TRO, I have attached our Highway Information Pack that gives you examples of the pre-engagement process you would need to consider before embarking on a TRO process. This is designed to help you gauge the response likely to be received from residents etc before committing to the cost of the TRO. We will always be happy to assist with wording a pre-engagement, but you will need to administer that process.

I would say any new proposals as soon as possible please.

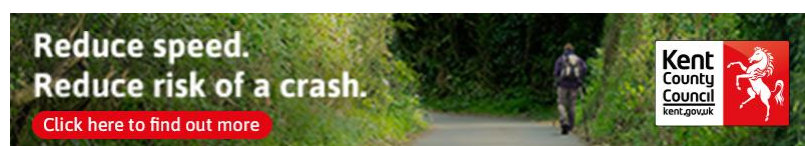
I am away on leave now until the 17/6/24, so if you need anything urgently in the interim can you please email west.highwayimprovements@kent.gov.uk otherwise, I will catch up when I return.

Many thanks and best wishes

Nigel

Nigel Rowe | Community Engagement Officer (West) | Road Safety & Active Travel Group |
Highways, Transportation & Waste | Kent County Council |
03000 41 81 81|www.kent.gov.uk/highways

VisionZeroKent
Delivering Safer Roads and Streets
visionzerokent.org



[Page deliberately left blank]

Urban Movement Limited
Exmouth House
3-11 Pine Street
London, EC1R 0JH
hello@urbanmovement.co.uk
www.urbanmovement.co.uk
@UM_Streets



18th June 2024

FAO Linda Larter MBE
Chief Executive / Town Clerk
Sevenoaks Town Council
Council Offices
Bradbourne Vale Road
Sevenoaks
Kent
TN13 3QG

Dear Linda

RE: St. John's Hill Car Parking Study

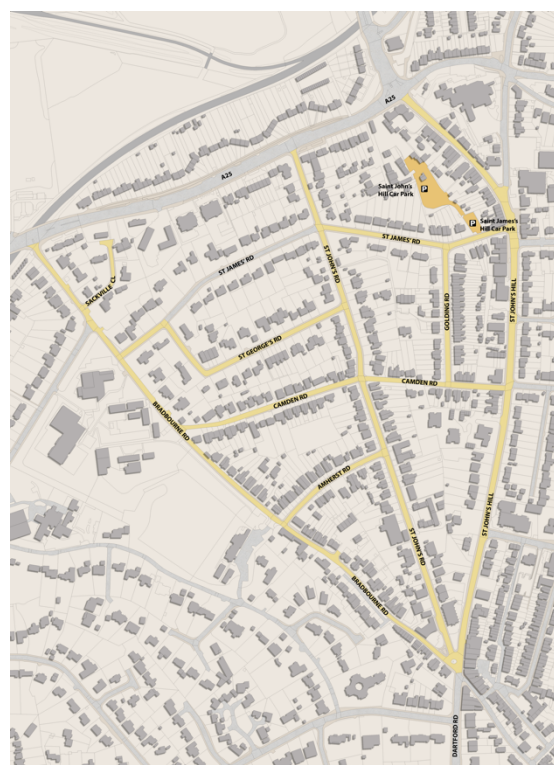
Further to our meeting on Friday 14th June this letter and attached fee proposal set-out our approach for undertaking a review of existing car parking in the area of St. John's Hill described in the plan below.

It is our understanding that concerns have been raised by local residents about on-street car parking within the 'St. John's Triangle'. Issues include inconsiderate car parking that blocks vehicular access to residents driveways, and 'two-wheels-up' footway parking that (partially) blocks footways affecting pedestrian access, along with a general frustration that parking in the area is free for those leaving their car here all day whilst commuting from the nearby train stations.

Whilst public off-street car parking is available at St. John's Hill car park (50 spaces) and St. James's Road car park (30 spaces), the parallel development of a masterplan for this area could see the capacity of these car parks reduced. Furthermore, the masterplan may also be recommending changes to the wider traffic management in the area, both of which may potentially compound the issues listed above.

We propose that, following a tour of the study area with Ward Councillors to better understand the car

Map of the study area, known as the 'St. John's Triangle', highlighting the streets and car parks that will be included in the study



parking issues that the area faces, we will engage with Kent County Council (KCC) (the highway authority) and Sevenoaks District Council (SDC) (owners of the two car parks and responsible for enforcement), as well as with Sevenoaks Primary School to better understand any concerns, aspirations and recommendations they might have for parking in the area.

We will then map the study area's existing parking restrictions as well as where adjacent properties have vehicle access. We will also request boundaries and restrictions associated with any adjacent Controlled Parking Zones (CPZs) from SDC and map these to better understand how they may currently displace car parking into the study area. We will also request information relating to the income generated by both St. John's Hill and St. James's Road car parks from SDC to understand how this revenue could be affected by the (partial) redevelopment of these sites.

Fundamental to this commission will be a parking beat survey. This will record where and for how long vehicles park on the streets within the study area as well as within the two car parks between 0600 and 2100 on a neutral weekday (Tuesday, Wednesday or Thursday). We will also repeat the survey on a Saturday just for the two car parks.

We will analyse this data to determine where parking pressures are greatest within the study area and infer the likely reason for the parking (commuting / rail heading, school pick-up / drop-off, resident, etc.) and where existing parking restrictions are being ignored. From this analysis we will be able to recommend appropriate parking control strategies that aim to address the issues identified.

All of the above will be recorded in a succinct summary report that will likely form an appendix to the Sevenoaks Masterplan.

The cost for undertaking this work is £8,230 +VAT plus £7,236 +VAT for the parking beat survey, whilst the programme will run in parallel with that of the Sevenoaks Masterplan, concluding at the same time. Should you have any suggestions, questions or comments then please just let me know.

Kind Regards



Oli Davey

Co-Founder and Head of Street Design Engineering
Urban Movement

Sevenoaks Masterplan: St John's Hill Parking Study

18/06/2024

V1

		Name	Oli Davey	Cayetana Anderson	
		Profession	Traffic Engineer	Landscape Architect	Lump
		Grade	Senior	Junior	Sum
		Day Rate	£800	£500	
1	Define Objectives + Scope				
1.1	Site walkabout with Councillors		0.5	0.5	
1.2	Engagement with Kent County Council		0.2		
1.3	Engagement with Sevenoaks District Council		0.2		
1.4	Engagement with Sevenoaks Primary School		0.2		
2	Data Collection				
2.1	Map existing parking restrictions and vehicle accesses			1	
2.2	Map wider Controlled Parking Zones (supplied by SDC)			0.5	
2.3	Undertake a 'Parking Beat' survey (see separate specification)		1		£7,236
2.4	Graph income data for St John's Hill and St James's Road car parks (supplied by SDC)			0.5	
3	Analysis + Evaluation				
3.1	Analysis of Parking Beat survey data		1	2	
3.2	Evaluation of potential parking control strategies		1	1	
4	Reporting + Communication				
4.1	Client Team progress meetings (to piggyback Masterplan commission meetings)		0.5		
4.2	Final report succinctly summarising the studies findings and recommendations		1	2	
Total Days			5.6	7.5	
Total Fee			£4,480	£3,750	£7,236
GRAND TOTAL					£15,466

[Page deliberately left blank]

Summary report of upcoming Temporary Road Closures:

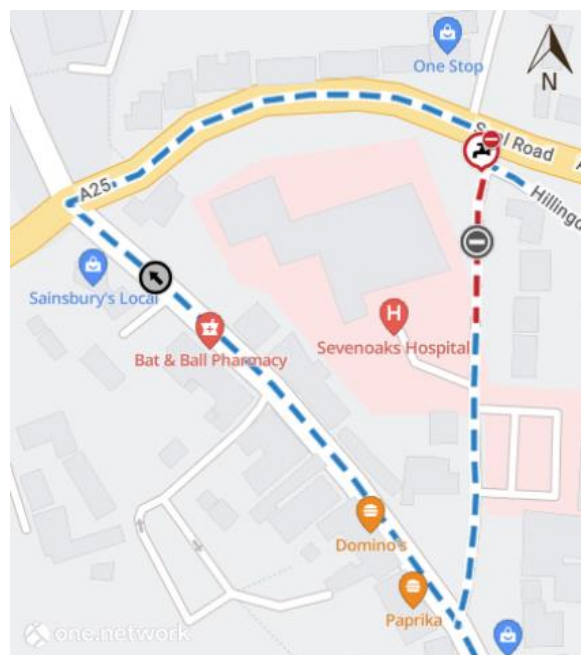
1 HOSPITAL ROAD – 25TH JULY 2024 FOR 2 DAYS

a) The above road will be closed outside Sevenoaks Hospital.

b) The alternative route is via A25 Seal Road, A225 St Johns Hill, Hospital Road and vice versa. Pedestrian access will be maintained.

c) Up to date information on these works can be found via the following link:

<https://one.network/?tm=135355628>



[Page deliberately left blank]

Decision Notices published by Sevenoaks District Council OR Kent County Council from **11th June 2024** to **24th June 2024** on plans which Sevenoaks Town Council was consulted upon for comment, **in order of reference number (ascending)**.

STC Comment dates are written in **bold** text, where the comment was made by a Town Councillor during the **current** electoral term (2023-2027). Instances where SDC have decided against STC's recommendation are written in **red**.

Reference Number	Address & Ward	Ward Cllr	STC Recommendation (abridged)	SDC Decision (abridged)
24/00466/MMA	Whiteacre, 87 Oakhill Road – Kippington	Cllr Varley	18th March 2024: STC recommended approval. 2nd April 2024: STC recommended approval. 29th April 2024: STC recommended approval.	13 th June 2024: SDC Granted, 3 conditions.
24/00500/ADV	Nationwide, 86 High Street – Town	Cllr Michaelides Cllr Willis Cllr Michaelides	15th April 2024: Recommendation for approval with 2 conditions lost at the vote. STC recommended refusal, 1 ground. 20th May 2024: STC recommended approval, 1 condition. 17th June 2024: No comment.	19 th June 2024: SDC Granted, 7 conditions.
24/00501/LBCALT	Nationwide, 86 High Street - Town	Cllr Michaelides Cllr Willis	15th April 2024: Recommendation for approval with 2 conditions lost at the vote. STC recommended refusal, 1 ground. 20th May 2024:	19 th June 2024: SDC Granted, 2 conditions.

		Cllr Michaelides	STC recommended approval, 1 condition. 17th June 2024: STC recommended approval.	
24/00674/HOUSE	23 Sandy Lane – Eastern	Cllr Layne	20th May 2024: STC recommended refusal , 1 ground and 2 informatives (ground of loss of light to neighbour, request for light test in informative, and note that amendment to placement would have resolved the issue.	21 st June 2024: SDC Granted , 1 condition. (45 degree test passed and no significant harm to neighbours confirmed)
24/00760/HOUSE	73 Clarendon Road – Town	Cllr Willis	17th May 2024: STC recommended approval, 3 conditions.	12 th June 2024: SDC Granted, 4 conditions.
24/00818/FUL	5 South Park – Town	Cllr Dr Dixon	7th May 2024: STC recommended refusal, 3 grounds, 1 informative.	21 st June 2024: SDC Refused, 3 grounds.
24/00820/HOUSE	Fig Street, Oak Lane – Kippington	Cllr Daniell	7th May 2024: STC recommended approval.	21 st June 2024: SDC Granted, 5 conditions.
24/00827/FUL	Boundary Wall between St Nicholas Graveyard and The Chantry – Town	Cllr Granville	21st June 2024: No comment (STC application)	21 st June 2024: SDC Granted, 2 conditions.
24/00828/LBCALT	Boundary Wall between St Nicholas Graveyard and The Chantry – Town	Cllr Granville	21st June 2024: No comment (STC application)	21 st June 2024: SDC Granted, 2 conditions.
24/00916/HOUSE	4 Hospital Road – Eastern	Cllr Clayton	20th May 2024: STC recommended approval, 1 condition.	21 st June 2024: SDC Granted, 3 conditions.
24/01007/CONVAR	Donyland, Wildernes Avenue – Wildernes	Cllr Wightman	20th May 2024: STC recommended approval, 1 condition.	19 th June 2024: SDC Granted, 8 conditions.

24/01042/MMA	5 Redlands Road – Kippington	Cllr Varley	20th May 2024: STC recommended approval, 3 conditions.	13 th June 2024: SDC Granted, 6 conditions.
24/01112/HOUSE	7 Farnaby Drive – Kippington	Cllr Gustard	20th May 2024: STC recommended approval, 1 condition.	19 th June 2024: SDC Granted, 3 conditions.

[Page deliberately left blank]

Planning Applications to be Considered

Planning Applications received to be considered on 01 July 2024

1	Plan Number	Planning officer	Town Councillor	Agent
	23/03486/FUL	Christopher Park 15/07/2024	Cllr Layne	Designhomeplan Ltd
Case Officer				
Applicant				
Micallef				
House Name				
Road				
50 St Johns Hill				
Locality				
Eastern				
Town				
County				
Post Code				
Application date				
24/06/24				
23/03486/FUL - Amended plan				
Single storey rear extension with rooflights. New side gate. Single storey granny annexe to the rear garden with rooflight. Alterations to fenetration.				
A summary of the main changes are set out below:				
The proposed plans have been amended to show the land levels.				
Web link				
https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S4Y4XYBKKIR00				

2	Plan Number	Planning officer	Town Councillor	Agent
	24/00519/HOUSE	Stephanie Payne 11/07/2024	Cllr Gustard	De Linde Architects
Case Officer				
Applicant				
Mrs F Iasci				
House Name				
Road				
39 Brattle Wood				
Locality				
Kippington				
Town				
County				
Post Code				
Application date				
20/06/24				
24/00519/HOUSE - Amended plan				
Construction of a single storey partially sunken pool house with pump room in the rear garden with associated landscape alterations.				
A summary of the main changes are set out below:				
A new revised pack of drawings have been received which include the remaining elevations for the proposed outbuildings which were omitted in the previous pack.				
Web link				
https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S9MNHEBKMKNO0				

3	Plan Number	Planning officer	Town Councillor	Agent
	24/00736/HOUSE	Abbey Aslett 04/07/2024	Cllr Layne	Fuller Long Limited
Case Officer				
Applicant				
Mr & Mrs Herron				
House Name				
Road				
3 Park Lane				
Locality				
Eastern				
Town				
County				
Post Code				
Application date				
13/06/24				
Replacement of windows to double glazing (like for like), new picket fence to the front and new porch. Conversion of garage to a habitable room and associated alterations to the fenestration, replacement of glass roof between the study and dining room with a new flat roof and lantern light external insulation, reinstatement of existing cladding, chimneys to be repaired, addition of a curb. . Landscaping works.				
Web link				
https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SAPJENBKN0300				

Planning Applications to be Considered

Planning Applications received to be considered on 01 July 2024

4	Plan Number	Planning officer	Town Councillor	Agent
	24/00737/LBCALT	Abbey Aslett 04/07/2024	Cllr Layne	Fuller Long Limited
Case Officer				
Applicant		House Name	Road	Locality
Mr & Mrs Herron			3 Park Lane	Eastern
Town		County	Post Code	Application date
				13/06/24
Replacement of windows to double glazing (like for like), new picket fence to the front and new porch. Conversion of garage to a habitable room and associated alterations to the fenestration, replacement of glass roof between the study and dining room with a new flat roof and lantern light external insulation, reinstatement of existing cladding, chimneys to be repaired, addition of a curb. Landscaping works. Removal of internal wall between the kitchen and dining room, resiting of internal stud bathroom wall at first floor level, increased width and height of two doorways at first floor level, removal of first floor WC, installation of wall and ceiling insulation. Woodburner.				
Web link	https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SAPJEOBKN0400			

5	Plan Number	Planning officer	Town Councillor	Agent
	24/00747/HOUSE	Christopher Park 04/07/2024	Cllr Camp	Harriplan (South West) Ltd
Case Officer				
Applicant		House Name	Road	Locality
Mr & Mrs M Taylor		Woodleigh Cottage	48 Camden Road	St Johns
Town		County	Post Code	Application date
				13/06/24
24/00747/HOUSE - Amended plan				
Erection of single storey side and rear extension. First floor extension with roof lights. Alteration to fenestration. New decking and fence.				
A summary of the main changes are set out below:				
The proposed first floor plans have been amended to reduce the width of the rear extension and, therefore, correlate with the ground floor plan and elevations.				
Web link	https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SAPKODBKN0Q00			

6	Plan Number	Planning officer	Town Councillor	Agent
	24/00871/FUL	Samantha Yates 04/07/2024	Cllr Varley	Willow Town and Country Planni
Case Officer				
Applicant		House Name	Road	Locality
Portfolio Homes BW Limited			1 Brattle Wood	Kippington
Town		County	Post Code	Application date
				13/06/24
24/00871/FUL - Amended plan				
Demolition of existing dwelling, erection of 2 detached, 5 bed dwellings with associated access and landscaping (Phased Development)				
A summary of the main changes are set out below:				

Planning Applications to be Considered

Planning Applications received to be considered on 01 July 2024

Bat emergence survey - concludes there are no bats present within the building
Attached current site photographs. The gardens are regularly maintained and grassed areas mown as is normal for any suburban garden space
Covering letter responding to outstanding points regarding ecological enhancements.
Additional Habitats Plan

Web link <https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SBBON3BKFK400>

7	Plan Number	Planning officer	Town Councillor	Agent
	24/00922/HOUSE	Christopher Park 03/07/2024	Cllr Ancrum	Clague LLP
Case Officer				
Applicant		House Name	Road	Locality
Mr J Froud		Brightstone	6 Quakers Hall Lane	Eastern
Town		County	Post Code	Application date
				12/06/24

24/00922/HOUSE - REVALIDATED plan

Proposed single storey side extension.

A summary of the main changes are set out below:

The scale bar on the proposed elevations does not measure correctly against the stated scale (1:100).

Web link <https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SBMSP0BKFN00>

8	Plan Number	Planning officer	Town Councillor	Agent
	24/00925/HOUSE	Christopher Park 09/07/2024	Cllr Wightman	Karen McClure Garden Design
Case Officer				
Applicant		House Name	Road	Locality
Mrs F Northover		Longdene	Blackhall Lane	Wilderness
Town		County	Post Code	Application date
				18/06/24

24/00925/HOUSE - REVALIDATED plan

The residents of Long Dene currently share access from Blackhall Lane with their neighbours at Woodstock. A new gravel driveway entrance is proposed to allow private, separate access for the residents of Long Dene.

A summary of the main changes are set out below:

Amended drawings received.

Web link <https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SBMSR7BKFNJ00>

9	Plan Number	Planning officer	Town Councillor	Agent
	24/01309/FUL	Samantha Yates 03/07/2024	Cllr Gustard	WvH Planning Ltd

Planning Applications to be Considered

Planning Applications received to be considered on 01 July 2024

Case Officer			
Applicant	House Name	Road	Locality
Mr & Mrs Cossell		9 Yeomans Meadows	Kippington
Town	County	Post Code	Application date
			12/06/24
Demolition of existing dwelling and garage to be replaced with new dwelling with west facing balcony, rooflights and pv panels. new carport/garage with ev charger. Utility cabinet and Air Source Heat Pump.			
Web link	https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SDSKJIBKGE700		

10	Plan Number	Planning officer	Town Councillor	Agent
	24/01345/HOUSE	Christopher Park 08/07/2024	Cllr Daniell	Coleman Anderson Architects
Case Officer				
Applicant		House Name	Road	Locality
Mr & Mrs Ingram			28 Kippington Road	Kippington
Town		County	Post Code	Application date
				17/06/24
Single story infills & second story extension with balcony. Removal of existing rooflights with new rooflights. Internal remodeling throughout and alterations to fenestration. Air Condition Unit and Air Source Heat Pump.				
Web link	https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SDWAIHBKGGU00			

11	Plan Number	Planning officer	Town Councillor	Agent
	24/01376/HOUSE	Abbey Aslett 03/07/2024	Cllr Camp	Mrs Millie Burnham
Case Officer				
Applicant		House Name	Road	Locality
Mr D Young		The Birches	44 Woodside Road	St Johns
Town		County	Post Code	Application date
				12/06/24
Proposed first floor extension. Part two storey rear extension part single storey extension with skylight. Alteration to roof shape with addition of rooflights. Removal of 3 chimneys with addition of new chimney attached to new rear extension. Demolition of existing porch. Alteration front entrance. Alteration to fenestration. New raised patio with landscaping. Internal changes to layout.				
Web link	https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SDZZEXBKJ200			

12	Plan Number	Planning officer	Town Councillor	Agent
	24/01394/FUL	Anna Horn 09/07/2024	Cllr Granville	OPEN architecture
Case Officer				
Applicant		House Name	Road	Locality
Mr J Bateman			150 High Street	Town
Town		County	Post Code	Application date
				18/06/24
Refurbishment of existing building, conversion of first and second floor to residential, demolition of rear extension with replacement new build residential extension with ancillary refuse and cycle store				
Web link	https://pa.sevenoaks.gov.uk/online-			

Planning Applications to be Considered

Planning Applications received to be considered on 01 July 2024

[applications/applicationDetails.do?activeTab=summary&keyVal=SE7E1YBK GKJ00](https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SE7E1YBK GKJ00)

13	Plan Number	Planning officer	Town Councillor	Agent
	24/01416/HOUSE	Christopher Park 09/07/2024	Cllr Varley	Mr Jeremy Randall
Case Officer				
Applicant		House Name	Road	Locality
Mr E Ion			6 Turners Gardens	Kippington
Town		County	Post Code	Application date
				18/06/24
Single storey rear extension.				
Web link	https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SE98Q9BKGM200			

14	Plan Number	Planning officer	Town Councillor	Agent
	24/01420/HOUSE	Samantha Yates 10/07/2024	Cllr Dr Dixon	Resi Design Ltd
Case Officer				
Applicant		House Name	Road	Locality
L Calinescu			7 Merlewood	St Johns
Town		County	Post Code	Application date
				19/06/24
Demolition of existing conservatories. Ground floor single storey rear extension which incorporates new balcony area. Two storey side extension with first floor extension to garage with alteration to roof. New front porch. New greenhouse to flank elevation. Raised patio to the rear. New rooflights. Alteration to fenestration. New ramp from rear of garage.				
Web link	https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SE98SRBK GMA00			

15	Plan Number	Planning officer	Town Councillor	Agent
	24/01425/HOUSE	Abbey Aslett 05/07/2024	Cllr Camp	Cobden Architectural Design Ltd
Case Officer				
Applicant		House Name	Road	Locality
Mr B Humphreys			8 Vine Avenue	St Johns
Town		County	Post Code	Application date
				14/06/24
Demolition of existing garage and side extension. Construction of a two storey rear extension. Formation of living accommodation in roof space to include rear dormer and roof lights, removal of chimney stack. Change to external finishes. Alterations to fenestration. Solar Panels.				
Web link	https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SEALOIBK0LO00			

16	Plan Number	Planning officer	Town Councillor	Agent
	24/01428/HOUSE	Stephanie Payne 03/07/2024	Cllr Dr Dixon	WA Architects

Planning Applications to be Considered

Planning Applications received to be considered on 01 July 2024

Case Officer			
Applicant	House Name	Road	Locality
Mr & Mrs T Pijper		1 Carrick Drive	St Johns
Town	County	Post Code	Application date
			12/06/24
Single storey side extension, bay window extension to the front and change of a window at the rear of the garage to a door			
Web link	https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SEB375BKGNP00		

17	Plan Number	Planning officer	Town Councillor	Agent
	24/01459/FUL	Anna Horn 08/07/2024	Cllr Daniell	Offset Architects
Case Officer				
Applicant		House Name	Road	Locality
Mr & Mrs Putnam			28 Burntwood Road	Kippington
Town		County	Post Code	Application date
				17/06/24
Subdivision of plot and erection of a new detached dwelling and garage with new entrance access and pavement crossover. Erection of new detached garage for no 28.				
Web link	https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SEII7WBKGQQ00			

18	Plan Number	Planning officer	Town Councillor	Agent
	24/01463/MMA	Abbey Aslett 09/07/2024	Cllr Dr Dixon	Offset Architects
Case Officer				
Applicant		House Name	Road	Locality
Mr & Mrs J May		Meadowfield	60 Hitchen Hatch Lane	St Johns
Town		County	Post Code	Application date
				18/06/24
Amendment to 23/00916/HOUSE.				
Web link	https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SEII9VBKGQY00			

19	Plan Number	Planning officer	Town Councillor	Agent
	24/01500/MMA	Stephanie Payne 12/07/2024	Cllr Varley	Offset Architects
Case Officer				
Applicant		House Name	Road	Locality
Mr and Mrs Carman			11 Beacon Rise	Kippington
Town		County	Post Code	Application date
				21/06/24
Amendment to 21/03006/HOUSE.				
Web link	https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SEO1XHBKGT900			