

Minutes of the Sevenoaks Town Council PLANNING & ENVIRONMENT COMMITTEE meeting held on Monday 15th 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/0aXC7qJmm7Q>

Present:

Committee Members			
Quorum minimum of six members			
Cllr Ancrum – Mayor	Present	Cllr Gustard	Present
Cllr Layne	Apologies	Cllr Michaelides	Apologies
Cllr Camp – Chair	Present	Cllr O’Hara	Apologies
Cllr Dr Canet	Present	Cllr Shea	Present
Cllr Clayton	Present	Cllr Skinner OBE – Vice Chair	Apologies
Cllr Daniell – Deputy Leader	Present	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.

199 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

200 DECLARATIONS OF INTEREST

Cllr Clayton declared that he knows the neighbour of the below plan, whom he had visited to discuss the proposals and view the site. The neighbour was supportive, and Cllr Clayton nevertheless remained open minded to its contents:

- **[Plan no. 7] 24/01513/HOUSE – 13 Hillside Road**

201 MINUTES

a) The Committee received the MINUTES of the Planning Committee Meeting held 1st July 2024.

It was RESOLVED that the minutes be approved.

b) The Committee received and noted the MINUTES of the STNP / Masterplan Working Group held 1st July 2024, acknowledging in particular that the Group’s Terms of Reference had been amended since previous approval by Council on 13th May 2024. This in order to accurately reflect the Group’s name throughout the document.

202 RESULTS OF SEVENOAKS TOWN NEIGHBOURHOOD PLAN AWARD NOMINATION

a) The Town Clerk reported that Sevenoaks Town Neighbourhood Plan had placed second in the Royal Town Planning Institute's South East Awards for Planning Excellence, under which it had been nominated in the "Best Plan" category.

b) Councillors were appreciative that the STNP had been recognised by the Institute, and congratulated the Planning Committee Clerk for the Plan's successful nomination of the Award to the shortlist.

203 APPEALS – THE OLD MEEETING HOUSE

a) Councillors received and noted the submission of the following appeal:

- **APP/G2245/W/24/3345734: 24/00068/FUL – The Old Meeting House, St John's Road**

b) It was noted that the Appeal is proceeding under Written Representations Procedure, and that STC may therefore provide additional comment or withdraw/amend previous representation. It was noted that usual Town Council procedure is to reiterate its previous recommendation.

c) Cllr Clayton suggested that the District Council's first ground for refusal – regarding the impact to neighbours of a potential change in hours of use – should be supported by STC and it was agreed that, as this had been overlooked in the Town Council's previous recommendation, it should be added via further representation.

d) It was noted that the future of the Adult Education Centre, which is proposed in the Appeal documents for alternative parking provision up to 15 spaces every Friday between 12:30-2:30pm, is not secure – due to its existing use being proposed by Sevenoaks District Council and Kent County Council for relocation in their plans for Land East of High Street. It was further noted that the building may be up for sale by Kent County Council in future.

e) It was **RESOLVED** that the Town Council write to the Inspector with the following:

- Reiteration of its previously submitted comments
- Support of the District Council's ground for refusal relating to potential change of operating hours and disruption to neighbours
- Advisement that the provision of parking from the Adult Education Centre may not be secure for the aforementioned reasons.

204 APPEALS – 9 CROWNFIELDS

a) Councillors received and noted the submission of the following appeal:

- **APP/G2245/W/24/3343221: 23/02649/FUL – 9 Crownfields**

b) It was noted that the Appeal is proceeding under Written Representations Procedure, and that STC may therefore provide additional comment or withdraw/amend previous representation.

c) It was **RESOLVED** that STC write to the Inspector to reiterate its previously submitted comments.

205 NHS KENT AND MEDWAY COMMUNITY HEALTH SERVICES SURVEYS

The Committee received notice that NHS Kent and Medway are seeking views and experiences on community health surveys in order to shape plans for improvement to services across Kent and Medway. Councillors were encouraged to fill out the survey and promote it to their contacts.

206 HIGHWAY IMPROVEMENT PLAN – MEMBER OF THE PUBLIC’S REQUEST FOR ROAD TO BE ADDED TO CORNER PROTECTION REQUESTS

a) Councillors received and discussed a request received from a member of the public for double yellow lines to be installed on the corner connecting Bethel Road and Cedar Terrace Road.

b) Councillors agreed that the location should receive corner protections, and it was further noted that in one of the cases the pavement had been obstructed by a vehicle parking on the pavement.

c) It was **RESOLVED** that the item be added to the Town Council’s Highway Improvement Plan, under priority Item 9 – which proposes that the Town Council provide a list of locations for similar corner protections to Kent County Council to consider for a Traffic Regulation Order. This to be progressed by Cllr Shea, Cllr Dr Dixon and Cllr Daniell via previously allocated Working Group, and the proposed list brought to future Planning & Environment Committee for review and approval alongside details of relevant costs.

207 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.

208 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 8th July 2024.

209 PLANNING APPLICATIONS

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

(a) The Committee considered planning applications received during the two weeks ending 8th July 2024. **It was RESOLVED** that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

210 PRESS RELEASES

None.

There being no further business the Chair closed the meeting at 8:03pm.

Signed
Chair

Dated

Planning Applications Considered

Applications considered on 15-7-24

1	Plan Number	Planning officer	Town Councillor	Agent
	24/00341/HOUSE	Christopher Park 17/07/2024	Cllr Gustard	EK Planning Ltd
Applicant		House Name	Road	Locality
Ms C Noble		Hilbre Cottage	21 Croft Way	Kippington
Town		County	Post Code	Application date
				26/06/24

24/00341/HOUSE - Amended plan

Proposed loft conversion with removal of existing roof and new hipped roof, insertion of rooflights, glazed gable ends and PV solar panels.

A summary of the main amendments are set out below:

The applicant has provided a construction environmental management plan and bat survey.

Comment

Sevenoaks Town Council recommended approval, subject to:

- The Planning Officer being satisfied with the materials proposed, and that there is no loss of amenity to neighbours.
- The Conservation officer being satisfied that the environmental management plan is sufficient to prevent damage to the ancient woodland.

2	Plan Number	Planning officer	Town Councillor	Agent
	24/00859/FUL	Samantha Yates 29/07/2024	Cllr Clayton	N/A
Applicant		House Name	Road	Locality
Mr J Heuerman		Hollybush Tennis Centre	Holmesdale Road	Eastern
Town		County	Post Code	Application date
				01/07/24

24/00859/FUL - Amended plan

The conversion of two outdoor tennis courts into 3 outdoor Padel tennis courts within 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:

Additional documentation received - Noise survey, floodlight survey and summary document of scheme.

//Additional amendment received 08/07/2024 with a summary of the main changes set out below:

Updated Acoustic Impact Assessment (correcting errors).//

Comment

Sevenoaks Town Council welcomed investment in Padel courts, however recommended refusal of this application, unless:

- Satisfactory details of light levels from the floodlights, as well as impact assessments for Holmesdale Road and Knole Road are submitted
- A noise impact assessment is completed which fully reflects the impact of balls striking the court walls, and the likely intensity of use
- Hours of opening are restricted as recommended by the Environmental Health Officer to match the existing courts, 8.30am to 8.00pm.

Planning Applications Considered

Applications considered on 15-7-24

3	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/00944/HOUSE	Summer Aucoin 17/07/2024	Cllr Ancrum	Offset Architects
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mr R & Mrs N Garcia-Almendro		5 Holly Bush Lane	Eastern	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			26/06/24	

24/00944/HOUSE - Amended plan

Formation of new entrance crossover and off street car parking. Construction of replacement boundary walls with associated landscaping alterations within the site. Demolition of outbuilding.

A summary of the main changes are set out below:

The applicant has amended plans following consultee comments.

Comment

Sevenoaks Town Council recommended refusal due to continued concerns regarding the removal of trees and vegetation, the concerns of the Conservation Officer regarding the proposed boundary wall, and the need to consult Kent County Council regarding the acceptability of creating a new vehicular access onto Holly Bush Lane from which vehicles may need to reverse into the traffic flow.

4	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/01190/HOUSE	Christopher Park 29/07/2024	Cllr Camp	Colin Smith Planning Ltd
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
	Windy Ridge	13 Hitchen Hatch Lane	St Johns	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			08/07/24	

Removal of the front garden area and front boundary wall and the re-landscaping of the front garden, together with the widening of the access.

Comment

Sevenoaks Town Council recommended approval, provided the Planning Officer is satisfied with the colour and materials used, and that they comply with the Residential Character Area Assessment.

Planning Applications Considered

Applications considered on 15-7-24

5	Plan Number	Planning officer	Town Councillor	Agent
	24/01309/FUL	Samantha Yates 16/07/2024	Cllr Gustard	WvH Planning Ltd
Applicant	House Name	Road	Locality	
Mr & Mrs Cossell		9 Yeomans Meadows	Kippington	
Town	County	Post Code	Application date	
			25/06/24	

24/01309/FUL - Amended plan

Demolition of existing dwelling and garage to be replaced with new dwelling with west facing balcony, rooflights and PVpanels. New carport/garage with EV charger. Utility cabinet and Air Source Heat Pump.

A summary of the main changes are set out below:

**Preliminary Ecological Assessment & Biodiversity Net Gain
Bat Surveys**

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 licence to be sought, as recommended in the Biodiversity report.

6	Plan Number	Planning officer	Town Councillor	Agent
	24/01359/CONVAR	Samantha Yates 19/07/2024	Cllr Skinner / Cllr Wightman	Haskins Design Ltd
Applicant	House Name	Road	Locality	
Mr D Algar	Pine Ridge	97 Hitchen Hatch Lane	St Johns	
Town	County	Post Code	Application date	
			28/06/24	

Variation of condition 8 of 18/02322/FUL to Demolition of existing hotel buildings in order to facilitate erection of a four storey residential building comprising 8 x 2 bedroom apartments and 1 x 1 bedroom apartment, with 10 off street parking spaces and communal amenity space. with amendment to the bike storage which will be relocated to the south of the building with a secure gate and lockable bike racks with an amendment to the parking layout. Amendment to the approved plans condition 2 with removal of side door and new front window for new concierge area.

Comment

**Proposed by Cllr Wightman:
Sevenoaks Town Council recommended refusal, based on the lack of sufficient and functional cycle space.**

Informative:

Should the Planning Officer be minded to approve the application, Sevenoaks Town Council would request that Kent County Council's Highway team confirm that the new parking arrangements are viable, and that the Planning Officer be first satisfied of the following:

- That the side brickwork will be the same as the existing brickwork
- That the new fenestration matches the existing
- That the proposed creation of a concierge room does not require additional facilities
- That only two waste bins are appropriate for a development of 9 apartments.

Planning Applications Considered

Applications considered on 15-7-24

7	Plan Number	Planning officer	Town Councillor	Agent
	24/01513/HOUSE	Christopher Park 22/07/2024	Cllr Layne / Cllr Clayton	Glenn Williams
Applicant		House Name	Road	Locality
T Fok			13 Hillside Road	Eastern
Town		County	Post Code	Application date
				01/07/24
Demolition of rear extension and garage. Proposed rear extension, front porch and internal alterations.				

Comment

Proposed by Cllr Clayton:

Sevenoaks Town Council recommended approval, provided the Planning Officer is satisfied with the materials and any impact on neighbours.

8	Plan Number	Planning officer	Town Councillor	Agent
	24/01519/HOUSE	Summer Aucoin 24/07/2024	Cllr Varley	Neutral Projects
Applicant		House Name	Road	Locality
Mrs P Field			81 Solefields Road	Kippington
Town		County	Post Code	Application date
				03/07/24
Full width rear extension at ground floor, associated rear landscaping, alterations to fenestration, loft conversion with rear dormer, widening of driveway at front and associated landscaping.				

Comment

Proposed by Cllr Daniell 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 neighbours
- The Tree Officer being satisfied with the landscaping works, especially the removal of the tree
- Replacement of any trees to be removed via the proposals, as required by Sevenoaks Town Neighbourhood Plan Policy L4.

9	Plan Number	Planning officer	Town Councillor	Agent
	24/01520/FUL	Christopher Park 22/07/2024	Cllr Daniell	N/A
Applicant		House Name	Road	Locality
Mr S Ingram		Astor House, 5 Colt Bungalows,	Ashgrove Road	Kippington
Town		County	Post Code	Application date
				01/07/24
Change current colt residence (Astor House) from residential to education.				

Comment

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 15-7-24

10	Plan Number 24/01527/HOUSE	Planning officer Abbey Aslett 18/07/2024	Town Councillor Cllr Layne	Agent Sevenoaks Plans Ltd
Applicant		House Name	Road	Locality
Mr & Mrs Porter			5 Quarry Hill	Eastern
Town		County	Post Code	Application date
				27/06/24
Demolition of side extension and proposed a two storeys extension at side. New porch at front. New single storey side extension with rooflights. Loft conversion with dormer at front and rear. New brick wall incorporating enlarged existing car parking. New patio area. Alteration to fenestrations. Associated hard and soft landscaping.				

Comment

Proposed from the Chair with Cllr Layne's apologies:

Sevenoaks Town Council recommended approval provided the Planning Officer is satisfied there is no loss of amenity or light to neighbours either side and that the width between properties is within the legal required distance.

11	Plan Number 24/01531/LBCALT	Planning officer Anna Horn 29/07/2024	Town Councillor Cllr Granville	Agent National Trust
Applicant		House Name	Road	Locality
M Wherry		Knole House	Knole Lane	Town
Town		County	Post Code	Application date
				08/07/24
Conservation and reinstatement works to the Icehouse located 200 metres south west of the main Knole House (curtilage listed). Including a new viewing platform.				

Comment

Sevenoaks Town Council recommended approval, provided that the Conservation Officer is content with the interventions.

12	Plan Number 24/01532/HOUSE	Planning officer Stephanie Payne 18/07/2024	Town Councillor Cllr Dr Canet	Agent Kent Building Control Ltd
Applicant		House Name	Road	Locality
Mr & Mrs Simpson		Holmesdale House	Bradbourne Vale Road	Northern
Town		County	Post Code	Application date
				27/06/24
Remove rear projection, raise existing single storey rear projections and add a flat roof with roof lanterns, internal alterations, external alterations including fenestration.				

Comment

Sevenoaks Town Council recommended approval subject to the Planning Officer consulting with the occupants of The Beeches and ensuring that there will not be overlooking or unacceptable loss of amenity.

Planning Applications Considered

Applications considered on 15-7-24

13	<i>Plan Number</i> 24/01565/FUL	<i>Planning officer</i> Stephanie Payne 29/07/2024	<i>Town Councillor</i> Cllr Skinner / Cllr Dr Dixon	<i>Agent</i> Carmen Austin Architectu
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mr & Mrs Mitchell	Farthings	48 Woodside Road	St Johns	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			08/07/24	
Demolish existing house. Construct new house.				

Comment

Proposed by Cllr Dr Dixon:

Sevenoaks Town Council recommended approval provided that the Planning Officer is satisfied that the greatly increased volume of the house does not represent overdevelopment/high density and does not significantly reduce the amenity of the neighbours.

14	<i>Plan Number</i> 24/01617/MMA	<i>Planning officer</i> Christopher Park 29/07/2024	<i>Town Councillor</i> Cllr Varley	<i>Agent</i> Planning & Design Group
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mr K Cummins		79 Weald Road	Kippington	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			08/07/24	
Amendment to 21/02691/FUL.				

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 neighbours
- An environmental health survey being conducted to test for noise impact from the Air Source pump and AC unit
- A condition that no access should be permitted to the roof of the orangery.

15	<i>Plan Number</i> 24/01621/HOUSE	<i>Planning officer</i> Summer Aucoin 28/07/2024	<i>Town Councillor</i> Cllr O'Hara / Cllr Shea	<i>Agent</i> OPEN Architecture
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mr & Mrs Ramsay		22 Broomfield Road	Northern	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			07/07/24	
First floor extension over bay window and associated internal alterations.				

Comment

Proposed by Cllr Shea:

Sevenoaks Town Council recommended approval.