

Minutes of the Sevenoaks Town Council PLANNING & ENVIRONMENT COMMITTEE meeting held on Monday 1st July 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/bHa8NME1Hcc>

Present:

Committee Members

Quorum minimum of six members

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

Also in attendance:

Town Clerk

Planning Committee Clerk

PUBLIC QUESTION TIME

None.

189 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

190 DECLARATIONS OF INTEREST

None.

191 MINUTES

The Committee received the MINUTES of the Planning Committee Meeting held 17th June 2024.

It was RESOLVED that the minutes be approved.

192 DE-ILLUMINATION OF STREET SIGNS IN 20MPH ROADS

a) Councillors noted that Kent County Council had agreed to waive the cost of de-illuminating street signs in the Town Council’s proposed 20mph speed limit scheme, however expressed their ongoing concern that this would be a future requirement for scheme promoters to fund.

b) Councillors agreed that the Town Council could not support any future requirement of blanket removal of lighting to road signs without clear indication of the policy basis and the democratic process involved in introducing this requirement. This was due not

only to the ramifications that it would have on future schemes, but also the safety implications at locations where the signs would not otherwise be visible at night.

c) The Town Clerk reported that Sevenoaks Town Council had shared its concerns both with Kent County Council as well as the Kent Association of Local Councils, the latter of which shared its reservations. The matter was ongoing however the Town Council would continue to lobby for a more considered and evidence-based approach.

193 LETTER BOX LANE TRAFFIC REGULATION ORDER

a) The Committee received copy of correspondence from Kent County Council, regarding costs associated with extending the recently proposed double yellow lines into Letter Box Lane via a new Traffic Regulation Order (TRO).

b) Councillors reiterated their disappointment that the Town Council had not been consulted on initial designs before the original TRO was produced, however noted that the Town Council had requested that this practice be adopted in future. It was agreed that the significant cost and delay to the scheme which would be incurred by a new TRO was undesirable, due to the urgent nature of the issues.

c) It was **RESOLVED** that the Town Council agree for the yellow lines to be implemented as per the original TRO, and to assess whether they resolve the problem and have any safety implications following delivery. The item would be revisited, should resident feedback and Councillor observations consider it necessary to extend the TRO at a cost of £4,000.

194 PARKING AND BEAT SURVEYS FOR ST JOHNS AREA – COST PROPOSAL

a) The Committee received and discussed a project and fee proposal for a parking and beat survey of St John's Area, to be delivered in tandem with the Town Centre and St John's Masterplans and by the same traffic consultants.

b) Cllr Granville summarised that the proposed project had originated following reports of persistent parking difficulties experienced by residents and local businesses due to commuter parking and regular obstruction of the pavement by parked cars.

c) Councillors agreed that the project would be a valuable investment in improving how the spaces are shared, noting in particular that there is not enough room on the pavement for double pushchairs, and that the medical centre is accessed by a road with only one pavement and pedestrians therefore accessing the site via the highway.

d) Clarification was sought as to whether a review of pedestrian movement could be added to the parking survey, or whether this would be adequately explored via the Masterplan. It was agreed that Officers would enquire as to this, as well as any additional cost should it need adding to the scope.

e) The Town Clerk informed that, due to requiring Finance & Delivery Committee sign-off as well as upcoming school holidays being likely to impact the data output, approving the additional surveys could delay the Masterplan exercises by 2-3 months. This because the parking and beat surveys would influence the recommendations in the St John's Masterplan, the first draft of which is currently predicted for July/August 2024.

f) Councillors agreed that the value added to the St John's Masterplan by the traffic survey would be worth its delay, and it was therefore **RESOLVED** that the following recommendation be to the Finance & Delivery Committee:

- To approve the cost of £15,466 for a traffic and beat survey to be conducted in the St John's area, with the caveat that it be conducted during termtime unless consultants are confident that this would not impact data output. This with the accepted implication that undertaking the surveys during termtime would delay the Masterplan projects by 2-3 months.
- To consider approval of any additional cost associated with adding pedestrian movement surveys to the project scope, should this not be adequately covered under the existing Masterplan remit.

195 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.

196 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 24th June 2024.

197 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 24th June 2024. **It was RESOLVED** that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

198 PRESS RELEASES

None.

There being no further business the Chair closed the meeting at 20:37pm.

Signed
Chair

Dated

Planning Applications Considered

Applications considered on 1-7-24

1	Plan Number	Planning officer	Town Councillor	Agent
	23/03486/FUL	Christopher Park 15/07/2024	Cllr Layne	Designhomeplan Ltd
Applicant	House Name	Road	Locality	
Micallef		50 St Johns Hill	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 fenestration.

A summary of the main changes are set out below:

The proposed plans have been amended to show the land levels.

Comment

Sevenoaks Town Council recommended refusal on the grounds of overdevelopment and loss of privacy.

2	Plan Number	Planning officer	Town Councillor	Agent
	24/00519/HOUSE	Stephanie Payne 11/07/2024	Cllr Gustard	De Linde Architects
Applicant	House Name	Road	Locality	
Mrs F Iasci		39 Brattle Wood	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.

Comment

Sevenoaks Town Council recommended approval, subject to the Arboricultural Officer being satisfied with the protective measures in place for the neighbouring TPO trees.

Planning Applications Considered

Applications considered on 1-7-24

3	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/00736/HOUSE	Abbey Aslett 04/07/2024	Cllr Layne	Fuller Long Limited
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mr & Mrs Herron		3 Park Lane	Eastern	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			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.				

Comment

Sevenoaks Town Council recommended approval, subject to:

- All criteria cited by the Conservation Officer in their site assessment having been addressed,
- The Planning Officer being satisfied with the proposals, and the Conservation Officer satisfied with the materials and finishes,
- The conditioning of a Construction Environmental Management Plan to be submitted and approved,
- The Arboricultural Officer being satisfied that there will be no damage to trees within the Conservation Area, and that any damaged trees would be replaced if necessary.

4	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/00737/LBCALT	Abbey Aslett 04/07/2024	Cllr Layne	Fuller Long Limited
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mr & Mrs Herron		3 Park Lane	Eastern	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			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.				

Comment

Sevenoaks Town Council recommended approval, subject to:

- All criteria cited by the Conservation Officer in their site assessment having been addressed,
- The Planning Officer being satisfied with the proposals, and the Conservation Officer satisfied with the materials and finishes,
- The conditioning of a Construction Environmental Management Plan to be submitted and approved,
- The Arboricultural Officer being satisfied that there will be no damage to trees within the Conservation Area, and that any damaged trees would be replaced if necessary.

Planning Applications Considered

Applications considered on 1-7-24

5	Plan Number	Planning officer	Town Councillor	Agent
	24/00747/HOUSE	Christopher Park 04/07/2024	Cllr Camp	Harriplan (South West) Lt
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.

Comment

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

- Being satisfied that there will be no overlooking or loss of amenity from the new velux windows in the roof
- Being satisfied with the materials, and confident that the dark metal material will neither detract from the streetscene or negatively impact neighbours' amenity.

6	Plan Number	Planning officer	Town Councillor	Agent
	24/00871/FUL	Samantha Yates 04/07/2024	Cllr Varley	Willow Town and Country Planning Ltd
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:

**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**

Comment

Proposed by Cllr Gustard with Cllr Varley's apologies:

A recommendation for approval on 5 conditions was made, seconded and LOST AT THE VOTE.

Sevenoaks Town Council recommended refusal unless:

- The Planning Officer is satisfied that there is no loss of amenity to neighbouring properties
- The Planning Officer is satisfied with the fenestration and materials used for finishes
- That the landscaping works proposed for the replacement trees are considered satisfactory
- An Ecological Impact Assessment is undertaken
- The development complies with the Sevenoaks Town Neighbourhood Plan Policy L1 on net biodiversity gain.

Planning Applications Considered

Applications considered on 1-7-24

7	Plan Number	Planning officer	Town Councillor	Agent
	24/00922/HOUSE	Christopher Park 03/07/2024	Cllr Ancrum	Clague LLP
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).

Comment

Proposed by Cllr Layne with Cllr Ancrum's apologies:

Sevenoaks Town Council recommended approval, subject to the Planning Officer being satisfied that the design and materials used are in keeping with the style of the property and the street scene.

8	Plan Number	Planning officer	Town Councillor	Agent
	24/00925/HOUSE	Christopher Park 09/07/2024	Cllr Wightman	Karen McClure Garden D
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.

Comment

Sevenoaks Town Council recommended approval, subject to:

- The conditions set by the Arboricultural Officer being met
- The Planning Officer being satisfied that the drive is permeable, and that adequate measures for surface water runoff have been put in place in order to avoid being diverted to the sewer.

Planning Applications Considered

Applications considered on 1-7-24

9	<i>Plan Number</i> 24/01309/FUL	<i>Planning officer</i> Samantha Yates 03/07/2024	<i>Town Councillor</i> Cllr Gustard	<i>Agent</i> WvH Planning Ltd
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Cossell			9 Yeomans Meadows	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				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.				

Comment

Sevenoaks Town Council recommended approval, subject to the Planning Officer being satisfied that there is no loss of amenity to neighbours, and subject to the condition for a bat mitigation license to be sought, as recommended in the Biodiversity report.

10	<i>Plan Number</i> 24/01345/HOUSE	<i>Planning officer</i> Christopher Park 08/07/2024	<i>Town Councillor</i> Cllr Daniell	<i>Agent</i> Coleman Anderson Archit
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Ingram			28 Kippington Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				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.				

Comment

Proposed by Cllr Gustard with Cllr Varley's apologies:

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

11	<i>Plan Number</i> 24/01376/HOUSE	<i>Planning officer</i> Abbey Aslett 03/07/2024	<i>Town Councillor</i> Cllr Camp	<i>Agent</i> Mrs Millie Burnham
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr D Young		The Birches	44 Woodside Road	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				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.				

Comment

Sevenoaks Town Council recommended approval, provided the Planning Officer is satisfied that there is no overlooking or loss of privacy to neighbours from the new rooflights, and that the first floor bathroom windows are obscure glazed to protect the privacy of the neighbour.

Planning Applications Considered

Applications considered on 1-7-24

12	Plan Number	Planning officer	Town Councillor	Agent
	24/01394/FUL	Anna Horn 09/07/2024	Cllr Granville	OPEN architecture
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				

Comment

Sevenoaks Town Council recommended approval, subject to the Conservation Officer being satisfied that the additional height, as well as the proposed design and materials for the third floor would not appear incongruous and out of keeping with the local Conservation Area.

Informative:

The Town Council raised attention to the fact that Pizza Express has a ground floor opaque-glazed atrium which may be overshadowed by the extra storey.

13	Plan Number	Planning officer	Town Councillor	Agent
	24/01416/HOUSE	Christopher Park 09/07/2024	Cllr Varley	Mr Jeremy Randall
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.				

Comment

Proposed by Cllr Gustard with Cllr Varley's apologies:

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

- That there is no loss of amenity to neighbouring properties
- With the fenestration and materials used for finishes.

14	Plan Number	Planning officer	Town Councillor	Agent
	24/01420/HOUSE	Samantha Yates 10/07/2024	Cllr Dr Dixon	Resi Design Ltd
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.				

Comment

Sevenoaks Town Council recommended approval, provided the Planning Officer is satisfied that the new garage/office section does not unduly compromise the amenity of the neighbours.

Planning Applications Considered

Applications considered on 1-7-24

15	Plan Number	Planning officer	Town Councillor	Agent
	24/01425/HOUSE	Abbey Aslett 05/07/2024	Cllr Camp	Cobden Architectural Desi
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.				

Comment

Sevenoaks Town Council recommended approval, provided the Planning Officer is satisfied that there will be no overlooking or loss of privacy to the neighbours from the new dormer and the new rooflights.

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

Comment

Sevenoaks Town Council recommended approval, provided the Planning Officer is satisfied that the materials used are compatible with the style of the existing building.

17	Plan Number	Planning officer	Town Councillor	Agent
	24/01459/FUL	Anna Horn 08/07/2024	Cllr Daniell	Offset Architects
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.				

Comment

Proposed by Cllr Gustard with Cllr Daniell's apologies:

Sevenoaks Town Council recommended approval, provided the Planning Officer is satisfied that there is no loss of amenity to the neighbouring properties, and that the application meets the 10% Biodiversity Net Gain requirement of the Sevenoaks Town Neighbourhood Plan.

Planning Applications Considered

Applications considered on 1-7-24

18	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/01463/MMA	Abbey Aslett 09/07/2024	Cllr Dr Dixon	Offset Architects
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs J May		Meadowfield	60 Hitchen Hatch Lane	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				18/06/24
Amendment to 23/00916/HOUSE.				

Comment

Sevenoaks Town Council recommended approval, provided the Planning Officer is satisfied with the changes made from 23/00916 and considers them to be acceptable.

19	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/01500/MMA	Stephanie Payne 12/07/2024	Cllr Varley	Offset Architects
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr and Mrs Carman			11 Beacon Rise	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				21/06/24
Amendment to 21/03006/HOUSE.				

Comment

Proposed by Cllr Gustard with Cllr Varley's apologies:

Sevenoaks Town Council recommended approval, subject to the Planning Officer being satisfied with the fenestration and materials used for finishes.