

**Minutes of the meeting of the Planning & Environment Committee
Held on Monday 16 June 2025 in the Council Chamber, Town Council Offices, TN13 3QG**

Livestreamed and available to view on YouTube until approved by Council:

https://youtube.com/live/d1_4pvHfWTK

Meeting commenced: 19:10

Meeting Concluded: 20:38

Present:

Committee Members

Quorum minimum of six members

Cllr Ancrum	Present	Cllr Layne	Apologies
Cllr Camp – Chair	Present	Cllr Michaelides	Present
Cllr Dr Canet	Present	Cllr O’Hara	Present
Cllr Clayton – Mayor	Present	Cllr Shea – Leader	Present, left at 8:27pm
Cllr Daniell – Deputy Leader	Apologies	Cllr Skinner OBE – Vice Chair	Present
Cllr Dr Dixon	Present	Cllr Varley	Apologies
Cllr Granville – Deputy Mayor	Present	Cllr Willis	Present
Cllr Gustard	Present	Cllr Wightman	Apologies

Also in attendance:

Town Clerk

Planning Committee Clerk

1 Member of the Public

PUBLIC QUESTION TIME

None.

144 - APOLOGIES FOR ABSENCE

As above.

145 - REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

146 - DECLARATIONS OF INTEREST

a) Representation was received and forwarded to all Councillors, objecting to the following application:

- **[Plan no. 2]:** 25/00285/MMA – 85 Bayham Road

b) Cllr Dr Dixon declared that he had a non-pecuniary interest in the following application, due to his knowing one of the neighbours. He remained open-minded to its contents.

- **[Plan no. 7]:** 25/01354/HOUSE – 53 The Drive

c) Cllr Granville declared that she also had a non-pecuniary interest in the above application, due to residing on the same road. She remained open-minded to its contents.

147 - MINUTES

The Committee received the MINUTES of the Planning Committee Meeting held 2nd June 2025. It was **RESOLVED** that the minutes be approved.

148 - RECOMMENDATIONS FROM THE STNP / MASTERPLANS WORKING GROUP

It was noted that the STNP / Masterplans Working Group meeting previously scheduled for 6pm on 16th June 2025 had been deferred, with no recommendations having arisen therefore.

149 - ARTICLE 13 NOTICE RECEIVED FOR A SECTION 73 APPLICATION RELATING TO GREATNESS

Councillors noted receipt of an article 13 notice for a Section 73 application in relation to the planning application referenced 25/01300/CONVAR - Greatness Playing Fields, Mill Lane. This had been received due to the application pertaining to land owned by Sevenoaks Town Council.

150 - TEMPORARY ROAD CLOSURES AND START OF WORKS NOTIFICATIONS

a) The Committee received and noted a report summarising upcoming road closures within Sevenoaks Town, including diversion routes. Cllr Gustard clarified that the road closure on Oak Lane is due to drainage works being undertaken to address flooding issues, as opposed to being related to any housing development.

b) The Committee received and noted a Start of Works Notification for a full reconstruction of both the carriageway and footways on the southern section of Wickenden Road, including details of upcoming road closures relating to these works.

c) Councillors expressed their enthusiasm that the southern end of Wickenden Road is being resurfaced, and hoped that this would be extended to the remaining section at a later date. They further requested that the Planning Committee Clerk ask the District Council to suspend the enforcement of parking restrictions on relevant sections of the works in order to allow residents whose parking will be displaced to park near their homes. It was **RESOLVED** that the above requests be actioned by the Planning Committee Clerk.

151 - UPDATE ON DARTFORD ROAD ZEBRA CROSSING

a) The Committee received and noted copy of comments submitted on behalf of Sevenoaks Town Councillors to Kent County Council, in response to draft plans received for the proposed Dartford Road zebra crossing.

b) It was noted that there would be additional opportunity for both Sevenoaks Town Council and local residents to formally respond to the proposals once final plans have been published via a Traffic Regulation Order consultation.

c) Councillors requested clarification on the proposed colour of the tarmac and whether the zebra crossing would be painted flat or raised to align with the higher pavement level at The Vine. It was **RESOLVED** that the Planning Committee Clerk seek confirmation on these matters and convey the Town Council's preference for yellow-coloured tarmac, as it is more sympathetic to the Conservation Area, and for the road level to be maintained to avoid the introduction of speed bumps.

d) On request for a delivery timeline for the zebra crossing, the Town Clerk advised that the Town Council awaited response to a funding bid from the District Council in July 2025. Kent County Council was also understood to be pursuing its own funding application towards a portion of the costs, with delivery hoped to take place by March 2026.

152 - KENT COUNTY COUNCIL HAS MADE AMENDMENT 8: A WAITING RESTRICTIONS ORDER

a) The Committee received notice that Kent County Council had published Has Made documents for its previously proposed Order for Amendment 8: a Waiting Restrictions Order on Mount Harry Road. It was noted that the effect of the Order will reduce the shared use parking bay outside 5 Mount Harry Road for a distance of 3.6 metres in an easterly direction.

b) It was noted that the Planning & Environment Committee had received notice of the above proposed Order on 7th April 2025, however did not consider it necessary to submit a response.

153 - KENT COUNTY COUNCIL - PUBLIC CONSULTATION ON DRAFT ADULT SOCIAL CARE PREVENTION FRAMEWORK

a) The Committee received notice that Kent County Council is consulting on its draft Adult Social Care Prevention Framework, and that further information could be viewed via the following webpage:

<https://letstalk.kent.gov.uk/prevention-framework>

b) Councillors noted that the framework did not consider the benefits of co-housing alternatives for care provision, which was considered a missed opportunity given the highly successful model used by Rockdale House in supporting its residents.

c) The Committee received copy of the consultation questions and it was **RESOLVED** that a Working Group be formed comprising Cllr Camp, Cllr Clayton, Cllr Dr Canet and Cllr Granville to prepare a draft response for approval at a future Planning & Environment Committee meeting.

d) Councillors expressed concern that a key demographic affected by the draft framework may lack access to, or confidence with, digital resources and could therefore be overlooked in publicity efforts and underrepresented in responses. It was **RESOLVED** that the Town Council write to local County Council Member Cllr Streatfeild, requesting that he raise this concern at County Hall and seek clarification as to how Officers are ensuring that this demographic be reached.

154 - SEVENOAKS DISTRICT COUNCIL - PUBLIC CONSULTATION ON PROPOSED ACTIVE TRAVEL ROUTE

a) The Committee received notice that Sevenoaks District Council is consulting on early plans for a walking, wheeling and cycling route between Otford Town Centre and Bat & Ball in Sevenoaks. It was noted that the deadline for comment is 11:59pm on 18th July 2025.

b) It was noted that all documents relevant to the consultation, including supporting documents, dates of in-person drop-in sessions and opportunity to comment on the proposals could be viewed via the following webpage:

<https://engagement.sevenoaks.gov.uk/strategic-planning/otfordtosevenoaks/>

c) The Committee received and noted a copy of the consultation questions and agreed that the Town Council should prepare a formal response, raising the following concerns in particular:

- The Cramptons Road speedbumps are considered an unnecessary cost and hindrance to both cyclists and motorists, as well as exacerbating local parking pressures
- The designs as proposed do not extend beyond the Bat & Ball junction, which is a missed opportunity to connect it to the east to west cycle route and achieve the goal of facilitating a safe cycling route for school children
- The route does not extend to the Sevenoaks Quarry development which is a further missed opportunity to connect the route to a key future settlement, improve connectivity and enhance an existing Public Right of Way
- The funding to deliver the route is yet to be obtained, therefore including the above additional connections and reducing the hard engineering features at the

early design stage could help to secure their delivery. Upgrading an existing Public Right of Way could also secure additional funding resources.

- It was understood that Kent County Council would be seeking a meeting with relevant bodies to coordinate the various projects being delivered near the Bat & Ball junction, and Councillors recommended that Tarmac be included in these to ensure connectivity to the cycling routes planned at Sevenoaks Quarry. A similar “roundtable discussion” request by the Town Council had been agreed to by Tarmac six months ago, and it was agreed that the Planning Committee Clerk would remind representatives at the next Sevenoaks Quarry Steering Group meeting on Thursday 19th June.

d) It was **RESOLVED** that Cllr Shea and Cllr Clayton collaborate on a draft response for consideration at a future Planning & Environment Committee.

155 - STREET NAMING AND NUMBERING - NOTIFICATION OF AMENDED ADDRESS

The Committee received notification that the address of the former Strathgarve, 27 Serpentine Road, Sevenoaks, Kent, TN13 3XR had been amended to 27 Serpentine Road.

156 - STREET NAMING AND NUMBERING - CONSULTATION ON PROPOSED THOROUGHFARE NAME, CHANDLERS WALK

a) The Committee received copy of a consultation letter from Sevenoaks District Council, seeking comments on the proposed name of "Chandlers Walk" for the pedestrian thoroughfare due be delivered at 136 High Street (the former Tesco building). It was noted that the comment deadline is 28th June 2025.

b) The Committee also received and noted a report on the origins of the name, as previously reported to the Planning & Environment Committee on 13th January 2025.

c) Councillors expressed their support for the proposed name “Chandlers Walk,” as well as appreciation in having been consulted at this early stage. It was **RESOLVED** that this be forwarded to the District Council in response to the consultation, alongside the Councillors’ keen welcoming of further such collaboration on similar future projects.

157 - CONSULTATION ON A NEW TOWN COUNCIL

a) Councillors received notice that Tonbridge & Malling Borough Council had launched a consultation on 2nd June 2025, seeking views on whether a Town Council should be created for Tonbridge. It was noted that this would run for six weeks and conclude at 5pm on 14th July 2025.

b) The Committee received a copy of the questions and noted that full details including Frequently Asked Questions and online survey are available to view via the following link: <https://www.tmbc.gov.uk/voting-elections/tonbridge-town-council-review>

c) It was noted that the questions had been specifically framed to elicit responses from local residents of Tonbridge & Malling Borough Council, however the Town Councillors agreed that they would like to write a letter in favour of a Town Council being formed. It was **RESOLVED** that this be deferred to the next Planning & Environment Committee meeting, once Councillors had attended a scheduled meeting with representatives responsible for initiating the process of forming a Town Council.

158 - TECHNICAL PLANNING GOVERNMENT CONSULTATIONS

a) The Committee received notice that central Government had launched the following key public consultations relating to the planning system:

- [Exploration of potential incentives and penalties to encourage buildout](#) - closing 7th July 2025
- [Proposed reform of site thresholds to introduce three separate thresholds](#) - closing 9th July 2025
- [Proposed reform of planning committees](#) - closing 23rd July 2025
- [Proposals to change BNG requirements for minor, medium and brownfield development](#) - closing 24th July 2025
- [Proposed introduction of BNG requirements for National Significant Infrastructure Projects](#) - closing 24th July 2025

b) The Planning Committee Clerk provided a brief summary of each consultation and its potential impact on Sevenoaks Town. Cllr Shea expressed concern that the proposed reforms of planning committees could result in the categories of planning applications on which Town and Parish Councils are formally consulted on being reduced, and it was **RESOLVED** that the Planning Committee Clerk investigate this matter.

c) Councillors further enquired as to whether the Kent Association for Local Councils had published any guidance on the above consultations, and it was agreed that the Planning Committee Clerk investigate and forward any relevant material to members.

d) It was **RESOLVED** that Councillors review the above detailed consultations and forward any comments to the Planning Committee Clerk to collate, for consideration at a future Planning & Environment Committee meeting.

159 - PLANNING APPLICATIONS

a) Minute Item 159b as well as consideration of its corresponding planning application was moved further up the Agenda and considered after agreement of the Minutes. This as per Standing Order 10.a.viii, whereby the order of business of the Agenda may be changed without prior written notice.

b) The meeting was adjourned to allow members of the public to speak for three minutes on the following applications, by prior agreement.

- **[Plan no. 2]:** 25/00285/MMA – 85 Bayham Road (Against)

c) Councillors expressed their disquiet with the lack of monitoring by the Building Regulations team, as well as action by the Planning Enforcement team during the inaccurate delivery of building works at 85 Bayham Road, despite being flagged by both the Town Council and neighbours. It was **RESOLVED** that the Town Council compose a letter expressing its concerns with the process and resulting impact to the Chief Executive of Sevenoaks District Council, as well as the Building Regulations team.

d) The Committee considered planning applications received during the two weeks ending 9th June 2025. **It was RESOLVED** that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

160 - PRESS RELEASES

None.

There being no further business the Chair closed the Meeting.

Signed
Chair

Dated

Footnote:

In accordance with Sevenoaks Town Council's Standing Order 13 and under Section 33 of the Localist Act 2011, the following Town Councillors have been granted a Dispensation as a dual hatted Councillor of both Sevenoaks Town Council and Sevenoaks District Council, to allow them to discuss and vote on matters where the only reason they would otherwise be prevented from taking part in discussion and voting is due to their membership of Sevenoaks District Council i.e. it does not permit Councillors to take part in discussion and voting automatically if they have a declaration of pecuniary interest unrelated to their membership of Sevenoaks District Council. This dispensation is valid until the next Town Council Election in May 2027, as per Minute number 241 resolved at the Town Council meeting on 24th July 2023:

- Cllr Sue Camp
- Cllr Tony Clayton
- Cllr Victoria Granville
- Cllr Chloe Gustard
- Cllr Claire Shea
- Cllr David Skinner
- Cllr Nick Varley

Planning Applications Considered

Applications considered on 16-6-25

1	Plan Number	Planning officer	Town Councillor	Agent
	24/01190/HOUSE	Christopher Park 18/06/2025	Cllr Camp	Colin Smith Planning Ltd
Applicant	House Name	Road	Locality	
Mr C Hughes	Windy Ridge	13 Hitchen Hatch Lane	St Johns	
Town	County	Post Code	Application date	
			28/05/25	

24/01190/HOUSE - Amended plan

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.

A summary of the main changes are set out below:

The labelling on the plans have been altered to clarify which plans are as approved and which are proposed.

Comment

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

2	Plan Number	Planning officer	Town Councillor	Agent
	25/00285/MMA	Christopher Park 20/06/2025	Cllr Clayton	Coleman Anderson Archit
Applicant	House Name	Road	Locality	
Mrs J Jackson		85 Bayham Road	Eastern	
Town	County	Post Code	Application date	
			30/05/25	

25/00285/MMA - Amended plan

Amendment to 23/00030/HOUSE to alter the width of the rear extension and reduce the distance between the rear extension and adjacent fence/boundary.

A summary of the main changes are set out below:

Amended plans have been provided which have altered the position of the extension in relation to the adjacent fence.

Comment

Sevenoaks Town Council reiterated its previous recommendation for refusal on the grounds of loss of light, as well as inability to determine whether the plans as proposed match the structure delivered and whether the latter would pass a 45 degree light test.

Informative:

Sevenoaks Town Council strongly advised that manual measurements and light tests be conducted on site by the Planning Officer, due to the rear extension already having been built. It further expressed its disquiet at the lack of monitoring by Building Regulations during construction and lack of action of enforcement when concerns with inaccuracies in the plans were first raised.

Planning Applications Considered

Applications considered on 16-6-25

3	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	25/00953/HOUSE	Samantha Yates 24/06/2025	Cllr Skinner	MSD ARCHITECTS
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Bournebeech Ltd (D Thompson)			75 Bradbourne Park Road	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				03/06/25

25/00953/HOUSE - Amended plan

Proposed single storey rear extension with skylight.

A summary of the main changes are set out below:

Amended drawing.

Comment

Sevenoaks Town Council recommended refusal on the grounds that the proposed new windows as shown in the elevation plans - noted as absent in the documentation - would have an unacceptable negative impact on the privacy of the neighbouring property.

Informative:

The Town Council clarified that it had no objection to the planned extension itself nor to the newly proposed porch.

4	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	25/01118/HOUSE	Stephanie Payne 19/06/2025	Cllr Wightman	N/A
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs K Wotton		Heather House	Blackhall Lane	Wilderness
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				29/05/25

Remove existing gate and post and rail fencing side bays. Replace with brick wall 1.75m high and piers 1.9m high with lighting, and new gates 2m high.

Comment

Proposed from the Chair with Cllr Wightman's apologies:

Sevenoaks Town Council recommended approval.

5	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	25/01306/LBCALT	Stephanie Payne 25/06/2025	Cllr Gustard	Wyatt Glass Architects
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr P Haine		2 Kippington House	126 Kippington Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				04/06/25

4 non historic sash windows to be replaced and 1 historic sash window restored.

Comment

Sevenoaks Town Council recommended approval, subject to Conservation Officer being satisfied.

Planning Applications Considered

Applications considered on 16-6-25

6	Plan Number 25/01338/HOUSE	Planning officer Christopher Park 19/06/25	Town Councillor Cllr Gustard	Agent Jeremy Page Associates
Applicant		House Name	Road	Locality
Mr T Van Emmenis			28 The Rise	Kippington
Town		County	Post Code	Application date
				29/05/25
Raised decking area and side screen to the rear elevation.				

Comment

Sevenoaks Town Council recommended approval.

7	Plan Number 25/01354/HOUSE	Planning officer Christopher Park 17/06/2025	Town Councillor Cllr Willis	Agent A2D Architecture
Applicant		House Name	Road	Locality
Mr C Bater			53 The Drive	Town
Town		County	Post Code	Application date
				27/05/25
Proposed loft conversion, dormer enlargement, rooflights and alterations to fenestration.				

Comment

Sevenoaks Town Council recommended refusal on the grounds of negative impact to the street scene and the designs being contrary to Policy EN4.

8	Plan Number 25/01387/MMA	Planning officer Christopher Park 23/06/2025	Town Councillor Cllr Ancrum	Agent Clague LLP
Applicant		House Name	Road	Locality
Mr J Froud		Brightstone	6 Quakers Hall Lane	Eastern
Town		County	Post Code	Application date
				02/06/25
Amendment to 24/00922/HOUSE to maximise internal space including repositioning of door, relocation of window to front elevation and inclusion of roof light.				

Comment

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 16-6-25

9	Plan Number 25/01403/HOUSE	Planning officer Stephanie Payne 23/06/2025	Town Councillor Cllr Clayton	Agent Stephen Langer Associat
Applicant		House Name	Road	Locality
R Greene and V Hooker		Kent Cottage	Wilderness Mount	Eastern
Town		County	Post Code	Application date
				02/06/25
Internal alterations at ground, first and second floor. Replacement single story extension. Repairs/replacement windows. Demolition of greenhouse. Single storey garden office.				

Comment

Sevenoaks Town Council recommended approval, provided the Planning and Conservation Officers are satisfied that:

- The materials and design of the ground floor extension are in keeping with the original structure
- The character of internal woodwork - panelling, beams, doors and staircase - which are original Baillie Scott features, are conserved as far as possible
- The garden office design and siting do not harm the setting of the listed building

10	Plan Number 25/01404/LBCALT	Planning officer Stephanie Payne 23/06/2025	Town Councillor Cllr Clayton	Agent Stephen Langer Associat
Applicant		House Name	Road	Locality
R Greene and V Hooker		Kent Cottage	Wilderness Mount	Eastern
Town		County	Post Code	Application date
				02/06/25
Internal alterations at ground, first and second floor. Replacement single story extension. Repairs/replacement windows. Demolition of greenhouse. Single storey garden office.				

Comment

Sevenoaks Town Council recommended approval, provided the Planning and Conservation Officers are satisfied that:

- The materials and design of the ground floor extension are in keeping with the original structure
- The character of internal woodwork - panelling, beams, doors and staircase - which are original Baillie Scott features, are conserved as far as possible
- The garden office design and siting do not harm the setting of the listed building

11	Plan Number 25/01415/MMA	Planning officer Abbey Aslett 27/06/2025	Town Councillor Cllr Daniell	Agent Robinson Escott Planning
Applicant		House Name	Road	Locality
Portman Homes LTD (Mr S Bla		Chance Cottage	104 Oakhill Road	Kippington
Town		County	Post Code	Application date
				06/07/25
Amendment to 24/03318/CONVAR to at the ground and first floor level, as well as converting the approved roofscape into further bedrooms, which will be served by dormers.				

Comment

Proposed by Cllr Gustard with Cllr Daniell's apologies:

Sevenoaks Town Council recommended refusal, unless the Planning Officer is satisfied that there is no loss of amenity to neighbouring properties by way of dominance and overlooking.

Planning Applications Considered

Applications considered on 16-6-25

12	<i>Plan Number</i> 25/01419/HOUSE	<i>Planning officer</i> Summer Aucoin 25/06/2025	<i>Town Councillor</i> Cllr Ancrum	<i>Agent</i> Mr Kuldip Sira
<i>Applicant</i> Mr and Mrs Vyas		<i>House Name</i>	<i>Road</i> 71 Wickenden Road	<i>Locality</i> Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 04/06/25
Demolition of rear extension and side garage, erection of single storey rear extension, side extension and front porch.				

Comment

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

13	<i>Plan Number</i> 25/01439/HOUSE	<i>Planning officer</i> Abbey Aslett 20/06/2025	<i>Town Councillor</i> Cllr O'Hara	<i>Agent</i> ED Planning Ltd
<i>Applicant</i> Mr L Perhirin		<i>House Name</i>	<i>Road</i> 4 Westwood Way	<i>Locality</i> Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 30/05/25
Proposed loft conversion with dormer window to rear elevation and three rooflight windows to front elevation, removal of chimney stack.				

Comment

Sevenoaks Town Council recommended approval, provided the Planning Officer is satisfied that there is no impact on the amenity of the neighbouring properties.