



20th August 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 **Tuesday 27th August 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/-M3OJfmDwkk> 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](#).

Responsible Finance Officer / Deputy 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 Camp – **Chair**
Cllr Dr Canet
Cllr Clayton
Cllr Daniell – Deputy Leader
Cllr Dr Dixon
Cllr Granville
Cllr Gustard

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

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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 5-16)
 - a) To receive and agree the Minutes from the Planning Committee Meeting held on 12th August 2024. (Pages 5-13)
 - b) To receive and note the Minutes from the Movement & Net Zero Working Group held on 29th July 2024. (Pages 15-16)
- 5 RECOMMENDATION FROM ARTS & CULTURE WORKING GROUP
 - a) To consider and agree the following recommendation from the Arts & Culture Working Group:
To consider, where relevant: How will the planning proposal enhance the Sevenoaks Cultural Quarter, as defined in the Sevenoaks Town Neighbourhood Plan?
 - b) To receive and note the following interactive map resource, whereby Councillors can input an application's Postcode to find out whether it falls within the proposed Cultural Quarter. This includes a further "layer" which can be toggled on and which will be updated periodically to show planning applications within or affecting the Cultural Quarter since January 2024:
<https://shared.xmap.cloud/?map=13e9cea6-7ceb-456e-a656-fd811bae455f>

6 STREET NAMING AND NUMBERING (Pages 17-19)

To receive notice of the creation of two new addresses relating to the following development site, with details and plans attached:

- **3 Station Parade, London Road: Conversion of ground floor and basement to two flats**

7 SEVENOAKS TOWN AND ST JOHNS AREA MASTERPLANS UPDATE

To receive notice that the second Stakeholder events for the Town Centre and St John's Area Masterplans have now been scheduled for the following dates:

- **Town Centre Stakeholder Engagement session: Monday 4th November 2024, 3pm-5:30pm at The Stag Theatre Footlights Bar**
- **St Johns Area Stakeholder Engagement session: Thursday 14th November 2024, 4pm-7:30pm in the Chamber at the Town Council Offices**

8 SEVENOAKS DISTRICT COUNCIL CONSULTATION ON PLANNING VALIDATION LIST

a) To receive reminder that Sevenoaks District Council is consulting on proposed changes to its planning validation requirements, and that a Working Group comprising Cllr Shea, Cllr Wightman, Cllr Camp and Cllr Clayton was created on 12th August 2024 to prepare a draft response to the consultation.

b) To note that the Working Group will present its draft response for approval at the full Council meeting on 2nd September 2024, in time for the 8th September 2024 comment deadline.

c) To note that further details on the consultation can be found via the below link:
https://www.sevenoaks.gov.uk/info/20008/planning/796/planning_validation_list_consultation

9 GATWICK AIRPORT REDESIGN OF ARRIVAL AND DEPARTURE PROCEDURES: INVITATION TO STAKEHOLDER BRIEFING SESSIONS (Pages 21-23)

a) To receive notice that Gatwick Airport Limited will be holding Stakeholder briefing sessions regarding the progress of its Airspace Change Proposal (ACP), splitting of the Gatwick ACP and proposal for the London Airspace South, as well as high level overview of next steps.

b) To receive copy of invitation which includes further details on the contents of the briefings, and to agree whether a representative of Sevenoaks Town Council be booked to attend either of the following virtual meetings:

- **19th September 2024: 10am-11am**
- **23rd September 2024: 5pm-6pm**

10 DECISION NOTICES ON PLANNING APPLICATIONS COMMENTED ON BY SEVENOAKS TOWN COUNCIL (Page 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 19th August 2024.

11 PLANNING APPLICATIONS (Pages 27-29)

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 19th August 2024.

12 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 12th August 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/xQOzroNxRIA>

Present:

Committee Members

Quorum minimum of six members

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

Also in attendance:

Senior Committee Clerk

Planning Committee Clerk

PUBLIC QUESTION TIME

None.

252 **REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

253 **DECLARATIONS OF INTEREST**

Correspondence was received and circulated to all Councillors, objecting to the following application:

- **[Plan no. 12]** – 24/01887/MMA: Lyndhurst Cottage, Holly Bush Lane

254 **MINUTES**

The Committee received the MINUTES of the Planning Committee Meeting held 29th July 2024.

It was RESOLVED that the minutes be approved.

255 **CONSULTATION ON PROPOSED REVISIONS TO THE NATIONAL PLANNING POLICY FRAMEWORK AND PLANNING SYSTEM**

a) The Committee noted that the Ministry of Housing, Communities and Local Government is consulting on proposed changes to the National Planning Policy Framework as well as wider changes to the planning system.

b) It was noted that full details on the consultation could be found via the below link, and that it would remain open 11:45pm 24th September 2024:

<https://www.gov.uk/government/consultations/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system>

c) Councillors received copy of the consultation questions with agreement that the significant proposed changes should be reviewed by a Working Group and draft response produced for approval of a future Planning & Environment Committee meeting. Cllr Shea, Cllr Wightman and Cllr Camp volunteered to join this group, and it was agreed in his absence that Cllr Clayton's skills and experience in planning would also make him a valuable asset to the Group, should he be available.

d) It was **RESOLVED** that a Working Group be formed comprising Cllr Camp, Cllr Wightman, Cllr Shea and – pending his confirmation – Cllr Clayton to produce a draft response to the consultation. This to be presented and reviewed by the Planning & Environment Committee on 9th September 2024.

256 KENT COUNTY COUNCIL HAS MADE DOCUMENTS FOR AMENDMENT 1 – A WAITING RESTRICTIONS ORDER ON BOSVILLE DRIVE

a) It was noted that Kent County Council had “made” the following Order to amend existing waiting restrictions on the following length of roads, due to new dropped kerbs:

- **Bosville Drive:**
 - (1) On the southwest side remove the time limited bays with shared residents parking from the boundary of 37/39 Bosville Drive for a distance of 6 metres in a south easterly direction.
 - (2) On the southeast side remove the time limited bays with shared residents parking from the boundary of 4/6 Bosville Drive for a distance of 7 metres in a south westerly direction.

b) Councillors noted that the Planning Committee had received notice of Kent County Council's initial intention to introduce the above amendments on 23rd October 2023 (1) and 18th March 2024 (2), under their originally advertised references Amendment 53 (1) and Amendment 56 (2).

257 KENT COUNTY COUNCIL LOCAL TRANSPORT PLAN PUBLIC CONSULTATION

a) It was noted that Kent County Council is consulting on its draft Local Transport Plan, which sets out proposals for improving roads and public transport in Kent, and that the consultation would remain open to comment until 8th October 2024.

b) Councillors received copy of the Town Council's previous response to the emerging draft version of this plan which was consulted on in 2023. The Planning Committee Clerk clarified for Councillors that the current consultation is on a revised iteration of

the aforementioned Local Transport Plan, following responses to the original consultation.

c) It was noted that the Movement & Net Zero Working Group would consider and provide a draft response to the consultation on 23rd September 2024. This would allow enough time for the Planning & Environment Committee to receive and approve the comments on either 23rd September 2024 or 7th October 2024.

258 COMMUNITY RIGHT TO BID NOMINATIONS

Councillors noted with disappointment that the Town Council's nomination of the District Council's Depot site on Otford Road as an Asset of Community Value had been unsuccessful. This due to the previous community uses of "Park and Panto"/"Park and Ride" venue as well as Covid-19 testing centre having been ancillary to the main use of the asset as a depot/storage site – with requirement for an asset's **main** use to benefit the community.

259 SEVENOAKS DISTRICT COUNCIL CONSULTATION ON PLANNING VALIDATION LIST

a) Councillors noted that Sevenoaks District Council is consulting on proposed changes to its planning validation requirements for various types of planning applications, with opportunity to comment until 8th September 2024.

b) Councillors enquired as to whether the consultation documents included tracked changes to indicate where the amendments had been made and it was **RESOLVED** that the Planning Committee Clerk request this from Sevenoaks District Council.

c) It was also **RESOLVED** that the same Working Group as created under [Minute Number 255d] be utilised, to review the proposed changes and produce a draft response for approval of the Planning & Environment Committee on 27th August 2024.

260 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.

261 DECISION NOTICES ON PLANNING APPLICATIONS COMMENTED ON BY SEVENOAKS TOWN COUNCIL

a) 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 5th August 2024.

b) It was noted that, although the District Council's decision to Grant permission for planning application 24/00944/HOUSE was contrary to the Town Council's recommendation, the Case Officer had addressed each of its concerns via the conditions

placed on the permission. Councillors were therefore satisfied with the decision made by the District Council.

262 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 5th August 2024. **It was RESOLVED** that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

263 PRESS RELEASES

None.

There being no further business the Chair closed the meeting at 7:48pm.

Signed
Chair

Dated

Planning Applications Considered

Applications considered on 12-8-24

1	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	23/03486/FUL	Christopher Park 23/08/2024	Cllr Layne	Designhomeplan Ltd
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Micallef		50 St Johns Hill	Eastern	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			02/08/24	

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 previously proposed high level window within the side elevation has been changed to a larger, clear glazed, window.

Comment

Proposed from the Chair:

Sevenoaks Town Council recommended refusal on the grounds of overdevelopment, loss of light and loss of privacy to the adjacent neighbours.

2	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/01543/MMA	Abbey Aslett 14/08/2024	Cllr O'Hara	Yabsley Stevens Architect
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mr & Mrs Bennett		63 Bosville Drive	Northern	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			24/07/24	

Amendment to 23/03542/HOUSE to amend fenestration.

Comment

Sevenoaks Town Council recommended approval.

3	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/01605/HOUSE	Summer Aucoin 14/08/2024	Cllr Ancrum	Arkiplan Architectural Ltd
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
H Dalmeida		79 Hillingdon Avenue	Eastern	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			24/07/24	

Demolition of existing rear extension. Construction of part single storey and part two storey rear and side extensions, single storey front extension and conversion of loft. Rooflights, Juliet balconies and alterations to fenestration. Solar panels. Creation of vehicular access.

Comment

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

- With the materials proposed

- That the distance between the new extension and the neighbouring property at 91 is appropriate.

Planning Applications Considered

Applications considered on 12-8-24

4	<i>Plan Number</i> 24/01740/CONVAR	<i>Planning officer</i> Christopher Park 13/08/2024	<i>Town Councillor</i> Cllr Camp	<i>Agent</i> Harringtons 2006
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Pratt			54 Hitchen Hatch Lane	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				23/07/24
Variation of condition 2 & 3 of 23/01491/HOUSE to Two storey front extension with front porch. Alteration to fenestration with amendment to the materials used on the extension.				

Comment

Sevenoaks Town Council recommended approval, provided the Planning Officer is satisfied with the materials amendment and fenestration changes.

5	<i>Plan Number</i> 24/01800/HOUSE	<i>Planning officer</i> Abbey Aslett 16/08/2024	<i>Town Councillor</i> Cllr Layne	<i>Agent</i> KmCreations.Ltd
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Heath			27 Wickenden Road	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				26/07/24
Demolish side garage, storage, W.C and cupboard. Demolish single storey rear extensions. Proposed double storey side extension and proposed single storey rear extension with a flat roof and flat roof lights. Alterations to fenestration. Alterations to driveway with additional parking. Alterations to patio with new retaining wall. Landscaping.				

Comment

Proposed from the Chair:

Sevenoaks Town Council recommended approval, provided the Planning Officer is satisfied that there is no loss of amenity to adjacent neighbours, and subject to the Arboricultural Officer's recommendations being followed, for an arboricultural impact assessment, method statement and tree protection measures to be submitted for approval.

6	<i>Plan Number</i> 24/01803/HOUSE	<i>Planning officer</i> Summer Aucoin 15/08/2024	<i>Town Councillor</i> Cllr O'Hara	<i>Agent</i> Kent Building Control Ltd
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
H Randall			40 Greatness Road	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				25/07/24
Single storey rear extension with Skylight. Alterations to fenestration.				

Comment

Sevenoaks Town Council recommended approval, provided the Planning Officer is satisfied that there will be no loss of amenity to any of the surrounding properties.

Planning Applications Considered

Applications considered on 12-8-24

7	Plan Number	Planning officer	Town Councillor	Agent
	24/01845/MMA	Anna Horn 21/08/2024	Cllr Varley	Jeremy Page Associates
Applicant		House Name	Road	Locality
Mr & Mrs T Van Emmenis			28 The Rise	Kippington
Town		County	Post Code	Application date
				31/07/24
Amendment to 22/01377/FUL. Reduction from a five bedroom to a three bedroom house. Alterations to fenestrations. Slight reduction in height. Increase in the length of the two-storey section of the building. Solar Panels.				

Comment

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

- That there is no loss of amenity to neighbours' properties, and
- With the revised fenestration.

8	Plan Number	Planning officer	Town Councillor	Agent
	24/01863/HOUSE	Christopher Park 23/08/2024	Cllr Daniell	Cobden Architectural Desi
Applicant		House Name	Road	Locality
Mr K Darfit			72 Brattle Wood	Kippington
Town		County	Post Code	Application date
				02/08/24
Two storey extension, alterations to fenestration. Removal of roof and construction of a new roof with living accommodation, roof to include roof lights and rear facing dormer, alterations to landscaping.				

Comment

Proposed by Cllr Varley with Cllr Daniell's apologies:

Sevenoaks Town Council recommended approval.

9	Plan Number	Planning officer	Town Councillor	Agent
	24/01875/MMA	Summer Aucoin 19/08/2024	Cllr Varley	Coleman Anderson Archit
Applicant		House Name	Road	Locality
Mrs S Kent		Highcroft	3 Farnaby Drive	Kippington
Town		County	Post Code	Application date
				29/07/24
Minor material amendment to 23/03499/HOUSE to extend front gable, new side windows and alterations to the annexe area.				

Comment

Sevenoaks Town Council recommended approval, subject to the Planning Officer being satisfied that there is no loss of amenity to neighbouring properties.

Planning Applications Considered

Applications considered on 12-8-24

10	<i>Plan Number</i> 24/01878/HOUSE	<i>Planning officer</i> Summer Aucoin 19/08/2024	<i>Town Councillor</i> Cllr Granville	<i>Agent</i> Harringtons 2006
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr A Poynter		Full Point	17 Clarendon Road	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				29/07/24
To convert the garage to living accommodation, ancillary to the use of the host dwelling, with roof lights and access ramp.				

Comment

Sevenoaks Town Council recommended approval.

11	<i>Plan Number</i> 24/01885/HOUSE	<i>Planning officer</i> Summer Aucoin 23/08/2024	<i>Town Councillor</i> Cllr Wightman	<i>Agent</i> DHA Planning
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs A Ikhsan		Donyland Cottage	Wilderness Avenue	Wilderness
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				02/08/24
Landscaping and remodelling of the garden (front and rear) including installation of a swimming pool, erection of a domestic (ancillary) loggia and greenhouse, excavation of a plant room and wine store, amendments to the access and driveway, and associated soft and hard landscaping works.				

Comment

Sevenoaks Town Council recommended approval, subject to the views of the Tree and Conservation Officers.

12	<i>Plan Number</i> 24/01887/MMA	<i>Planning officer</i> Summer Aucoin 20/08/2024	<i>Town Councillor</i> Cllr Camp (as Chair)	<i>Agent</i> Cross Town Planning
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr A Birkett		Lyndhurst Cottage	Holly Bush Lane	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				30/07/24
Minor material amendment to 24/01224/MMA for alterations to fenestration to approved dwelling.				

Comment

Sevenoaks Town Council recommended approval, provided the Planning Officer is satisfied with the minor amendments to fenestration.

Planning Applications Considered

Applications considered on 12-8-24

13	<i>Plan Number</i> 24/01926/HOUSE	<i>Planning officer</i> Christopher Park 27/08/2024	<i>Town Councillor</i> Cllr Layne	<i>Agent</i> ParkerSmith Architecture
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr N Crabtree			17 Knole Road	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				05/08/24
Raised paved terrace with masonry retaining wall and steps.				

Comment

Proposed from the Chair with Cllr Layne's apologies:

Sevenoaks Town Council recommended approval.

14	<i>Plan Number</i> 24/01939/HOUSE	<i>Planning officer</i> Summer Aucoin 27/08/2024	<i>Town Councillor</i> Cllr Michaelides	<i>Agent</i> Harringtons 2006
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr T Grinsted		2 Waterworks Villa	Oak Lane	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				05/08/24
To replace the flat roof with a hipped and pitched tiled roof.				

Comment

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

15	<i>Plan Number</i> 24/01954/MMA	<i>Planning officer</i> Christopher Park 27/08/2024	<i>Town Councillor</i> Cllr Daniell	<i>Agent</i> Open Architecture
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr C Mitchell		Whiteacre	87 Oakhill Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				05/08/24
Amendment to 23/01020/HOUSE - reduction in area of ground floor swimspa extension.				

Comment

Proposed by Cllr Varley with Cllr Daniell's apologies:

Sevenoaks Town Council recommended approval.

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Minutes of Movement & Net Zero Working Group meeting held at the Council Chambers on 29th July 2024, 6:00pm.

Working Group members present – Quorum minimum of six members:			
Cllr Dr Marilyn Canet	Apologies	Cllr Lionel O’Hara – Vice Chair	Present
Cllr Tony Clayton	Apologies	Cllr Claire Shea	Present
Cllr Dr Peter Dixon	Apologies	Cllr David Skinner OBE – Chair	Apologies

Substitutes	For
Cllr Libby Ancrum (Mayor)	Cllr Dr Peter Dixon
Cllr Victoria Granville	Cllr Dr Marilyn Canet
Cllr Nigel Wightman (Leader)	Cllr Tony Clayton

Also in attendance:

Responsible Finance Officer / Deputy Town Clerk

Planning Committee Clerk

In the absence of the Chair, Cllr Lionel O’Hara as Vice Chair led the meeting.

46. Apologies for absence

As above.

47. Minutes

The Minutes of the previous Movement & Net Zero Working Group meeting held on 10th June 2024 were received and agreed.

48. Update on Sevenoaks Town 20mph

a) The following timetable for delivery of the Sevenoaks Town 20mph speed limits was received and noted:

- **12th August 2024 to 1st September 2024:** Signage to be installed including gateway signs and repeater signs
- **1st September 2024:** KCC to publish intention to adopt the new speed limits via a “Has Made” document, allowing 21 days for public comments
- **22nd September 2024 to 30th September 2024:** KCC to consider public comments
- **1st October 2024:** 20mph limits to become enforceable
- **After 1st September 2024:** Installation of any additional gateway treatments including road tarmac and painted roundels on the highway

b) It was noted that an informative leaflet had been circulated to local businesses, schools and residents associations on Wednesday 24th July 2024, announcing the upcoming changes. This had been advertised on social media, with some misinformation having since been posted by commenters. Councillors agreed that any factually inaccurate comments should be responded to, in order to ensure that residents are correctly informed about the changes.

c) It was noted that 1st September was the correct date from which the “Has Made” document would be published and the 21 day comment period would start.

49. Highway Improvement Plan

It was noted that the Movement & Net Zero Working Group had replaced the Planning & Environment Committee as author of the Highway Improvement Plan, with

recommendations to be made to the Planning & Environment Committee or Finance & Delivery Committee, as per the new Terms of Reference.

b) The Working Group received and discussed Priority Items on the Town Council's draft Highway Improvement Plan, which had been updated throughout the year as and when new priorities were approved by the Planning Committee.

c) Cllr Shea requested that note be added on the 20mph scheme's entry under "Historical Priorities Record" that it had not been delivered via the Highway Improvement Plan process, which continues to be unsuccessful.

d) Councillors considered that the proposed pedestrian crossing at Seal Road/Greatness Park should be ranked higher on the priority list, and it was therefore **agreed** that this be swapped with priority 5 (crossing points outside Sevenoaks Hospital).

e) The Group received Cllr Gustard's request for HGV movements to be redirected from country roads such as Ashgrove Road via restrictive signage, and it was **agreed** that Priority Item 2 be amended to include redirection of HGV movements from country roads as well as the Town Centre.

f) It was **agreed** that the Highway Improvement Plan be updated with the above amendments, and recommended for approval to the Planning & Environment Committee.

g) Councillors expressed the following concerns about the design of the roundabout proposed at Bat & Ball junction:

- How up to date the traffic data would be by the time of the 150th occupation – being the trigger after which the roundabout must be delivered
- The timing of the delivery of the infrastructure. It was felt that delivery would be more beneficial prior to construction of the houses
- The lack of Active Travel solutions incorporated into the design, such as signal crossings or cycling route incorporation

h) Councillors questioned whether the Highway Liaison Officer, Nigel Rowe, could help the Town Council get in contact with the Officer in charge of such negotiations, to ensure that the scheme when delivered, is done so holistically. It was **agreed** that STC investigate the potential for "round-table" talks with Tarmac, Sevenoaks District Council's Active Travel team, Kent County Council's Active Travel as well as Highways/Engineering team, and Councillor representatives from all three local authorities.

50. **St John's Area Parking & Beat Survey**

It was noted that Sevenoaks Town Council's Finance & Delivery Committee had resolved to commission a parking and beat survey for the St John's Area. This would inform recommendations in the St John's Masterplan on how parking issues experienced by residents could be improved.

Meeting concluded at 6:45pm.



Sevenoaks Town Council

Tel No:

Ask for: Street Naming & Numbering

Email: street.naming@sevenoaks.gov.uk

My Ref: 24/00086/NEWDEV

Date: 7th August 2024

Dear Sir/Madam

STREET NAMING & NUMBERING - SECTION 64 TOWN IMPROVEMENTS ACT 1847

Site: 3 Station Parade London Road Sevenoaks Kent TN13 1DL

The rear of the ground floor and the basement have been converted to two flats accessed from a door adjacent to that of 3 Station Parade.

We can confirm the new addressing for the above development. Please see details in the table overleaf. Also attached is a plan of the development for your information.

If you have any queries then please contact us.

Yours faithfully

Fraser McGregor

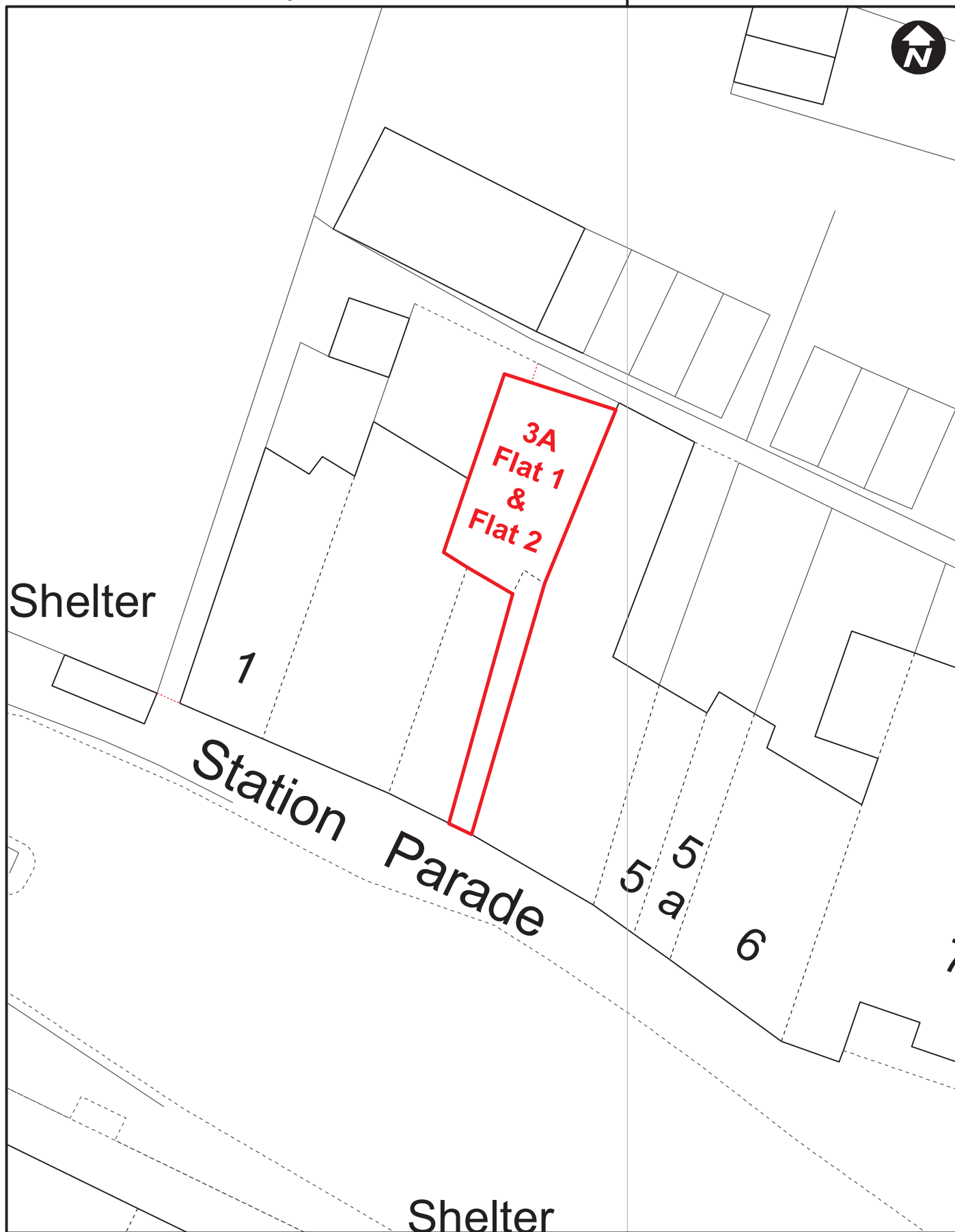
Street Naming & Numbering Officer

Chief Executive: Dr. Pav Ramewal
Council Offices, Argyle Road, Sevenoaks, Kent TN13 1HC
Telephone: 01732 227000 DX 30006 Sevenoaks
Email: information@sevenoaks.gov.uk
www.sevenoaks.gov.uk

INVESTORS IN PEOPLE®
We invest in people Platinum

Site: 3 Station Parade London Road Sevenoaks Kent TN13 1DL

Plot	New Address
Basement, 3 Station Parade	Flat 2 3A Station Parade London Road Sevenoaks Kent TN13 1DL
Ground Floor Rear Plot, 3 Station Parade	Flat 1 3A Station Parade London Road Sevenoaks Kent TN13 1DL



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Gatwick Airport FASI South Airspace Change Proposal Update

Invitation to stakeholder information briefings about the progress with Gatwick Airport's Airspace Change Proposal.

Version v1.0 (14 August 2024)

Dear stakeholder,

Thank you for participating in the Gatwick Airport Limited (GAL/we) Airspace Change Proposal (ACP 2018-60¹) to redesign the arrival and departure routes that serve the airport's operation in line with the UK's Future Airspace Strategy Implementation (FASI) programme and UK Airspace Modernisation Strategy (AMS). The ACP is following the Civil Aviation Authority (CAA) guidance on the process for changing airspace design, known as CAP1616². On 17th October 2023 the Gatwick FASI ACP passed the CAA Stage 2 Gateway and progressed to Stage 3 in the process.

As part of the Stage 3 engagement in January, we explained that an opportunity had been identified as part of the Airspace Change Organising Group's (ACOG) Airspace Change Masterplan to progress an early deployment. The scope of this early deployment looks to modernise Gatwick Airport's arrivals, and departures to the south, as well as some of the NATS En route Plc (NERL) network airspace above 7000ft. The remaining parts of Gatwick's FASI ACP and the network airspace above 7000ft would form part of a later deployment, as there are lots of interdependencies between these routes and other airport proposals. The proposed early deployment is known as London Airspace South (LAS).

The process for splitting Gatwick's ACP into an early and later portion is shown in **Figure 1** below.

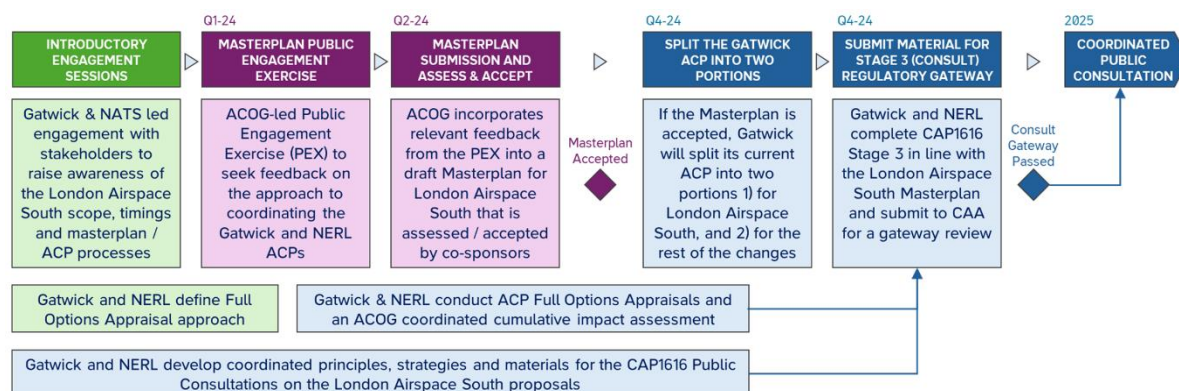


Figure 1 Process for splitting Gatwick's ACP into an earlier portion (LAS) and a later portion

The process is now at the stage where the Masterplan has been submitted to the CAA and the sponsors of London Airspace South (Gatwick Airport and NERL) are in the process of preparing the London Airspace South material for the Stage 3 gateway.

¹ [Gatwick Redesign of departure and arrival routes and procedures ACP \(caa.co.uk\)](https://www.caa.co.uk/gatwick-redesign-of-departure-and-arrival-routes-and-procedures-ACP)

² Stage 1 and Stage 2 of Gatwick's Airspace Change Proposal (ACP) was based on [Edition 4 of CAP1616](#). On the 2nd of January 2024 a revised [version 5 of CAP1616](#) became effective. Gatwick's Stage 3 activities, and all activities beyond Stage 3, are required to meet this new edition.

This invitation is a request for stakeholders to participate in stakeholder information briefings planned for September 2024 regarding the progress of the ACP to date, the splitting of the Gatwick ACP and the planned approach to consultation for the London Airspace South part of the proposal. We will also include a high level overview of the next steps for the later portion of the ACP.

Please note the sessions will not include details of the proposed options for consultation.

Stage 3 Stakeholder Information Briefings

The upcoming stakeholder information briefings will be conducted as virtual meetings using the Microsoft Teams application, with the virtual meetings planned for:

- 19th September 2024 10:00 – 11:00
- 23rd September 2024 17:00 – 18:00

Please email LGWairspace.FASIS@gatwickairport.com to confirm your intention to participate in one of the two virtual meetings by 16th September 2024. The link to join the online workshop will be circulated the day prior to the meeting to all registered attendees.

The agenda for the workshops will cover:

- Welcome and introductions
- ACP progress update; London Airspace South
- Overview of the Consultation methodology for London Airspace South
- Next steps for the later portion of Gatwick's ACP.

Summary of the Gatwick FASI ACP's progress to date

- Gatwick's ACP was launched in 2018 at the request of the Department for Transport to support the implementation of the UK AMS. The modernisation strategy describes how the airspace above Southern England is reaching capacity and contains design features that limit the ability to improve aviation's operational and environmental performance. Without a fundamental redesign of the airspace structure, the aviation sector will struggle to meet forecast demand for air transport in a sustainable and resilient way.
- Gatwick's ACP is one of several proposals led by the airports in Southern England, and NERL, that are being developed as a single coordinated programme known as FASI (Future Airspace Strategy Implementation) South. The interdependencies between the FASI ACPs must be carefully managed so they can be integrated effectively as part of an overall Airspace Change Masterplan that is being produced by the Airspace Change Organising Group (ACOG).
- During Stage 1 of the CAP1616 process, we developed an agreed set of Airspace Design Principles that were influenced through our engagement with stakeholders and approved by the CAA in July 2019.
- Following the completion of Stage 1, the ACP was paused in the early part of Stage 2 due to the extraordinary impact of COVID-19. Gatwick requested to restart the ACP at the beginning of Stage 2 in May 2021 following the CAA's ACP restart guidance.
- In September and October of 2021, Stakeholders were invited to participate in the first of several rounds of engagement planned to support Stage 2 of the process. During these sessions we sought feedback on our methodology for developing options for the ACP.

- In February and March 2022, the engagement tested whether the overall list of options was considered sufficiently comprehensive and developed additional options where stakeholders' highlighted gaps and potential improvements.
- At the engagement sessions held in January and February 2023, we explained the methodology for evaluating the options against our Design Principles, and we showed the outcomes of the Design Principle Evaluation. We also introduced the next step (2B) of the CAP1616 process, the Initial Options Appraisal (IOA).
- At the engagement sessions held in July and August 2023, we shared more details about the methodology used to conduct the IOA on the shortlist of airspace design options. We also presented a high-level overview of the outcomes of the IOA ahead of the main Stage 2 submission to the CAA, which was delivered on 1st of September 2023.
- Following this submission, the Gatwick ACP passed the Stage 2 Gateway on October 17th, 2023 and moved into Stage 3 'Consult'.

Stage 3 Consult

In Stage 3 of the CAP1616 process Gatwick is working together with NERL, the UK's licensed Air Navigation Service Provider that is responsible for the airspace above 7000ft, and neighbouring airports, to integrate our proposals into an overall system wide airspace design for London and the Southeast. This work involves identifying how and when the overall proposal could be deployed into the complex London/southeast airspace in a series of linked phases.

Once a phase is established, such as London Airspace South, Gatwick will conduct a Full Options Appraisal (FOA) on the portions of the design for which it is responsible, building on the outputs of the IOA, before developing a consultation strategy and accompanying Consultation materials. ACOG will coordinate the development of the FOAs and consultation strategies.

At the Step 3b Gateway of the process, the CAA will review and validate Gatwick's FOA, consultation strategy, and draft consultation material to ensure the appraisal is accurate and comprehensive, the materials clear and appropriate, and the questions are unbiased. Once approved, Gatwick will launch the consultation for the portions of the proposal within the scope of the phase. This will be in coordination with other interdependent proposals led by NERL and neighbouring airports where applicable.

All feedback received during the consultation will be collated, reviewed and categorised by Gatwick, ready for use in Stage 4 of the process where the ACP is updated in response.

Contact details for questions and feedback

Please email LGWairspace.FASIS@gatwickairport.com if you have any questions. If you are not the relevant person within your organisation, please respond with an alternative contact as appropriate.

Thank you,

FASI-S Project, Gatwick Airport

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Decision Notices published by Sevenoaks District Council OR Kent County Council from **6th July 2024 2024 to 19th August 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)
24/00925/HOUSE	Longdene, Blackhall Lane – Wildernesse	Cllr Wightman	7th May 2024: STC recommended approval, 3 conditions. 1st July 2024: STC recommended approval, 2 conditions.	13 th August 2024: SDC Granted, 6 conditions.
24/01238/HOUSE	21 Pontoise Close – Northern	Cllr Shea	3rd June 2024: STC recommended approval, 1 condition. 29th July 2024: STC recommended approval, 2 conditions.	13 th August 2024: SDC Granted, 4 conditions.
24/01345/HOUSE	28 Kippington Road – Kippington	Cllr Daniell	1st July 2024: STC recommended approval, 1 condition.	9 th August 2024: SDC Granted, 6 conditions.
24/01394/FUL	150 High Street – Town	Cllr Granville	1st July 2024: STC recommended approval, 2 conditions, 1 informative.	6 th August 2024: SDC Granted, 9 conditions.
24/01416/HOUSE	6 Turners Gardens – Kippington	Cllr Varley	1st July 2024: STC recommended approval, 2 conditions.	6 th August 2024: SDC Granted, 3 conditions.
24/01420/HOUSE	7 Merlewood – St Johns	Cllr Dr Dixon	1st July 2024: STC recommended approval, 1 condition.	12 th August 2024: SDC Granted, 4 conditions.
24/01425/HOUSE	8 Vine Avenue – St Johns	Cllr Camp	1st July 2024: STC recommended approval, 1 condition.	7 th August 2024: SDC Granted, 3 conditions.
24/01463/MMA	Meadowfield, 60 Hitchen Hatch Lane	Cllr Dr Dixon	1st July 2024: STC recommended approval, 1 condition.	13 August 2024: SDC Granted, 7 conditions.
24/01621/HOUSE	22 Broomfield Road – Northern	Cllr O'Hara/Shea	15th July 2024: STC recommended approval.	14 th August 2024: SDC Granted, 3 conditions.
24/01640/HOUSE	34 Pinewood Avenue – Eastern	Cllr Layne	29th July 2024: STC recommended approval, 2 conditions	19 th August 2024: SDC Granted, 3 conditions.

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Planning Applications to be Considered

Planning Applications received to be considered on 27 August 2024

1	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/01359/CONVAR	Samantha Yates 29/08/2024	Cllr Dr Dixon	Haskins Design Ltd
<i>Case Officer</i>				
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr D Algar		Pine Ridge	97 Hitchen Hatch Lane	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				07/08/24
24/01359/CONVAR - Amended plan				
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 locakable 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. A summary of the main changes is set out below: Revised cycle store location.				
<i>Web link</i>		https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SDY4PXBKGHN00		

2	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/01462/HOUSE	Abbey Aslett 06/09/2024	Cllr Camp	N/A
<i>Case Officer</i>				
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr M Green			2 Mount Harry Road	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				15/08/24
Removal and replacement of existing boundary fence with a new featheredge fence that is 1800m from ground level.				
<i>Web link</i>		https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SEII9FBKGQW00		

3	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/01565/FUL	Stephanie Payne 07/09/2024	Cllr Dr Dixon	Carmen Austin Architecture Ltd
<i>Case Officer</i>				
<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>
				16/08/24
24/01565/FUL - Amended plan				
Demolish existing house. Construct new house. A summary of the main changes is set out below: Further tree information has been provided in response to tree officer comments.				
<i>Web link</i>		https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SF10R6BKGXZ00		

Planning Applications to be Considered

Planning Applications received to be considered on 27 August 2024

4	Plan Number	Planning officer	Town Councillor	Agent
	24/01714/HOUSE	Christopher Park 30/08/2024	Cllr Shea	N/A
Case Officer				
Applicant		House Name	Road	Locality
Mr P Morton		Pounsley Studio	Pounsley Road	Dunton Green - ADJOINING
Town		County	Post Code	Application date
				08/08/24
Adjoining Parish Consultation				
Demolition of Garage Building to be replaced with new proposed single storey garage.				
Web link	https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SFYDWBK9500			

5	Plan Number	Planning officer	Town Councillor	Agent
	24/01793/HOUSE	Summer Aucoin 28/08/2024	Cllr Dr Canet	Incalmo Architects Limited
Case Officer				
Applicant		House Name	Road	Locality
Ms N Griffins			8 Seal Road	Northern
Town		County	Post Code	Application date
				06/08/24
Removal of existing conservatory and part demolition of rear kitchen. To be replaced with new rear extension.				
Web link	https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SGD62TBKHGC00			

6	Plan Number	Planning officer	Town Councillor	Agent
	24/01811/LBCALT	Abbey Aslett 29/08/2024	Cllr Granville	TRS Surveying
Case Officer				
Applicant		House Name	Road	Locality
Mr J Moir			2 High Street	Town
Town		County	Post Code	Application date
				07/08/24
Replacement of windows with handmade heritage windows to match existing detailing and design, with the exception of having sealed glazing. External redecoration of external joinery.				
Web link	https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SGGVM4BKHID00			

7	Plan Number	Planning officer	Town Councillor	Agent
	24/01981/HOUSE	Christopher Park 03/09/2024	Cllr Clayton	N/A
Case Officer				
Applicant		House Name	Road	Locality
J Wang			4 Quaker Close	Eastern
Town		County	Post Code	Application date
				12/08/24
Erect new greenhouse in rear garden.				
Web link	https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SHE77EBKHWJ00			

Planning Applications to be Considered

Planning Applications received to be considered on 27 August 2024

8	Plan Number	Planning officer	Town Councillor	Agent
	24/01988/FUL	Anna Horn 03/09/2024	Cllr Granville	National Trust
Case Officer				
Applicant		House Name	Road	Locality
M Wherry		Knole House	Knole Lane	Town
Town		County	Post Code	Application date
				12/08/24
Reinstatement & repair works to the Icehouse entryway with new proposed entry gates and internal viewing platform.				
Web link	https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SHE7BABKHWX00			

9	Plan Number	Planning officer	Town Councillor	Agent
	24/02003/FUL	Abbey Aslett 04/09/2024	Cllr Michaelides	Miss Tamara Brooks
Case Officer				
Applicant		House Name	Road	Locality
Miss Joyner		Flat 1	44 Eardley Road	Town
Town		County	Post Code	Application date
				13/08/24
Replacement of 7 timber windows to PVCU - including a bay window on the front elevation.				
Web link	https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SHG21YBKHYD00			

10	Plan Number	Planning officer	Town Councillor	Agent
	24/02036/HOUSE	Christopher Park 05/09/2024	Cllr Camp	OPEN Architecture
Case Officer				
Applicant		House Name	Road	Locality
Ms L Ancrum			3 St Johns Hill	St Johns
Town		County	Post Code	Application date
				14/08/24
New solar panels.				
Web link	https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SHLM3OBKI0M00			

11	Plan Number	Planning officer	Town Councillor	Agent
	24/02037/LBCALT	Christopher Park 06/09/2024	Cllr Camp	OPEN Architecture
Case Officer				
Applicant		House Name	Road	Locality
Ms L Ancrum			3 St Johns Hill	St Johns
Town		County	Post Code	Application date
				15/08/24
New solar panels.				
Web link	https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SHLM3PBKI0N00			