

Minutes of the Sevenoaks Town Council PLANNING & ENVIRONMENT COMMITTEE meeting held on Tuesday 27th 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/-M3OJfmDwkk>

Present:

Committee Members

Quorum minimum of six members

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

Also in attendance:

Responsible Finance Officer / Deputy Town Clerk
Planning Committee Clerk

PUBLIC QUESTION TIME

None.

264 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

265 DECLARATIONS OF INTEREST

a) Cllr Camp declared that all Councillors had a disclosable non-pecuniary interest in the below applications, due to the applicants being fellow Town Councillors. The applicants were not in attendance, and the Councillors remained open minded to the applications’ contents:

- **[Plan no. 10] 24/02036/HOUSE – 3 St Johns Hill**
- **[Plan no. 11] 24/02037/LBCALT – 3 St Johns Hill**

b) Cllr Willis declared that he had a disclosable non-pecuniary interest in the below application, due to his being employed by Sevenoaks School. He remained open minded to the application’s contents:

- **[Plan no 6] 24/01811/LBCALT – 2 High Street**

266 MINUTES

a) The Committee received the MINUTES of the Planning Committee Meeting held 12th August 2024.

It was RESOLVED that the minutes be approved.

b) The Committee received and noted the MINUTES of the Movement & Net Zero Working Group held 29th July 2024.

267 RECOMMENDATIONS FROM ARTS & CULTURE WORKING GROUP

a) Councillors received and discussed the following recommendation proposed by the Arts & Culture Working Group's on 14th August 2024.

To consider, where relevant: How will the planning proposal enhance the Sevenoaks Cultural Quarter, as defined in the Sevenoaks Town Neighbourhood Plan?

b) Cllr Michaelides further explained the Arts & Culture Working Group's ambition for planning applications to be considered with the proposed Cultural Quarter in mind, and it was agreed that the Town Council should make reference to whether and how a planning application within or in the vicinity of the proposed Cultural Quarter may affect it.

c) The Planning Committee Clerk demonstrated the below interactive map, which she had created to help Councillors ascertain the vicinity of the application to the Cultural Quarter, as well as to track relevant applications and create an overview of how it may change over time. Further details as to each planning application could be found by toggling on the planning applications "layer" available in the Key, and clicking on each entry:

<https://shared.xmap.cloud/?map=13e9cea6-7ceb-456e-a656-fd811bae455f>

d) It was noted that the Leader of the District Council, Cllr Hogarth, had expressed interest in the Town Council's Arts & Culture Working Group and had indicated his intention to attend a future meeting. It was hoped that he could facilitate involving the Working Group's priorities into the District Council's future plans for the Town, and it was agreed that the Planning Committee Clerk forward the map to him.

e) It was **RESOLVED** that the Planning & Environment Committee adopt the recommendation.

268 STREET NAMING AND NUMBERING

Councillors received notice, as well as details and plans of the following two addresses having been created in relation to the following development site:

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

269 SEVENOAKS TOWN AND ST JOHNS AREA MASTERPLANS UPDATE

It was noted that the second Stakeholder events for the Town Centre and St John's Area Masterplans had 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 John's Area Stakeholder Engagement session: Thursday 14th November 2024, 4pm-7:30pm in the Chamber at the Town Council Offices**

270 SEVENOAKS DISTRICT COUNCIL CONSULTATION ON PLANNING VALIDATION CHECKLIST

a) Councillors were reminded that the District Council is consulting on proposed changes to its planning validation requirements, and received notice that the Working Group created on 12th August 2024 and comprising Cllr Shea, Cllr Wightman, Cllr Camp and Cllr Clayton would present their draft comments for approval at the full Council meeting on 2nd September 2024. The Working Group reported that they were due to meet on Thursday 29th August 2024, with draft comments to be forwarded to members shortly after.

b) Cllr Camp reported that she had reviewed seven of the validation lists so far, with initial recommendation that the Town Council's response should focus on promoting relevant Sevenoaks Town Neighbourhood Plan policies – in particular for environmental improvements which the draft checklists do not currently make provision for.

271 GATWICK AIRPORT REDESIGN OF ARRIVAL AND DEPARTURE PROCEDURES: INVITATION TO STAKEHOLDER BRIEFING SESSIONS

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

b) Cllr Clayton, Cllr Camp, Cllr Michaelides and Cllr Dr Canet agreed that previous similar sessions they had attended had been very informative and interesting, and that it would therefore be useful for a Town Council representative to attend. It was **RESOLVED** that the 23rd September 2024 session be booked, with provision for group attendance to be made at the Town Council Chamber.

272 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 19th August 2024.

273 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 19th August 2024. It was **RESOLVED** that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

274 PRESS RELEASES
 None.

There being no further business the Chair closed the meeting at 7.41pm.

Signed
 Chair

Dated

Planning Applications Considered

Applications considered on 27-8-24

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>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 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.

A summary of the main changes is set out below:

Revised cycle store location.

Comment

Proposed by Cllr Wightman with Cllr Dr Dixon's apologies:

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

- The required brickwork as well as fenestration will match the existing
- That the front room for use by the concierge does not require other facilities such as a bathroom
- That the provision of two waste bins for nine flats will be adequate, and
- That the amendment to number of parking spaces does not require additional consultation with Kent Highways.

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>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.

Comment

Sevenoaks Town Council recommended approval, provided the Conservation Officer is satisfied with the close boarded fence, and subject to provision being made for hedgehog holes in the fence, in order to establish ecological networks and as recommended in Policy L1 of the Sevenoaks Town Neighbourhood Plan.

Planning Applications Considered

Applications considered on 27-8-24

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 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>
				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.

Comment

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

Sevenoaks Town Council recommended approval, subject to the Tree Officer being satisfied with the Tree Protection Measures within the Arboricultural Method Statement of 27th July 2024, and subject to any removed trees being replaced like for like, as required under Policy L4 of the Sevenoaks Town Neighbourhood Plan.

4	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/01714/HOUSE	Christopher Park 30/08/2024	Cllr Shea	N/A
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr P Morton		Pounsley Studio	Pounsley Road	Dunton Green - ADJOINI
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				08/08/24

Adjoining Parish Consultation

Demolition of Garage Building to be replaced with new proposed single storey garage.

Comment

Sevenoaks Tow Council did not comment, as the application site is outside of its boundary.

5	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/01793/HOUSE	Summer Aucoin 28/08/2024	Cllr Dr Canet	Incalmo Architects Limite
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Ms N Griffins			8 Seal Road	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				06/08/24

Removal of existing conservatory and part demolition of rear kitchen. To be replaced with new rear extension.

Comment

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 27-8-24

6	<i>Plan Number</i> 24/01811/LBCALT	<i>Planning officer</i> Abbey Aslett 29/08/2024	<i>Town Councillor</i> Cllr Granville	<i>Agent</i> TRS Surveying
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr J Moir			2 High Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				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.				

Comment

Proposed from the Chair with Cllr Granville's apologies:

Sevenoaks Town Council recommended approval, provided the Conservation Officer is satisfied with the proposed enhancements.

7	<i>Plan Number</i> 24/01981/HOUSE	<i>Planning officer</i> Christopher Park 03/09/2024	<i>Town Councillor</i> Cllr Clayton	<i>Agent</i> N/A
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
J Wang			4 Quaker Close	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				12/08/24
Erect new greenhouse in rear garden.				

Comment

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

8	<i>Plan Number</i> 24/01988/FUL	<i>Planning officer</i> Anna Horn 03/09/2024	<i>Town Councillor</i> Cllr Granville	<i>Agent</i> National Trust
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
M Wherry		Knole House	Knole Lane	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				12/08/24
Reinstatement & repair works to the Icehouse entryway with new proposed entry gates and internal viewing platform.				

Comment

Proposed from the Chair with Cllr Granville's apologies:

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

Planning Applications Considered

Applications considered on 27-8-24

9	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/02003/FUL	Abbey Aslett 04/09/2024	Cllr Michaelides	Miss Tamera Brooks
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Miss Joyner		Flat 1	44 Eardley Road	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				13/08/24
Replacement of 7 timber windows to PVCU - including a bay window on the front elevation.				

Comment

Sevenoaks Town Council recommended approval, subject to the Planning Officer being satisfied with the materials and designs, and the Conservation Officer being satisfied that there is no negative impact on a Conservation Area.

10	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/02036/HOUSE	Christopher Park 05/09/2024	Cllr Camp	OPEN Architecture
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Ms L Ancrum			3 St Johns Hill	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				14/08/24
New solar panels.				

Comment

Sevenoaks Town Council recommended approval, provided the Conservation Officer is satisfied with the siting of the solar panels.

Informative:

The Town Council considers this application to be supported by Policy D6 of the Sevenoaks Town Neighbourhood Plan, which promotes the retrofitting of existing homes to increase their energy efficiency.

11	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	24/02037/LBCALT	Christopher Park 06/09/2024	Cllr Camp	OPEN Architecture
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Ms L Ancrum			3 St Johns Hill	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				15/08/24
New solar panels.				

Comment

Sevenoaks Town Council recommended approval, provided the Conservation Officer is satisfied with the siting of the solar panels.

Informative:

The Town Council considers this application to be supported by Policy D6 of the Sevenoaks Town Neighbourhood Plan, which promotes the retrofitting of existing homes to increase their energy efficiency.