

20<sup>th</sup> November 2019



You are hereby summoned to a Meeting of the **Sevenoaks Town Council** to be held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 25<sup>th</sup> November 2019 following a meeting of the **Finance and General Purposes Committee** meeting starting at 7pm. 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 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 meetings is available online at [sevenoakstown.gov.uk](http://sevenoakstown.gov.uk) or by request. Members of the public addressing the Committee but not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.

Town Clerk

**To assist in the speedy and efficient despatch of business, members wishing to obtain information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.**

## AGENDA

### PUBLIC QUESTION TIME

To enable any members of the public present to draw the attention of the Town Council to any matter.

- 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 declarations of interest from members in respect of items of business included in the agenda for this meeting.
- 4 **MINUTES**  
To receive, adopt and sign the minutes of the meeting of the Sevenoaks Town Council held on 19th August 2019 as a true record (Copies attached)

Town Council Offices  
Bradbourne Vale Road  
Sevenoaks Kent TN13 3QG

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Town Clerk

5 COMMITTEE APPOINTMENTS

- (I) To note the resignation of Cllr Mrs R E Parry from the Community Infrastructure Committee and to recommend the appointment of Cllr R L Piper
- (II) To note the request for Cllr Granville Baxter to replace Cllr Clayton as one of the Sevenoaks Town Council's representatives on the Sevenoaks Town Partnership

6 PLANNING COMMITTEE

To receive and adopt the minutes of the meetings of the Planning Committee held on: 12<sup>th</sup> August; 27<sup>th</sup> August; 9<sup>th</sup> September; 23<sup>rd</sup> September; 7<sup>th</sup> October; 21<sup>st</sup> October; 4<sup>th</sup> November; and 18<sup>th</sup> November 2019 (Copies attached)

7 COMMUNITY INFRASTRUCTURE COMMITTEE

To receive and adopt the minutes of the meetings of the Community Infrastructure Committee held on 19<sup>th</sup> August and 14<sup>th</sup> October 2019 (Copies attached)

8 PERSONNEL COMMITTEE

To receive and adopt the minutes of the meeting of the Personnel Committee held on 2<sup>nd</sup> September 2019 (Copy attached)

9 YOUTH SERVICES COMMITTEE

To receive and adopt the minutes of the meetings of the Youth Services Committee held on 11<sup>th</sup> September and 6<sup>th</sup> November 2019 (Copies attached)

10 OPEN SPACES & LEISURE COMMITTEE

To receive and adopt the minutes of the meetings of the Open Spaces & Leisure Committee held on 30<sup>th</sup> September and 11<sup>th</sup> November 2019 (Copies attached).

11 FINANCE & GENERAL PURPOSES COMMITTEE

To receive and adopt the minutes of the meeting of the Finance & General Purposes Committee held on 16<sup>th</sup> September (copy attached)

12 MAYOR'S ENGAGEMENTS

To receive and note:

- a) the functions attended by the Mayor or his representative during August, September and October 2019.
- b) the forthcoming Civic Events being organised by the Mayor during 2019/2020 (Copies attached)

13 PRESS RELEASE

To consider any agenda item, which would be appropriate for a press release.

Council 19.8.2019

## Sevenoaks Town Council

### Minutes of the Town Council Meeting held on 19th August 2019 Held in the Council Chamber

Meeting Commenced: 7.16 p.m.

Meeting Concluded: 7.19 p.m.

**Present:**

Clr Keith Bonin	Present	Clr Lise Michaelides	Apologies
Clr Nicholas Busvine OBE, Mayor	Apologies	Clr Tom Morris Brown	Present
Clr Sue Camp	Apologies	Clr Rachel Parry	Present
Clr Dr Marilyn Canet, Deputy Mayor	Apologies	Clr Richard Parry	Present
Clr Tony Clayton	Present	Clr Robert Piper	Present
Clr Andrew Eyre	Apologies	Clr Simon Raikes	Apologies
Clr Victoria Granville Baxter	Present	Clr Claire Shea	Apologies
Clr Roderick Hogarth	Present	Clr Edward Waite	Apologies

*In the absence of the Mayor and Deputy Mayor Clr Clayton chaired the meeting.*

**Public Question Time:** There were no members of the public present.

**228. Apologies for Absence**

As noted above.

**229. Requests for Dispensations**

There were no requests for dispensations.

**230. Declarations of Interest**

There were no Declarations of Interest.

**231. Minutes of the Town Council Meetings held on 5<sup>th</sup> August 2019.**

**RESOLVED:** To accept and sign the Minutes as a true record.

**232. Annual Audit to 31<sup>st</sup> March 2019**

**RESOLVED:** To receive the Recommendation from the Finance & General Purposes Committee held prior to the meeting and note and approve revisions to section 2-Accounting Statements 2018/19 previously presented to Council on 10th June 2019. Revisions represent confirmation of the actual Balances carried forward (box 7) £2,283,552, total other receipts (box 3) £2,495,197 and all other payments (box 6) £2,427,344.

Council 19.8.2019

There being no further business the Chairman closed the Meeting.

Signed .....  
Chairman

Dated .....

## Sevenoaks Town Council Planning Minutes 2019 08 12

Minutes of the PLANNING COMMITTEE meeting held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, on Monday 12<sup>th</sup> August 2019 at 7.03pm.

**Present:****Committee Members**

Cllr Bonin	Apologies	Cllr Michaelides	Apologies
Cllr Busvine OBE	Present	Cllr Morris Brown	Present
Cllr Camp - Chairman	Present	Cllr Mrs Parry	Present
Cllr Canet	Present	Cllr Parry	Present
Cllr Clayton	Present	Cllr Piper – Vice Chairman	Present
Cllr Eyre	Present	Cllr Raikes	Present
Cllr Granville-Baxter	Present	Cllr Shea	Present
Cllr Hogarth	Present	Cllr Waite	Present (Arrived 7.15pm)

**Also in attendance:**

Deputy Town Clerk  
 Planning Assistant  
 1 Member of the Public

**PUBLIC QUESTION TIME**

None

**215 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**216 DECLARATIONS OF INTEREST**

Councillors Hogarth, Parry, Mrs Parry, Piper and Raikes declared a non-pecuniary interest in:

- [Plans no. 3 and 4] Whyteladies, Wildernesse Avenue

Councillor Clayton declared a non-pecuniary interest in:

- [Plan no. 6] 65-67 Hartslands Road

Councillor Raikes declared a non-pecuniary interest in:

- [Plan no. 19] Land To Rear Of 83 Bradbourne Park Road

**217 DECLARATIONS OF LOBBYING**

Councillor Hogarth declared that he had been lobbied on the following application:

- [Plans no. 1 and 11] Tanglewood, Parkfield

**218 MINUTES**

The Committee received the minutes of the Planning Committee meeting held on 29<sup>th</sup> July 2019.

**RESOLVED:** That the minutes be received and signed.

219 A25 BRADBOURNE ROAD SCHEME

The Committee received and noted the reply from Geoff Bineham (Kent Highways) to the feedback email sent by Deputy Town Clerk Hugh D'Alton following the on-site meeting which took place on 22<sup>nd</sup> July 2019.

Members expressed ongoing concerns over the scheme, including:

Replacement tree planting

It was suggested that the Town Council monitor the replacement tree planting, scheduled for Winter 2019, to ensure that the trees would be minimum of 13 feet in height and that adequate protection be put in place.

Planned removal of the "unsafe" pedestrian crossing

Members expressed continuing disappointment that the existing crossing could not be made safe, especially as it used by members of the public to access the bus stop outside the Council Offices.

It was once again questioned how the original installation had been approved by KCC in the first place, given that it did not conform to standards?

Road Markings

It was noted that the issue of the hatched area in the centre of the road had previously been raised with Mr Bineham at the on-site meeting on 22<sup>nd</sup> July. It was suggested that the Town Council contact Kent Highways again, to establish whether it would be feasible to narrow this area, while marking additional hatched areas at the sides of the road. It was anticipated that this would draw the traffic away from the pavement and parked cars.

Concern was also expressed regarding the lack of hatching at the entrance to the car park at the Town Council Offices.

It was agreed that the Town Council should request improved, regular communication and dialogue with Kent County Council with regards to highway matters, beyond the limited scope of the annually updated Highway Improvement Plan.

220 HIGHWAY IMPROVEMENT PLAN (HIP) [Minute no. 169]

The Committee reconsidered the email dated 2<sup>nd</sup> July 2019 from Geoff Bineham at Kent Highways and the accompanying template.

The following areas were put forward as priority locations for possible submission to KCC:

- Sevenoaks Rail Station: Possible installation of a roundabout? It was noted that the possibility of a masterplan for this area had previously been discussed.
- The area around Waitrose and the fountain at the top of the High Street
- Sevenoaks Primary School and St John's CEP School
- Bradbourne Road
- St John's Road
- Hartslands Area (lack of pavements)
- Five-way junction at Vine Court Road/Holly Bush Lane/Hartslands Road/Bayham Road, as a possible location for the installation of a roundabout?

The issue of generally poor road conditions, including potholes, was also raised.

A review of SIDs (Speed Information Devices) was suggested, along with the possible extension of this programme.

It was suggested that Adrian Berendt of the "20's Plenty" campaign be invited to speak with Councillors about what might be feasible for Sevenoaks with regards to establishing 20mph speed limits.

Given that the 20mph issue is included in the Neighbourhood Development Plan (NDP), it was agreed that a comprehensive (as opposed to piecemeal) review of the whole town would be desirable, to be included in the referendum.

#### 221 PLANNING APPLICATIONS

- a) The meeting was adjourned to allow a member of the public to speak in favour of the following application for three minutes:

[Plan no. 15]                      18 St Botolph's Road

- b) The meeting was reconvened and the Committee considered planning applications received during the two weeks ending 6th August 2019. **It was RESOLVED that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.**

#### 222 PRESS RELEASES

None.

Finished: 8:23pm

Signed .....  
Chairman

Dated .....

Sevenoaks Town Council Planning Minutes 2019 08 12

## Planning Applications Considered

Applications considered on 12-8-19

<b>1</b>	<i>Plan Number</i> 19/01613/ADV	<i>Planning officer</i> Alexis Stanyer 14-08-2019	<i>Town Councillor</i> Cllr Mrs Parry	<i>Agent</i> Ms Bakunowicz 0783408 0007
	<i>Applicant</i> Mr P Bakunowicz	<i>House Name</i> Tanglewood	<i>Road</i> Parkfield	<i>Locality</i> Wildernesse
	<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 26/07/19

**Advertising board of 3 hoarding signs.**

**19/01613/ADV - Amended plan**

**Amended Site Location Plan.**

**19/01613/ADV - Amended plan**

**Amendment made to the proposed location of the advertisement boards.**

**Sevenoaks Town Council recommended refusal, on the grounds that the proposal does not preserve or enhance the Wildernesse Conservation Area.**

<b>2</b>	<i>Plan Number</i> 19/01771/LBCALT	<i>Planning officer</i> Mr M Mirams 15-08-2019	<i>Town Councillor</i> Cllr Busvine	<i>Agent</i> Mr R Sonnex 455066
	<i>Applicant</i> Mr C Upsher	<i>House Name</i> Land to the Rear	<i>Road</i> 26 High Street	<i>Locality</i> Town
	<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 29/07/19

**Removal of flat roof areas to existing workshops, a first floor rear extension and re-instatement of roof to a pitched.**

**19/01771/LBCALT - Amended plan**

**Amended and corrected drawings now received.**

**Sevenoaks Town Council recommended approval, subject to the Conservation Officer being satisfied that there will be no detrimental impact on the character of the Conservation Area.**

<b>3</b>	<i>Plan Number</i> 19/01943/HOUSE	<i>Planning officer</i> Alexis Stanyer 15-08-2019	<i>Town Councillor</i> Cllr Mrs Parry	<i>Agent</i> N/A
	<i>Applicant</i> Mr C Vanns	<i>House Name</i> Whyteladies	<i>Road</i> Wildernesse Avenue	<i>Locality</i> Wildernesse
	<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 29/07/19

**Repair/replacement of steel Crittall windows.**

**Sevenoaks Town Council recommended approval.**



Sevenoaks Town Council Planning Minutes 2019 08 12

## Planning Applications Considered

Applications considered on 12-8-19

<b>4</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/01944/LBCALT	Alexis Stanyer 15-08-2019	Cllr Mrs Parry	N/A
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr C Vanns		Whyteladies	Wilderness Avenue	Wilderness
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				29/07/19
<b>Repair/replacement of steel Crittall windows.</b>				

**Sevenoaks Town Council recommended approval.**

<b>5</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02007/HOUSE	Emma Gore 14-08-2019	Cllr Granville-Baxter	Mr D Dennis 240140
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs McKenzie			31 Robyns Way	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				29/07/19
<b>Proposed loft conversion with: new roof; dormers at front and rear; rooflight.</b>				

**Sevenoaks Town Council recommended approval.**

**Informative: Sevenoaks Town Council noted that the drawing indicating the height of the proposed elevations in relation to neighbouring properties remains incorrect and misleading.**

<b>6</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02077/HOUSE	S Simmons 14-08-2019	Cllr Waite	Mr J Oates 07943 877044
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Ms A Oates			65-67 Hartslands Road	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				26/07/19
<b>Part two storey and part one storey rear extension. Change of external materials to first floor of existing rear elevation.</b>				

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

**That there is no loss of privacy or light to immediate neighbours, or those in Sandy Lane to the rear.**

**That a suitably high privacy screen is utilised in order to ensure that there is no loss of privacy.**

**That all the materials used are in keeping with the Conservation Area.**

**Informative: Councillor Clayton left the room for the duration of the discussion and voting on this application.**

Sevenoaks Town Council Planning Minutes 2019 08 12

## Planning Applications Considered

Applications considered on 12-8-19

<b>7</b>	<i>Plan Number</i> 19/02086/HOUSE	<i>Planning officer</i> S Simmons 12-08-2019	<i>Town Councillor</i> Cllr Camp	<i>Agent</i> Mr A Boakes 356972
<i>Applicant</i> Mrs P Hall		<i>House Name</i>	<i>Road</i> 56 St Johns Road	<i>Locality</i> St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 24/07/19
<b>Demolition of existing shed and log store, creation of parking area with retaining wall and steps, new fence, new patio, new garden shed, removal of trees and landscaping works.</b>				

Sevenoaks Town Council recommended refusal on the following grounds:

Highway safety exiting the parking area, into Camden Road  
 The proposal materially alters the setting of a Listed Building  
 The proposal is detrimental to the Listed Wall  
 It is not in keeping with, and detrimental to, the street scene in Camden Road  
 It is detrimental to the visual amenity of Camden Road and to the patrons of the public house opposite  
 It is detrimental to the garden of the neighbouring property in Camden Road

**Informative: Councillors Granville-Baxter, Parry and Shea abstained from voting on this application.**

<b>8</b>	<i>Plan Number</i> 19/02124/FUL	<i>Planning officer</i> Rebecca Fellows 21-08-2019	<i>Town Councillor</i> Cllr Eyre	<i>Agent</i> Mr B Best 455029
<i>Applicant</i> Mr B Peacock		<i>House Name</i>	<i>Road</i> 1 Uplands Close	<i>Locality</i> Riverhead (Adjoining Pari
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 05/08/19
<b>Detached dwelling with integral garage, vehicular access onto London Road and retaining wall.</b>				

Sevenoaks Town Council recommended refusal on the grounds of highway safety and recommended that the District Council press Kent Highways to look again at its analysis.

<b>9</b>	<i>Plan Number</i> 19/02125/FUL	<i>Planning officer</i> Rebecca Fellows 15-08-2019	<i>Town Councillor</i> Cllr Piper	<i>Agent</i> Mr B Best 455029
<i>Applicant</i> Mr A Golding		<i>House Name</i> Oak Croft	<i>Road</i> West Heath Lane	<i>Locality</i> Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 29/07/19
<b>Replacement dwelling.</b>				

Sevenoaks Town Council recommended approval.

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## Planning Applications Considered

Applications considered on 12-8-19

<b>10</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02128/FUL	Alexis Stanyer 13-08-2019	Cllr Granville-Baxter	Mr D Dennis 240140
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr K Burton		Knole Academy	Bradbourne Vale Road	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				24/07/19
<b>External "Lean To" Canopy.</b>				

**Sevenoaks Town Council recommended approval.**

<b>11</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02137/FUL	Alexis Stanyer 20-08-2019	Cllr Mrs Parry	Ms Castle 01892 509280
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Bakunowicz		Tanglewood	Parkfield	Wildernesse
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				31/07/19
<b>Replacement dwelling.</b>				

**Sevenoaks Town Council recommended refusal on the following grounds:**

**The height, bulk and design of the proposed development are out of character with the street scene, conflicting with policies SP1 and EN1.**

**The proposal does not contribute to the Wildernesse Conservation Area.**

**There are no public benefits.**

**The proposal fails to meet the requirements of policies EN3 and EN4.**

<b>12</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02138/HOUSE	S Simmons 13-08-2019	Cllr Waite	Mr Dowie 01689 619068
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Christie			25 Mill Pond Close	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				24/07/19
<b>Garage conversion and alterations to fenestration. Landscaping works.</b>				

**Sevenoaks Town Council recommended approval, subject to the hardstanding (parking spaces) being made of permeable materials.**

Sevenoaks Town Council Planning Minutes 2019 08 12

## Planning Applications Considered

Applications considered on 12-8-19

<b>13</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02171/FUL	Emma Gore 16-08-2019	Cllr Busvine	Mr Moss 01892 533321
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr Treliving		The Flowersmith	30 London Road	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				29/07/19
<b>Change of use from retail to part retail and conversion of the upper parts to C3 residential use, and associated internal and external alterations.</b>				

**Sevenoaks Town Council recommended approval, subject to:**

**The Conservation Officer being satisfied that the Grade II listed building is not adversely impacted.**

**The Planning Officer being satisfied that the ground floor retail unit is of a commercially viable size.**

<b>14</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02172/LBCALT	Emma Gore 16-08-2019	Cllr Busvine	Mr Moss 01892 533321
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr Treliving		The Flowersmith	30 London Road	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				29/07/19
<b>Change of use from retail to part retail and conversion of the upper parts to C3 residential use, and associated internal and external alterations.</b>				

**Sevenoaks Town Council recommended approval, subject to:**

**The Conservation Officer being satisfied that the Grade II listed building is not adversely impacted.**

**The Planning Officer being satisfied that the ground floor retail unit is of a commercially viable size.**

<b>15</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02173/MMA	Emma Gore 19-08-2019	Cllr Busvine	Mr Lovell 01883 733955
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
S Blake (Portman Homes)			18 St Botolphs Road	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				30/07/19
<b>Minor material amendment to 18/02753/FUL.</b>				

**Sevenoaks Town Council recommended approval, provided that:**

**The Planning Officer is satisfied that the proposal does not amount to overdevelopment of the site, with particular concern being expressed as to the size of the garden.**

**There will be no loss of amenity to neighbouring properties.**

**The proposal is in keeping with guidance contained in the Residential Character Area Assessment SPD.**

Sevenoaks Town Council Planning Minutes 2019 08 12

## Planning Applications Considered

Applications considered on 12-8-19

<b>16</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02184/FUL	Emma Gore 20-08-2019	Cllr Parry	Open Architecture 77958
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr Locke		Land Rear Of	61 Kippington Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				31/07/19
<b>Proposed new dwelling.</b>				

**Sevenoaks Town Council recommended approval.**

<b>17</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02204/HOUSE	Alexis Stanyer 19-08-2019	Cllr Clayton	David Burr 742200
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs Landale-Down			16 Cobden Road	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				31/07/19
<b>Convert the roof void with a rear dormer and two conservation roof lights to the front roof slope.</b>				

**Sevenoaks Town Council recommended refusal, on the grounds that the proposed dormer:**

**Is overlarge and dominant, extending right to the eaves and ridge of the existing roof, and covering almost its entire width.**

**Will adversely affect the residential amenity and privacy of houses to the rear in Bethel Road.**

**Will not preserve or enhance the character of the Conservation Area.**

<b>18</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02215/HOUSE	Alexis Stanyer 22-08-2019	Cllr Eyre	Mr N Edwards 366223
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Van Herk		Glade House	83 Oakhill Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				05/08/19
<b>Proposed replacement of existing windows with slimline double glazed Arts and Crafts reproduction windows. Rear - NE elevation to have two storey extension at northern corner to match existing eastern corner. Replacement of existing single storey extension with new central single storey extension. Replacement of five hipped dormers with three flat roof dormers.</b>				

**Sevenoaks Town Council recommended approval as overall the house is improved, the site is large and the major (contemporary) changes are not visible from the street.**

Sevenoaks Town Council Planning Minutes 2019 08 12

## Planning Applications Considered

Applications considered on 12-8-19

<b>19</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02218/FUL	Emma Gore 22-08-2019	Cllr Hogarth	Mr Hall 07396 365241
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr Lambourne		Land To Rear Of	83 Bradbourne Park Road	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				05/08/19
<b>Erection of dwelling with parking and landscaping.</b>				

**Sevenoaks Town Council recommended refusal, on the following grounds:**

**The proposal goes against guidance contained in the Residential Character Area Assessment SPD.**

**The proposal is detrimental to the amenity of the area.**

**Loss of privacy to the property on the opposite side of Clockhouse Lane through overlooking.**

<b>20</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02237/HOUSE	S Simmons 22-08-2019	Cllr Morris Brown	Coleman Anderson 01892 507101
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs E Chandler			2 Hillside Road	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				05/08/19

**Single storey rear extension with basement and internal alterations.**

**The client would now like to include a basement / lower level room to make use of the change in level of the site and this application therefore modifies the approved planning application to include doors and windows to serve the new lower level room.**

**Sevenoaks Town Council recommended approval.**

## Sevenoaks Town Council Planning Minutes 2019 08 12

## Planning Applications Considered

Applications considered on 12-8-19

<b>21</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02246/HOUSE	S Simmons 23-08-2019	Cllr Clayton	Mrs Morris 07903 356558
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Hunter			40 Wickenden Road	Eastern
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			06/08/19	
<b>Proposed porch and overhang added to existing garage and house. Single storey rear infill extension. Proposed hip to gable loft conversion with a box dormer to the rear and roof lights to the front. Alteration to fenestration.</b>				

Sevenoaks Town Council notes that this proposal replaces the hipped roof with a plain gable, in contravention of Residential Area Character Assessment guidance for C08 WICKENDEN ROAD AREA. Elsewhere, this could be grounds for refusal, but the next-door house at no.42 has made a similar change, so in this instance, it may not damage the street scene as much.

The Town Council is concerned that the large box dormer incorporating a full-length Juliet balcony at roof level may overlook adjoining gardens.

Sevenoaks Town Council recommends refusal, unless the Planning Officer is satisfied that:

The removal of the hipped roof does not adversely affect the street scene and the character of the area.

The full-length Juliet window does not overlook and impair the privacy of adjoining homes and their gardens.

<b>22</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	KCC/SE/0153/2019	Miss C Palmer 03000 415718	Cllr Morris Brown	N/A
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr D Shrubbs		St Johns CEP School	Bayham Road	Eastern
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			26/07/19	
<b>Installation of four canopies.</b>				

Sevenoaks Town Council recommended approval.

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Sevenoaks Town Council Planning Minutes 2019 08 27

Minutes of the PLANNING COMMITTEE meeting held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, on Tuesday 27<sup>th</sup> August 2019 at 7pm.

**Present:**

**Committee Members**

Cllr Bonin	Present	Cllr Michaelides	Present
Cllr Busvine OBE	Apologies	Cllr Morris Brown	Present
Cllr Camp - Chairman	Present	Cllr Mrs Parry	Present
Cllr Canet	Apologies	Cllr Parry	Present
Cllr Clayton	Present	Cllr Piper – Vice Chairman	Apologies
Cllr Eyre	Apologies	Cllr Raikes	Present
Cllr Granville-Baxter	Present	Cllr Shea	Apologies
Cllr Hogarth	Present (Arrived 7.03pm)	Cllr Waite	Apologies

**Also in attendance:**

Deputy Town Clerk  
Planning Assistant

**PUBLIC QUESTION TIME**

None

**240 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**241 DECLARATIONS OF INTEREST**

None.

**242 DECLARATIONS OF LOBBYING**

Councillor Hogarth declared that he had been lobbied on the following application:

- [Plan no. 3] Tanglewood, Parkfield

**243 MINUTES**

The Committee received the minutes of the Planning Committee meeting held on 12<sup>th</sup> August 2019.

**RESOLVED:** That the minutes be approved and signed.

**244 PLANNING APPLICATIONS**

- No members of the public had registered to speak on individual planning applications.
- The meeting was reconvened and the Committee considered planning applications received during the two weeks ending 20<sup>th</sup> August 2019. It was **RESOLVED** that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

**245 PRESS RELEASES**

None.

Sevenoaks Town Council Planning Minutes 2019 08 27

Finished: 7:21pm

Signed .....  
Chairman

Dated .....

Sevenoaks Town Council Planning Minutes 2019 08 27

## Planning Applications Considered

Applications considered on 27-8-19

<b>1</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	18/02882/LBCALT	Mr M Mirams 29-08-2019	Cllr Bonin	Mr R Sonnex 455066
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
RHF Developments Ltd			48 High Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				08/08/19

**Change of use from redundant offices and a flat to create 3 flats.**

**18/02882/LBCALT - Amended plan**

**Amended plans.**

**Sevenoaks Town Council recommended approval, subject to the Conservation Officer being satisfied with the details.**

<b>2</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/01167/FUL	Holly Pockett 06-09-2019	Cllr Michaelides	Mr J Collinson 01702 567 855
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr Ambrish		A And J Kitchen Designs	14-18 London Road	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				16/08/19

**Proposed new windows alterations and rear SVP pipe.**

**19/01167/FUL - Amended plan**

**Amended plans to show new frames and change of material of replacement windows.**

**Sevenoaks Town Council recommended refusal, on the grounds that the proposed UPVC replacement windows are detrimental both to this locally-listed building and the surrounding Conservation Area, in contravention of Policy EN4.**

<b>3</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/01641/FUL	Alexis Stanyer 07-09-2019	Cllr Mrs Parry	N/A
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Bakunowicz		Tanglewood	Parkfield	Wildernesse
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				19/08/19

**Replacement of the existing dwelling and new single storey rear and side extensions & conversion of the existing internal garage into habitable space.**

**19/01641/FUL - Amended plan**

**Proposed Block Plan and other plans have been amended to clarify exactly which elements of the swimming pool, plant room and stairs will be visible above ground level. The development proposal remains the same.**

**Sevenoaks Town Council recommended approval, subject to the Planning Officer being satisfied that the measurements shown on the drawings are accurate.**

Sevenoaks Town Council Planning Minutes 2019 08 27

## Planning Applications Considered

Applications considered on 27-8-19

<b>4</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/01659/HOUSE	S Simmons 07-09-2019	Cllr Eyre	Mr W Glass 832430
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr M Sylvester			14 Hurst Way	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				19/08/19

**Part single storey and part two storey extension to the rear elevations. Formation of vehicular access and car space.**

**19/01659/HOUSE - Amended plan**

**The front (North West) elevation is now included on the drawing 1907/02A plan. The proposal has been amended to include that the extension is also to the side elevation.**

**Amended proposal description:**

**Part single storey and part two storey extension to the rear and side elevations. Formation of vehicular access and car space.**

**Sevenoaks Town Council recommended approval.**

<b>5</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02160/HOUSE	Rebecca Fellows 30-08-2019	Cllr Clayton	Mr Potts 07713 150032
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs P Vagg			149 Seal Hollow Road	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				09/08/19

**First floor side extension, infill to the west and store conversion to utility room. Alterations to fenestration.**

**Sevenoaks Town Council recommended approval.**

<b>6</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02169/HOUSE	Emma Gore 05-09-2019	Cllr Parry	Open Architecture 77958
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr Locke		Kipp Cottage	61 Kippington Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				15/08/19

**Demolition of existing garage; construction of new timber framed garage with ancillary accommodation over.**

**Sevenoaks Town Council recommended approval.**

Sevenoaks Town Council Planning Minutes 2019 08 27

## Planning Applications Considered

Applications considered on 27-8-19

<b>7</b>	<i>Plan Number</i> 19/02284/HOUSE	<i>Planning officer</i> Ray Hill 10-09-2019	<i>Town Councillor</i> Cllr Raikes	<i>Agent</i> Mrs Welding 01942 7227
<i>Applicant</i> Mrs L Gibson		<i>House Name</i>	<i>Road</i> 51 Mount Harry Road	<i>Locality</i> St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 20/08/19
<b>Loft conversion with a rear dormer and 2 cottage dormers and 2 rooflights to the front elevation.</b>				

**Sevenoaks Town Council recommended approval.**

<b>8</b>	<i>Plan Number</i> 19/02286/HOUSE	<i>Planning officer</i> Ray Hill 05-09-2019	<i>Town Councillor</i> Cllr Piper	<i>Agent</i> Mrs Austin 07866 962268
<i>Applicant</i> Mr Rzepa & Miss Vainio		<i>House Name</i>	<i>Road</i> 62 Brittain Lane	<i>Locality</i> Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 15/08/19
<b>Demolition of garage and single storey rear extension. Double storey extension to either side of property with two Juliet Balconies to rear.</b>				

**Sevenoaks Town Council recommended approval.**

**Informative: Sevenoaks Town Council regrets the lack of a garage.**

<b>9</b>	<i>Plan Number</i> 19/02303/FUL	<i>Planning officer</i> Ray Hill 31-08-2019	<i>Town Councillor</i> Cllr Michaelides	<i>Agent</i> Mr Tipler 01305 267120
<i>Applicant</i> Mr B French		<i>House Name</i> HSBC	<i>Road</i> 69-71 High Street	<i>Locality</i> Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 12/08/19
<b>Replacement of external plant with new condenser unit and provision of external louvres, new access door and extractor fan to the rear. Internal alterations.</b>				

**Sevenoaks Town Council recommended approval.**

<b>10</b>	<i>Plan Number</i> 19/02342/HOUSE	<i>Planning officer</i> Ronald Tong 05-09-2019	<i>Town Councillor</i> Cllr Eyre	<i>Agent</i> Mr R Sonnex 455066
<i>Applicant</i> Mr C Hiscock		<i>House Name</i> Caenwood	<i>Road</i> 2 Wellmeade Drive	<i>Locality</i> Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 16/08/19
<b>Single storey rear extension.</b>				

**Sevenoaks Town Council recommended approval.**

Sevenoaks Town Council Planning Minutes 2019 08 27

## Planning Applications Considered

Applications considered on 27-8-19

<b>11</b>	<i>Plan Number</i> 19/02349/HOUSE	<i>Planning officer</i> Ray Hill 06-09-2019	<i>Town Councillor</i> Cllr Parry	<i>Agent</i> Mr Simmons 0776049511
<i>Applicant</i> Mr & Mrs Frangos		<i>House Name</i>	<i>Road</i> 45 Kippington Road	<i>Locality</i> Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 16/08/19
<b>Erection of an oak framed, open fronted, two bay car port, oak weatherboard clad with a dual pitched roof.</b>				

**Sevenoaks Town Council recommended approval.**

<b>12</b>	<i>Plan Number</i> 19/02363/HOUSE	<i>Planning officer</i> S Simmons 10-09-2019	<i>Town Councillor</i> Cllr Morris Brown	<i>Agent</i> Mr D Burr 742200
<i>Applicant</i> Mr R Street		<i>House Name</i>	<i>Road</i> 2 Westfield	<i>Locality</i> Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 20/08/19
<b>Demolition of the detached garage and w.c. side extension, and construct a two-storey side and single storey front and rear extensions with a sun tube window.</b>				

**Sevenoaks Town Council recommended approval, subject to the window on the right elevation in Bedroom 4 being level 5 obscure glazed and fixed shut to protect the amenity and privacy of the neighbouring property.**

<b>13</b>	<i>Plan Number</i> 19/02386/HOUSE	<i>Planning officer</i> Holly Pockett 07-09-2019	<i>Town Councillor</i> Cllr Granville-Baxter	<i>Agent</i> Mr J Osher 700476
<i>Applicant</i> Mr Du Sautoy		<i>House Name</i>	<i>Road</i> 2 Hill Crest	<i>Locality</i> Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 19/08/19
<b>Loft extension with two dormer windows; creation of rear glass conservatory.</b>				

**Sevenoaks Town Council recommended approval.**

<b>14</b>	<i>Plan Number</i> 19/02393/HOUSE	<i>Planning officer</i> S Simmons 07-09-2019	<i>Town Councillor</i> Cllr Mrs Parry	<i>Agent</i> Mr D Weston 753333
<i>Applicant</i> Mr & Mrs R Silva		<i>House Name</i> The Granary, Blackhall Place	<i>Road</i> Blackhall Lane	<i>Locality</i> Wildernesse
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 20/08/19
<b>Construction of single storey rear extension and conversion of garage including new windows and doors.</b>				

**Sevenoaks Town Council recommended approval.**

Minutes of the PLANNING COMMITTEE meeting held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, on Monday 9<sup>th</sup> September 2019 at 7.01pm.

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**Present:**

**Committee Members**

Cllr Bonin	Present (arrived 7.18pm)	Cllr Michaelides	Present
Cllr Busvine OBE	Apologies	Cllr Morris Brown	Apologies
Cllr Camp - Chairman	Apologies	Cllr Mrs Parry	Present (left 7.17pm)
Cllr Canet	Present	Cllr Parry	Present
Cllr Clayton	Present	Cllr Piper – Vice Chairman	Present
Cllr Eyre	Present	Cllr Raikes	Present
Cllr Granville-Baxter	Present	Cllr Shea	Present (arrived 7.04pm)
Cllr Hogarth	Present	Cllr Waite	Present (arrived 7.16pm)

**Also in attendance:**

Town Clerk

Planning Assistant

**PUBLIC QUESTION TIME**

None

**255 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**256 DECLARATIONS OF INTEREST**

None

**257 DECLARATIONS OF LOBBYING**

None

**258 MINUTES**

The Committee received the minutes of the Planning Committee meeting held on 27<sup>th</sup> August 2019.

**RESOLVED:** That the minutes be approved and signed.

**259 PROPOSED NEW WATER MAIN FOR SEVENOAKS: ANNOUNCEMENT OF ROUTE**

(a) The Committee received and noted invitations from South East Water to the following events on Thursday 12<sup>th</sup> September 2019, at which the preferred route for the new water main would be announced:

- Briefing Session at Donnington Manor Hotel (11am – 2pm)
- Public Exhibition Session at St Nicholas Church Undercroft (4pm – 7pm)

(b) It was noted that the above invitations had been previously circulated to Councillors via email.

- The following Councillors had places booked to attend the Briefing Session at Donnington Manor Hotel:

Cllr Bonin  
Cllr Dr Canet  
Cllr Clayton  
Cllr Mrs Parry  
Cllr Parry

- Some Members had already indicated that they would be attending the Public Exhibition Session at St Nicholas Church in the evening.

## 260 11<sup>TH</sup> RAIL SUMMIT

(a) The Committee received and noted the invitation from Kent County Council to attend the 11<sup>th</sup> Rail Summit:

Date: Tuesday 15<sup>th</sup> October 2019  
Time: 18.00  
Venue: The Council Chamber, County Hall, Maidstone ME14 1QX

(b) The following Councillors were nominated to attend:

Cllr Dr Canet  
Cllr Clayton – Also as Chairman of Sevenoaks Rail Travellers' Association (SRTA)  
Cllr Parry

Informative: It was requested that members attending the Summit raise the issue of whether local tunnels, including Polhill, have the capacity to cope with the increased rail traffic that will result from population growth associated with projected housing development. To report back to Committee.

## 261 PLANNING APPLICATIONS

- No members of the public had registered to speak on individual planning applications.
- The meeting was reconvened and the Committee considered planning applications received during the two weeks ending 3rd September 2019. **It was RESOLVED that** the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

## 262 PRESS RELEASES

None.

Finished: 7:37pm

Signed .....

Chairman

Dated .....



## Planning Applications Considered

Applications considered on 9-9-19

<b>1</b>	<i>Plan Number</i> 18/02882/LBCALT	<i>Planning officer</i> Mr M Mirams 11-09-2019	<i>Town Councillor</i> Cllr Bonin	<i>Agent</i> Mr R Sonnex 455066
<i>Applicant</i> RHF Developments Ltd		<i>House Name</i>	<i>Road</i> 48 High Street	<i>Locality</i> Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 22/08/19

**Change of use from redundant offices and a flat to create 3 flats.**

**18/02882/LBCALT - Amended plan**

**Amended plans.**

**18/02882/LBCALT - Amended plan**

**Amended drawings, including the conversion of the outbuilding. Amended description.**

**Amended proposal description:**

**Change of use from redundant offices, flat and outbuilding to provide four flats.**

**Sevenoaks Town Council recommended approval, subject to the Planning Officer being satisfied that the potential for overlooking windows has been appropriately addressed.**

<b>2</b>	<i>Plan Number</i> 19/01928/HOUSE	<i>Planning officer</i> Alexis Stanyer 13-09-2019	<i>Town Councillor</i> Cllr Michaelides	<i>Agent</i> N/A
<i>Applicant</i> Mr C Strivens		<i>House Name</i>	<i>Road</i> 13A St Botolphs Road	<i>Locality</i> Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 23/08/19

**Installation of a Velux roof window and the construction of a small retaining wall with iron fencing to match the existing so as to form a courtyard to the front of the property.**

**Sevenoaks Town Council recommended approval.**

<b>3</b>	<i>Plan Number</i> 19/02232/LBCALT	<i>Planning officer</i> Emma Gore 14-09-2019	<i>Town Councillor</i> Cllr Bonin	<i>Agent</i> Mrs Wherry 467152
<i>Applicant</i> National Trust		<i>House Name</i> Knole House	<i>Road</i> Knole Lane	<i>Locality</i> Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 28/08/19

**Installation of a platform lift.**

**Sevenoaks Town Council recommended approval.**

## Planning Applications Considered

Applications considered on 9-9-19

<b>4</b>	<i>Plan Number</i> 19/02255/FUL	<i>Planning officer</i> Rebecca Fellows 14-09-2019	<i>Town Councillor</i> Cllr Michaelides	<i>Agent</i> Mr Woolston 01787 4775
<i>Applicant</i> RBS Group		<i>House Name</i> National Westminster Bank	<i>Road</i> 67 High Street	<i>Locality</i> Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 27/08/19
<b>Proposed replacement of four defective air conditioning condenser units to be located on the flat roof to the rear of the building.</b>				

**Sevenoaks Town Council recommended approval.**

<b>5</b>	<i>Plan Number</i> 19/02381/CONVAR	<i>Planning officer</i> Emma Gore 12-09-2019	<i>Town Councillor</i> Cllr Bonin	<i>Agent</i> Mrs Austin 07866 962268
<i>Applicant</i> Mr & Mrs Alteirac		<i>House Name</i>	<i>Road</i> 48 St Botolphs Road	<i>Locality</i> Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 22/08/19
<b>Variation of condition 4 of 18/03631/HOUSE to two storey side and rear extension, alteration to loft area to residence with amendment to materials.</b>				

**Sevenoaks Town Council recommended approval.**

<b>6</b>	<i>Plan Number</i> 19/02402/FUL	<i>Planning officer</i> Rebecca Fellows 12-09-2019	<i>Town Councillor</i> Cllr Piper	<i>Agent</i> Mr Beardall 01159 41052
<i>Applicant</i> Mr J Mercer		<i>House Name</i> Garnetts	<i>Road</i> Grassy Lane	<i>Locality</i> Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 22/08/19
<b>Sub-division of existing curtilage and erection of one detached dwelling.</b>				

**Sevenoaks Town Council recommended approval.**

**Informatives:**

**With regards to the protection of the pond, Sevenoaks Town Council requests that every effort be made to preserve the environment and wildlife, including the maintenance of both the habitat and the utility of the run-off during construction.**

**Sevenoaks Town Council also requests that TPOs be applied to those trees which add to the street scene.**

## Planning Applications Considered

Applications considered on 9-9-19

<b>7</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02417/HOUSE	Alexis Stanyer 12-09-2019	Cllr Granville-Baxter	Mr Sterling 01474 247787
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr D Cudmore		Eagle House	Bradbourne Vale Road	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				22/08/19
<b>Conversion of garage into a gym.</b>				

**Sevenoaks Town Council recommended approval.**

<b>8</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02419/FUL	Emma Gore 18-09-2019	Cllr Hogarth	Mr Garland 01892 724542
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Miss L Whitson			6 Bradbourne Park Road	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				30/08/19
<b>Demolition of existing dwelling and construction of a pair of semi-detached houses including external works and landscaping.</b>				

**Sevenoaks Town Council recommended approval.**

**Informative:**

**The Committee received and noted a previously circulated written statement supplied by the applicant.**

<b>9</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02425/HOUSE	S Simmons 14-09-2019	Cllr Piper	Mrs S Marshall 848795
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
M Storey			8 Middlings Rise	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				28/08/19
<b>Side extension at ground floor level, conversion of double garage to a single garage, create new utility, new steps and wall and alterations to fenestration.</b>				

**Sevenoaks Town Council recommended approval.**

<b>10</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02427/FUL	Ray Hill 13-09-2019	Cllr Eyre	Mr Holloway 01892 77064
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr D Whitelock			90 Weald Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				23/08/19
<b>The erection of a ground floor extension to rear of existing ground floor flat.</b>				

**Sevenoaks Town Council recommended approval.**

## Planning Applications Considered

Applications considered on 9-9-19

<b>11</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02440/HOUSE	Alexis Stanyer 20-09-2019	Cllr Eyre	Open Architecture 77958
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs A Jones		Top Hill	Oak Lane	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				03/09/19
<b>Proposed two storey rear extension and single storey rear and side extension. Demolition of rear canopy.</b>				

**Sevenoaks Town Council recommended approval.**

<b>12</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02448/HOUSE	Ray Hill 17-09-2019	Cllr Eyre	Offset Architects 753333
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr Zapico & Ms Webb			4 Bramble Lane	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				28/08/19
<b>Infill extension to the front of the property, single storey extension to the rear with roof lanterns, roof conversion with proposed dormers and rooflights, erection of flat roof dormer to rear of garage and alterations to fenestration.</b>				

**Sevenoaks Town Council recommended approval.**

<b>13</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02455/HOUSE	S Simmons 18-09-2019	Cllr Waite	Mr B Best 455029
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs C Torrance			26 Kennedy Gardens	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				29/08/19
<b>Single storey rear/side extension with rooflights.</b>				

**Sevenoaks Town Council recommended approval.**

## Sevenoaks Town Council Planning Minutes 2019 09 23

Minutes of the PLANNING COMMITTEE meeting held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, on Monday 23<sup>rd</sup> September 2019 at 7.04pm.

**Present:****Committee Members**

Cllr Bonin	Present	Cllr Michaelides	Present
Cllr Busvine OBE	Apologies	Cllr Morris Brown	Apologies
Cllr Camp - Chairman	Apologies	Cllr Mrs Parry	Apologies
Cllr Canet	Present	Cllr Parry	Present - Arrived 7.55pm
Cllr Clayton	Present	Cllr Piper – Vice Chairman	Present
Cllr Eyre	Apologies	Cllr Raikes	Present
Cllr Granville-Baxter	Present	Cllr Shea	Present
Cllr Hogarth	Present - Arrived 7.13pm	Cllr Waite	Present - Arrived 7.25pm

**Also in attendance:**

Deputy Town Clerk  
 Planning Assistant  
 1 Member of the Public

**PUBLIC QUESTION TIME**

None

**287 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**288 DECLARATIONS OF INTEREST**

Councillor Raikes declared a non-pecuniary interest in the following application:

[Plan no. 2] 19/02271/HOUSE: Jacaranda, 25A Woodside Road

**289 DECLARATIONS OF LOBBYING**

Councillor Bonin declared that he been lobbied on the following application:

[Plan. No. 5] 19/02503/ADV: The Former Mulberry Day Therapy Centre, Emily Jackson Close

**290 MINUTES**

The Committee received the minutes of the Planning Committee meeting held on 9<sup>th</sup> September 2019.

**RESOLVED:** That the minutes be approved and signed.

**291 SEVENOAKS DISTRICT LOCAL PLAN: INFRASTRUCTURE DELIVERY PLAN (IDP) MARCH 2019**

The Committee received Sevenoaks Town Council's comments on the (previously distributed) March 2019 edition of the District Council's Infrastructure Delivery Plan (IDP).

It was noted that the table of comments identified discrepancies between the content of the IDP and the aims and policies of Sevenoaks Town Council's draft Neighbourhood Development Plan (NDP).

Concern was expressed that the IDP focused too narrowly on "hard" infrastructure, such as highways and transport and lacked detail on "soft" infrastructure, such as community facilities and Blue Green Infrastructure. It was reported that Sevenoaks Town Council was adopting a strong stance in favour of expanding the scope of the IDP, given that it would form part of the consideration for future Community Infrastructure Levy (CIL) funding bids.

The Chairman therefore invited further comment and debate from members. The following issues were raised on the points contained in the table of comments:

Point 1: Consultation

It was noted that the Town Council had only been made aware of the IDP relatively recently and that town and parish councils were yet to be formally consulted on the document.

Point 2: Provision for Education

Given the additional provision necessitated by the building of up to 1,287 new dwellings, members emphasised the need for primary school places within walking distance, negating the need to travel by car or public transport. It was recognised that not all of these would necessarily be located within the proposed Tarmac Site, given that it is situated on the edge of the Parish.

The Committee was disappointed to note that the IDP fails to suggest a remedy for inadequate secondary school capacity, in particular for boys. It was also observed that it was unsustainable for around 1,000 pupils to continue to travel to Tonbridge and beyond.

With regards to Further Education, it was anticipated that provision might be established within the proposed Cultural Quarter for Sevenoaks.

Point 3: Cycle Routes

There was a consensus among members that the cycle and pedestrian route linking the Vestry Estate with Dunton Green (put forward by the Northern Sevenoaks Masterplan) should also be included in the IDP.

In addition, it was agreed that the overall network of walking and cycling routes needed comprehensive revision to improve connectivity. To this effect, the Committee regretted the continued lack of alternative points of access to the Wildlife Reserve.

Point 4: Youth Services Facilities

The Committee expressed disappointment at the lack of commitment from Kent County Council to Youth Services in the Town, noting that resources were being concentrated mainly in other areas of the District.

It was hoped that new facilities would be provided in the North (as well as the centre) of the town, given projected housing development in that area.

Point 5: Blue Green Infrastructure

Members agreed that additional allotment provision for Bradbourne Vale Road should be included, provided there was no detrimental effect on the facilities of Bradbourne Riding Centre.

## Sevenoaks Town Council Planning Minutes 2019 09 23

The following concerns were also raised:

Rail Capacity

It was suggested that the building of up to 1,287 new dwellings would increase the number of people commuting to London by around 800. However, the IDP makes no provision for this, despite the information being available in the Kent Route Study.

It was hoped that improvements to Bat and Ball Station and improved connections to London Victoria via Otford would help spread the capacity away from Sevenoaks mainline.

However, it was recognised that, even with improved public transport and cycling/walking routes, there would still be a need for increased commuter parking.

GP Provision

The need for additional GP practices was emphasised.

Access to the Tarmac Site

Given that Bat and Ball Junction is already severely over-congested, concerns were raised regarding the fact that there is currently only one route of access to the Tarmac Site. It was agreed that a Transport Review was essential to enable the development to be delivered on time.

292 YEARS ONE AND TWO FORWARD PLANNED WORKS PROGRAMME (2019/20 – 2020/21)

- (a) The Committee received and noted the email received from Technical Support Officer Abbie Mitchell at Kent Highways (5<sup>th</sup> September 2019) regarding the Forward Planned Works Programme for 2019/20 and 2020/21.
- (b) The Committee received and noted a copy of the August 2019 issue of the Programme, which includes details for Sevenoaks District on pages 41-45 (pages 53-57 of the agenda). Members observed that the Town seemed poorly represented, compared to other areas of the County.

**It was resolved that Sevenoaks Town Council would respond to Kent Highways, expressing its disappointment and to suggest that the following roads be put forward for repair:**

- Bayham Road
- Eardley Road
- Quakers' Hall Lane
- Wickenden Road (which notably forms part of the cycle route to both The Trinity School and Weald Of Kent Grammar Annexe).

The Committee also noted that Kent Highways offers a facility for reporting faults, via its website:

<https://webapps.kent.gov.uk/KCC.KHSFaultsGIS.Web.Sites.Public/ReportAFault.aspx>

*Informative: Sevenoaks Town Council would welcome any further suggestions of roads requiring repair from members the public.*

293 PLANNING APPLICATIONS

a) The meeting was adjourned to enable a member of the public to speak on the following application at the discretion of the Chairman:

[Plan. No. 5] 19/02503/ADV: The Former Mulberry Day Therapy Centre, Emily Jackson Close  
(AGAINST)

b) The meeting was reconvened and the Committee considered planning applications received during the two weeks ending 17<sup>th</sup> September 2019. **It was RESOLVED that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.**

294 PRESS RELEASES

None.

Finished: 8.15pm

Signed .....  
Chairman

Dated .....



## Sevenoaks Town Council Planning Minutes 2019 09 23

## Planning Applications Considered

Applications considered on 23-9-19

<b>1</b>	<i>Plan Number</i> 19/01668/HOUSE	<i>Planning officer</i> Holly Pockett 01-10-2019	<i>Town Councillor</i> Cllr Hogarth	<i>Agent</i> Mr S Harding 222240
<i>Applicant</i> Mr & Mrs Vickery		<i>House Name</i> Lundy	<i>Road</i> 23 Vine Avenue	<i>Locality</i> St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 11/09/19

**Construction of a rear terrace that will be more than 300mm above the external ground level.**

**Amended plan (for information only) received from SDC on 09-09-2019:**

**Additional plans to show existing terrace layout.**

**19/01668/HOUSE - Amended plan**

**Amended plans to show the terrace being reduced in size from 6 metres to 4 metres.**

**Sevenoaks Town Council recommended approval.**

<b>2</b>	<i>Plan Number</i> 19/02271/HOUSE	<i>Planning officer</i> Ray Hill 30-09-2019	<i>Town Councillor</i> Cllr Hogarth	<i>Agent</i> Mrs Austin 07866 962268
<i>Applicant</i> Mr & Mrs Beck		<i>House Name</i> Jacaranda	<i>Road</i> 25A Woodside Road	<i>Locality</i> St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 09/09/19

**Internal garage alteration, demolition of existing shed, new rear shed and alteration to roof and fenestration.**

**Sevenoaks Town Council recommended approval.**

<b>3</b>	<i>Plan Number</i> 19/02490/HOUSE	<i>Planning officer</i> S Simmons 25-09-2019	<i>Town Councillor</i> Cllr Piper	<i>Agent</i> Mr D Dennis 240140
<i>Applicant</i> Mr & Mrs Heath		<i>House Name</i>	<i>Road</i> 8 Chichester Drive	<i>Locality</i> Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 05/09/19

**Demolition of garage, rear bay window and chimney, erection of a two storey extension, single storey ground floor extension at rear with roof-lights, two storey extension at front, new open porch at front, roof alterations and widening of existing vehicle access.**

**Sevenoaks Town Council recommended approval.**

## Sevenoaks Town Council Planning Minutes 2019 09 23

## Planning Applications Considered

Applications considered on 23-9-19

<b>4</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02491/HOUSE	Rebecca Fellows 26-09-2019	Cllr Dr Canet	Mrs Welding 01942 7227
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr J Millar			30 Seal Road	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				09/09/19

**Loft conversion with a rear dormer, roof lights to the front elevation and new chimney.**

**Sevenoaks Town Council recommended approval.**

<b>5</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02503/ADV	S Simmons 27-09-2019	Cllr Bonin	N/A
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs M Richardson		The Former Mulberry Day Ther	Emily Jackson Close	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				09/09/19

**Advertisement signage x 4.**

**Sevenoaks Town Council recommended refusal, on the grounds that the scale of the signage at the entrance to Emily Jackson Close would have a detrimental impact on the character of the Conservation Area and would be intrusive to neighbouring properties, adversely affecting their amenity.**

**The Town Council also expressed concern about the proposed lighting and the negative impact this would have on the amenity of surrounding properties and the light pollution it would create.**

<b>6</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02505/CONVAR	Alexis Stanyer 24-09-2019	Cllr Granville-Baxter	Mr D Burr 742200
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs E Gray			9 Lake View Road	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				05/09/19

**Variation of condition 2 of 18/01505/HOUSE to erect a two storey side and rear extension, single storey rear extension with roof lights, a front porch and alterations to the elevational finishes to all elevations with amendment materials and drawings.**

**Sevenoaks Town Council recommended approval, provided the Planning Officer is satisfied that the amended materials on the elevational finishes are in keeping with guidance contained in the Residential Character Area Assessment SPD.**

**Informative: Sevenoaks Town Council would prefer the rendering to be light in colour, preferably white, and remain so in perpetuity.**

## Sevenoaks Town Council Planning Minutes 2019 09 23

## Planning Applications Considered

Applications considered on 23-9-19

<b>7</b>	<i>Plan Number</i> 19/02517/HOUSE	<i>Planning officer</i> R Fellows 27-09-2019	<i>Town Councillor</i> Cllr Eyre	<i>Agent</i> Mr Montgomerie 0782469
<i>Applicant</i> Mr A McLennan		<i>House Name</i> Terracotta	<i>Road</i> Brittains Lane	<i>Locality</i> Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 09/09/19
<b>Proposed single storey rear extension to existing dwelling house.</b>				

**Comment not yet received from Councillor. Awaiting Chairman's Action.**

<b>8</b>	<i>Plan Number</i> 19/02523/HOUSE	<i>Planning officer</i> S Simmons 26-09-2019	<i>Town Councillor</i> Cllr Shea	<i>Agent</i> Mr Mills 07525 863029
<i>Applicant</i> Ms R Hurrell		<i>House Name</i>	<i>Road</i> 62 Greatness Lane	<i>Locality</i> Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 09/09/19
<b>Construction of a new full width single storey rear extension with rooflights.</b>				

**Sevenoaks Town Council recommended approval, subject to the Planning Officer being satisfied that there will be no loss of light to the adjoining property and the flat roof being composed of sustainable, well-insulated materials.**

<b>9</b>	<i>Plan Number</i> 19/02535/HOUSE	<i>Planning officer</i> Rebecca Fellows 26-09-2019	<i>Town Councillor</i> Cllr Eyre	<i>Agent</i> Mr Woodhams 07763 463
<i>Applicant</i> Mr & Mrs Shaffie		<i>House Name</i> Colne House	<i>Road</i> 89 Kippington Road	<i>Locality</i> Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 09/09/19
<b>Proposed new roof over garage with new dormer windows and annexe.</b>				

**Comments not yet received from Councillor. Awaiting Chairman's Action.**

<b>10</b>	<i>Plan Number</i> 19/02543/HOUSE	<i>Planning officer</i> Holly Pockett 27-09-2019	<i>Town Councillor</i> Cllr Clayton	<i>Agent</i> Mr Sarkis 01689 876156
<i>Applicant</i> Mr & Mrs J Bennett		<i>House Name</i>	<i>Road</i> 52 Quakers Hall Lane	<i>Locality</i> Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 09/09/19
<b>Front porch.</b>				

**Sevenoaks Town Council recommended approval.**

## Sevenoaks Town Council Planning Minutes 2019 09 23

## Planning Applications Considered

Applications considered on 23-9-19

<b>11</b>	<i>Plan Number</i> 19/02547/MMA	<i>Planning officer</i> Mr M Mirams 30-09-2019	<i>Town Councillor</i> Cllr Michaelides	<i>Agent</i> Mrs Todman 01225 8274
	<i>Applicant</i> Mr S Pettyfer	<i>House Name</i> Lancaster Motors	<i>Road</i> 92 London Road	<i>Locality</i> Town
	<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 09/09/19

**Minor material amendment to 18/03327/FUL**

**Sevenoaks Town Council recommended approval.**

<b>12</b>	<i>Plan Number</i> 19/02548/HOUSE	<i>Planning officer</i> R Fellows 01-10-2019	<i>Town Councillor</i> Cllr Clayton	<i>Agent</i> Mr S Wilson 01622 29631
	<i>Applicant</i> Mr D Smethurst	<i>House Name</i>	<i>Road</i> 36 Wickenden Road	<i>Locality</i> Eastern
	<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 12/09/19

**Proposed two storey side extension.**

**Sevenoaks Town Council notes that this extension respects the rooflines of the area (as recommended in the Residential Character Area Assessment) and is set back slightly to maintain the character of the street scene. It does not overlook neighbouring properties. Sevenoaks Town Council therefore recommends approval.**

<b>13</b>	<i>Plan Number</i> 19/02595/HOUSE	<i>Planning officer</i> S Simmons 04-10-2019	<i>Town Councillor</i> Cllr Piper	<i>Agent</i> Mrs Austin 07866 962268
	<i>Applicant</i> Mr Raman & Ms Varma	<i>House Name</i>	<i>Road</i> 42 The Middlings	<i>Locality</i> Kippington
	<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 16/09/19

**Double storey side and single storey rear extensions. New porch roof.**

**Sevenoaks Town Council recommended approval.**

## Sevenoaks Town Council Planning Minutes 2019 10 07

Minutes of the PLANNING COMMITTEE meeting held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, on Monday 7<sup>th</sup> October 2019 at 7.02pm.

**Present:****Committee Members**

Cllr Bonin	<b>Present</b>	Cllr Michaelides	<b>Apologies</b>
Cllr Busvine OBE	<b>Present - Arrived 7.19pm</b>	Cllr Morris Brown	<b>Apologies</b>
Cllr Camp - <b>Chairman</b>	<b>Present</b>	Cllr Mrs Parry	<b>Apologies</b>
Cllr Canet	<b>Present</b>	Cllr Parry	<b>Present</b>
Cllr Clayton	<b>Present</b>	Cllr Piper – <b>Vice Chairman</b>	<b>Present</b>
Cllr Eyre	<b>Apologies</b>	Cllr Raikes	<b>Present</b>
Cllr Granville-Baxter	<b>Present</b>	Cllr Shea	<b>Present - Arrived 7.18pm</b>
Cllr Hogarth	<b>Present - Arrived 7.44pm</b>	Cllr Waite	<b>Present - Arrived 7.10pm</b>

**Also in attendance:**

Deputy Town Clerk  
 Planning Committee Clerk  
 Planning Assistant  
 5 Members of the Public

**PUBLIC QUESTION TIME**

None

**309 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**310 DECLARATIONS OF INTEREST**

Councillors Raikes and Waite declared a non-pecuniary interest in the following application:

[Plan no. 2]      19/02055/FUL: 24 Wildernesse Mount

Councillor Busvine declared a non-pecuniary interest in the following application:

[Plan no. 7]      19/02633/FUL: 3 Clarendon Road

**311 DECLARATIONS OF LOBBYING**

Councillors Hogarth and Raikes declared that they had been lobbied on the following site:

[Plan no. 2]      19/02055/FUL: 24 Wildernesse Mount

INFORMATIVE: Councillor Hogarth did not arrive at the meeting until after discussion and voting on this application had finished.

Councillor Bonin declared that he had been lobbied (in favour of) the following application:

[Plan no. 7]      19/02633/FUL: 3 Clarendon Road

## Sevenoaks Town Council Planning Minutes 2019 10 07

312 MINUTES

The Committee received the minutes of the Planning Committee meeting held on 23<sup>rd</sup> September 2019.

**RESOLVED:** That the minutes be approved and signed.

313 PLANNING APPEALS

(a) The Committee received notice of the submission of the following appeal:

APP/G2245/D/19/3235455: 19/00853/HOUSE – 61 The Moor Road

*Sevenoaks Town Council recommended approval for this application at Planning Committee on 23<sup>rd</sup> April 2019.*

(b) The Committee noted that the following appeal had been allowed and partial costs awarded:

APP/G2245/W/19/3231676: 18/03443/FUL – Site Of 166 High Street

- i. The Committee noted that Sevenoaks Town Council had recommended refusal for this application under Chairman's Action on 27<sup>th</sup> November 2018, on the following grounds:
  - *The proposal would have a detrimental impact on the privacy and amenity of neighbouring properties, due to increased noise, light disturbance and overlooking.*
  - *The proposal would have a detrimental impact on congestion, especially given the proximity to Pembroke Road junction.*
- ii. The Committee received and noted the following associated documents:
  - a. Email dated 25<sup>th</sup> September 2019 from Sean Mitchell, Principal Planning Officer at Sevenoaks District Council.
  - b. Appeal Decision Notice
  - c. Costs Decision Notice

## INFORMATIVES:

- The Committee regretted that very real concerns over highway safety had not been upheld and questioned the quality and depth of research conducted. Members also continued to express concern over the loss of capacity that would result at Pembroke Road junction, especially given the costly work which had previously been undertaken to increase capacity in order to accommodate the new multi-storey car park at Buckhurst.
- Given that that the permission is for temporary 3-year use as a car park, and that a renewal of the application might be submitted in future, it was suggested that more concrete evidence could be compiled in the interim, for example through conducting traffic surveys on site, as opposed to relying on remote/desktop studies.

## Sevenoaks Town Council Planning Minutes 2019 10 07

314 INVITATION TO DISCOVER GATWICK

(a) The Committee received and noted a further invitation from Community Engagement at Gatwick Airport to “behind the scenes” events on the following dates:

- Tuesday 22<sup>nd</sup> October 2019
- Thursday 28<sup>th</sup> November 2019

(b) It was noted that Gatwick were holding three places for Sevenoaks Town Councillors as requested earlier in the year, with the following being given priority [Minute no. 98].

- Cllr Camp
- Cllr Parry
- Cllr Mrs Parry

(c) The following Members were nominated to attend:

Tuesday 22 <sup>nd</sup> October 2019:	Cllr Parry
Thursday 28 <sup>th</sup> November 2019:	Cllr Camp and Cllr Granville Baxter

INFORMATIVE: Since the meeting took place, Gatwick have informed the Town Council that they are unable to accommodate Councillors on Thursday 28<sup>th</sup> November and have offered places on 22<sup>nd</sup> October instead.

315 PLANNING APPLICATIONS

(a) The Committee received and noted comments made on applications considered under Chairman’s Action, submitted to Sevenoaks District Council.

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

[Plan no. 2]	24 Wildernesse Mount - Against
[Plan no. 2]	24 Wildernesse Mount - For

(c) The meeting was reconvened and the Committee considered planning applications received during the two weeks ending 1<sup>st</sup> October 2019. **It was RESOLVED that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.**

316 PRESS RELEASES

None.

Finished: 8.18pm

Signed .....

Chairman

Dated .....

## Sevenoaks Town Council Planning Minutes 2019 10 07

# Planning Applications Considered

Applications considered on 7-10-19

<b>1</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	18/02881/FUL	Mr M Mirams 08-10-2019	Cllr Bonin	Mr R Sonnex 455066
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
RHF Developments Ltd			48 High Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				18/09/19

**Change of use from redundant offices and a flat to create 3 flats.**

**18/02881/FUL - Amended plan:**

**Revised plans and additional supporting documents to provide more details of all works proposed.**

**Amended proposal description:**

**Change of use from redundant offices, flat and outbuilding to provide four flats.**

**Sevenoaks Town Council recommended approval, subject to the Planning Officer being satisfied that there is no issue with overlooking between flats.**

<b>2</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02055/FUL	Sean Mitchell 08-10-2019	Cllr Waite	Mrs Yamak-Laity 452200
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
D.B. Design & Build Ltd			24 Wildernesse Mount	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				19/09/19

**Demolition of existing property and construction of two detached dwellings with associated parking and access.**

**19/02055/FUL - Amended plan:**

**Amended information received:**

- Amended elevations, siting/height of new dwellings
- Plot 2 reduced to 3 bed
- Revised Design & Access Statement

**Sevenoaks Town Council recommended approval, subject to:**

**-The Planning Officer being satisfied that neither Plot 1 nor Plot 2 adversely affects the residential amenity of the neighbouring properties No. 22 and No. 26.**

**-The Planning Officer being satisfied that the proposal respects guidance contained in the Residential Character Area Assessment SPD, in terms of materials used, boundary treatment and planting/soft landscaping.**

**-Appropriate boundary treatment on all sides to protect the privacy of neighbouring properties, especially between Plot 1 and No. 26 and Plot 2 and No. 22.**

**-The application of TPOs where necessary, for example in the front garden.**

**-The removal of Permitted Development Rights for both Plots 1 and 2.**



## Sevenoaks Town Council Planning Minutes 2019 10 07

## Planning Applications Considered

Applications considered on 7-10-19

<b>3</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02100/HOUSE	Rebecca Fellows 16-10-2019	Cllr Piper	N/A
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr S Millington		Bankside	114 Oakhill Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				27/09/19

**Alteration and modernisation of existing dwelling - including single storey rear extension and first floor extensions to front and back.**

**19/02100/HOUSE - Amended plan:**

**Amendment to the internal layout and introduction of obscure glazing to the proposed first-floor windows on front elevation.**

**Sevenoaks Town Council recommended approval.**

<b>4</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02204/HOUSE	Alexis Stanyer 10-10-2019	Cllr Waite	David Burr 742200
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs Landale-Down			16 Cobden Road	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				24/09/19

**Convert the roof void with a rear dormer and two conservation roof lights to the front roof slope.**

**19/02204/HOUSE - Amended plan:**

**The applicant has submitted revised plans to reduce the size of the proposed dormer in response to the initial feedback received from the Town Council.**

**Sevenoaks Town Council recommended approval.**

<b>5</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02574/HOUSE	Alexis Stanyer 09-10-2019	Cllr Bonin	Miss Di Brigida 366223
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Neale		Uplands House	The Vine	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				19/09/19

**Proposed refurbishment and extension of Uplands House, including single and two storey extensions to the south west corner, remodelling of double garage to form storage and BBQ area and associated landscaping.**

**Sevenoaks Town Council recommended approval, subject to the Conservation Officer being satisfied with the plans and materials.**

## Sevenoaks Town Council Planning Minutes 2019 10 07

## Planning Applications Considered

Applications considered on 7-10-19

<b>6</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02586/HOUSE	S Simmons 14-10-2019	Cllr Waite	Mr B Best 455029
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs S Sabin			5 Cobden Road	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				25/09/19
<b>Rear facing dormer window, 2 no. front facing rooflights and alterations to fenestration.</b>				

**Sevenoaks Town Council recommended approval.**

<b>7</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02633/FUL	Emma Gore 14-10-2019	Cllr Bonin	Mr Blunt 01233 713870
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Macdonald			3 Clarendon Road	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				25/09/19
<b>Proposed replacement detached dwelling, store, retaining wall and widening existing access.</b>				

**Sevenoaks Town Council recommended approval, subject to the Conservation Officer being satisfied with the plans and materials.**

**Informative: Cllr Busvine did not take part in the debate and abstained from voting.**

<b>8</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02660/CONVAR	Rebecca Fellows 11-10-2019	Cllr Eyre	Mr Rayner 01622 851218
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
QW Development 4 Ltd			79 Weald Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				24/09/19

**Variation of condition 4 (hard and soft landscaping) of application 17/00998/FUL for a detached dwelling and a new access. Demolition of 4 outbuilding with amendment to change the porous asphalt to porous silver tegular block paving.**

**Sevenoaks Town Council recommended approval.**

## Sevenoaks Town Council Planning Minutes 2019 10 07

## Planning Applications Considered

Applications considered on 7-10-19

<b>9</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02671/HOUSE	Alexis Stanyer 11-10-2019	Cllr Camp	Mr D Dennis 240140
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Harris		Stamford Bungalow	67 St Johns Road	St Johns
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			24/09/19	
<b>Proposed new internal layout at ground floor; new external patio at rear; proposed first floor extension.</b>				

**Sevenoaks Town Council recommended approval, subject to the Planning Officer being satisfied that there will be no overshadowing or loss of privacy to the houses on either side.**

<b>10</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02673/FUL	Emma Gore 11-10-2019	Cllr Bonin	Mr Jenner 01689 820720
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs Cooke		Granville House, 7 Station Par	London Road	Town
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			24/09/19	
<b>Change of use from A1 to D2 Gym and Pilates studio, spin classes and the like, with A1 retained for retail sale of sports clothes and equipment, and A3 food and drink for small cafe associated with D2 use.</b>				

**Sevenoaks Town Council recommended approval.**

**Informative: Cllr Parry abstained from voting.**

<b>11</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02690/FUL	Alexis Stanyer 18-10-2019	Cllr Piper	Mr Alderman 452200
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs G Algar			15 Garth Road	Kippington
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			30/09/19	
<b>Demolition of existing dwelling and construction of a replacement dwelling, provision of additional vehicular access plus associated landscaping.</b>				

**Sevenoaks Town Council recommended approval.**

## Sevenoaks Town Council Planning Minutes 2019 10 07

## Planning Applications Considered

Applications considered on 7-10-19

<b>12</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02708/HOUSE	Alexis Stanyer 16-10-2019	Cllr Hogarth	Mr Rigby 07793 836977
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs M O'Hagan		Craig End	2 Kincaig Drive	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				27/09/19
<b>Proposed new garage and loft conversion including 5 dormers and internal changes to include garage conversion and alterations to fenestration.</b>				

**Sevenoaks Town Council recommended approval.**

<b>13</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02737/MMA	Alexis Stanyer 17-10-2019	Cllr Eyre	N/A
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs P West			12 Braeside Avenue	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				27/09/19
<b>Amendment to 19/01315/HOUSE.</b>				

**Sevenoaks Town Council recommended approval.**

<b>14</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02740/HOUSE	Holly Pockett 18-10-2019	Cllr Shea	Mr Sparrow 01322 28650
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr S Kimber			26 Robyns Way	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				30/09/19
<b>Single storey rear/side extension.</b>				

**Sevenoaks Town Council recommended approval.**

## Sevenoaks Town Council Planning Minutes 2019 10 21

Minutes of the PLANNING COMMITTEE meeting held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, on Monday 21<sup>st</sup> October 2019 at 7:00 pm.

**Present:****Committee Members**

Cllr Bonin	Present	Cllr Michaelides	Present
Cllr Busvine OBE	Apologies	Cllr Morris Brown	Apologies
Cllr Camp - Chairman	Present	Cllr Mrs Parry	Apologies
Cllr Canet	Present	Cllr Parry	Present
Cllr Clayton	Apologies	Cllr Piper – Vice Chairman	Present - Left 7.47pm
Cllr Eyre	Present	Cllr Raikes	Present - Arrived 7.05pm
Cllr Granville-Baxter	Present	Cllr Shea	Apologies
Cllr Hogarth	Apologies	Cllr Waite	Present - Arrived 7.25pm

**Also in attendance:**

Deputy Town Clerk  
 Planning Committee Clerk  
 Planning Assistant  
 1 Member of the Public

**PUBLIC QUESTION TIME**

None

**322 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**323 DECLARATIONS OF INTEREST**

Councillors Parry, Piper and Raikes declared a non-pecuniary interest in the following applications:

[Plan nos. 1 & 2]                    19/01943/HOUSE & 19/01944/LBCALT: Whyteladies, Wildernesse Avenue

Councillor Granville-Baxter declared a non-pecuniary interest in the following application:

[Plan no. 9]                        19/02775/HOUSE: 37 The Drive

Councillors Eyre and Raikes declared a non-pecuniary interest in the following applications:

[Plan nos. 16 & 17]                19/02842/HOUSE & 19/02843/LBCALT: Three Elms, 142 Kippington Road

**324 DECLARATIONS OF LOBBYING**

None

**325 MINUTES**

The Committee received the minutes of the Planning Committee meeting held on 7<sup>th</sup> October 2019. **It was resolved that** that the minutes be approved and signed.

326 PLANNING TRAINING SESSIONS AT SEVENOAKS DISTRICT COUNCIL

The Committee received and noted the (previously circulated) invitation from Sevenoaks District Council to a Planning Training Session for Town and Parish Councillors.

Date: Wednesday 20<sup>th</sup> November 2019  
 Time: 3.15pm – 5pm  
 Venue: Conference Room, Sevenoaks District Council

*INFORMATIVE: Councillor Granville-Baxter confirmed that she wished to attend.*

327 YEARS ONE AND TWO FORWARD PLANNED WORKS PROGRAMME (2019/20 – 2020/21)

The Committee received and noted email correspondence (September/October 2019) with Kent Highways regarding Members' concerns that Sevenoaks Town seemed under-represented in the Planned Works Schedule.

*INFORMATIVE: The Committee expressed disappointment that Kent Highways were unable to accord greater priority and resources to the Town.*

328 NEIGHBOURHOOD DEVELOPMENT PLAN (NDP): NEXT STEPS

The Committee received and noted the schedule for the next stages of the Neighbourhood Development Plan.

It was noted that the strategic policies of Sevenoaks Town Council's NDP must be in accordance with those of Sevenoaks District Council's emerging Local Plan, which has been undergoing an Examination process. However, Sevenoaks Town Council had that afternoon received notification from the District Council that the Planning Inspector had advised them to consider withdrawing the Local Plan from Examination and had cancelled the remainder of the Examination Hearings, due, primarily, to concerns around the evidence that the District Council had provided to confirm it had carried out its duty to cooperate with neighbouring Local Planning Authorities.

**It was resolved that** despite the likelihood of further delays to the Local Plan, Sevenoaks Town Council would continue to aspire to follow its schedule for the NDP, especially given that the policies and aims of the NDP will inform those of the Local Plan.

*INFORMATIVE: It was noted that the Planning Inspectorate had yet to supply a detailed report on its findings with regards to the Local Plan and that this would be circulated to Members, once received.*

329 PLANNING APPLICATIONS

(a) The Committee received and noted comments made on applications considered under Chairman's Action, submitted to Sevenoaks District Council.

(b) No members of the public had registered to speak on individual planning applications.

Sevenoaks Town Council Planning Minutes 2019 10 21

(c) The Committee considered planning applications received during the two weeks ending 15<sup>th</sup> October 2019. It was **RESOLVED that** the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

330 PRESS RELEASES

None.

Finished: 7. 55pm

Signed .....  
Chairman

Dated .....

## Sevenoaks Town Council Planning Minutes 2019 10 21

# Planning Applications Considered

Applications considered on 21-10-19

<b>1</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/01943/HOUSE	Alexis Stanyer 28-10-2019	Cllr Piper (OOW)	N/A
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr C Vanns		Whyteladies	Wilderness Avenue	Wilderness
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				08/10/19

**Repair/replacement of steel Crittall windows.**

**19/01943/HOUSE - Amended plan**

**The applicant has submitted more detailed information relating to the window repairs in response to initial feedback received from the Conservation Team.**

*Comment*

**Sevenoaks Town Council recommended approval.**

**INFORMATIVE: Given growing concerns over climate change, Sevenoaks Town Council would request that an appropriate environmentally-friendly and well-insulated window design be adopted where possible.**

<b>2</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/01944/LBCALT	Alexis Stanyer 28-10-2019	Cllr Piper (OOW)	N/A
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr C Vanns		Whyteladies	Wilderness Avenue	Wilderness
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				08/10/19

**Repair/replacement of steel Crittall windows.**

**19/01944/LBCALT - Amended plan**

**The applicant has submitted more detailed information relating to the window repairs in response to initial feedback received from the Conservation Team.**

*Comment*

**Sevenoaks Town Council recommended approval.**

**INFORMATIVE: Given growing concerns over climate change, Sevenoaks Town Council would request that an appropriate environmentally-friendly and well-insulated window design be adopted where possible.**



## Sevenoaks Town Council Planning Minutes 2019 10 21

## Planning Applications Considered

Applications considered on 21-10-19

<b>3</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02246/HOUSE	S Simmons 23-10-2019	Cllr Clayton	Mrs Morris 07903 356558
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Hunter			40 Wickenden Road	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				04/10/19
<p><b>Proposed porch and overhang added to existing garage and house. Single storey rear infill extension. Proposed hip to gable loft conversion with a box dormer to the rear and roof lights to the front. Alteration to fenestration.</b></p> <p><b>19/02246/HOUSE - Amended plan</b></p> <p><b>Proposed plans amended to show revised juliet balcony.</b></p>				

*Comment*

**Sevenoaks Town Council recommended approval, provided the Planning Officer is satisfied that:**

**-The removal of the hipped roof does not affect the street scene and the character of the area.**

**-The one full-length window does not overlook and impair the privacy of neighbouring gardens.**

**INFORMATIVES:**

**Cllr Granville-Baxter abstained from voting.**

**Cllr Parry was not present for the discussion and voting on this application and therefore abstained from voting.**

<b>4</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02594/FUL	Emma Gore 22-10-2019	Cllr Shea	Mr M Bush 740778
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr N Roberts		Land East Of	63 Robyns Way	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				02/10/19
<p><b>Erection of 3 bedroom detached dwelling to side of 63 with new garage and associated pathway and fencing with bin and cycle storage, private rear garden and associated landscaping.</b></p>				

*Comment*

**Sevenoaks Town Council recommended refusal, on the following grounds:**

**-Overdevelopment of the plot, which already has very little external space and off-street parking for one car only.**

**-The design, including the raising of the roofline, is detrimental to the cohesion of the area.**

**-The proposal does not comply with guidance contained in the Residential Character Area Assessment SPD.**

**INFORMATIVE: Cllr Raikes abstained from voting.**

## Sevenoaks Town Council Planning Minutes 2019 10 21

## Planning Applications Considered

Applications considered on 21-10-19

<b>5</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02747/FUL	Sean Mitchell 22-10-2019	Cllr Clayton	Offset Architects 453333
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr A Lane		Site Of	21 Bethel Road	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				02/10/19
<b>Demolition of five garages. Erection of one-storey dwelling with six roof lights and two solar panels. Forecourt reconfigured to create a new private garden and driveway.</b>				

*Comment*

**Sevenoaks Town Council recommended approval, provided that:**

**-Permitted Development Rights are withdrawn, so that no further additions to the roof are possible.**

**-The Planning Officer is satisfied that the new dwelling protects the character of the surrounding Conservation Area.**

<b>6</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02750/HOUSE	Emma Gore 01-11-2019	Cllr Bonin	Mr Garland 01892 724542
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Heinrich		Little Oak End	High Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				14/10/19
<b>Alterations to existing outbuilding to form a self-contained granny annexe and guest accommodation as ancillary use to existing dwelling.</b>				

*Comment*

**Sevenoaks Town Council recommended approval, subject to the Conservation Officer being satisfied with the plans and materials.**

<b>7</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02751/LBCALT	Emma Gore 01-11-2019	Cllr Bonin	Mr Garland 01892 724542
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Heinrich		Little Oak End	High Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				14/10/19
<b>Alterations to existing outbuilding to form a self-contained granny annexe and guest accommodation as ancillary use to existing dwelling.</b>				

*Comment*

**Sevenoaks Town Council recommended approval, subject to the Conservation Officer being satisfied with the plans and materials.**

## Sevenoaks Town Council Planning Minutes 2019 10 21

## Planning Applications Considered

Applications considered on 21-10-19

<b>8</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02763/HOUSE	Alexis Stanyer 22-10-2019	Cllr Piper (OOW)	Mr Hinkins 07736 732088
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr A Cain		Hillbury	Woodland Rise	Wilderness
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				04/10/19
<b>Proposed detached cart shed garage.</b>				

*Comment*

**Sevenoaks Town Council recommended approval.**

<b>9</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02775/HOUSE	S Simmons 29-10-2019	Cllr Michaelides	Mr N Edwards 366223
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs A Adams			37 The Drive	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				09/10/19
<b>Proposed two storey side extension with loft conversion including dormer window and single storey rear extension.</b>				

*Comment*

**Sevenoaks Town Council recommended refusal, on the following grounds:**

- Overdevelopment of the site.
- Excessive bulk and massing, with overshadowing of neighbouring property no. 39.
- Loss of privacy to no. 39 through overlooking.
- Over-prominence which is detrimental to the street scene.
- The proposal does not preserve or enhance The Vine Conservation Area.

**INFORMATIVE: Cllr Raikes abstained from voting.**

<b>10</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02778/HOUSE	S Simmons 28-10-2019	Cllr Dr Canet	N/A
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs S Wooders			15 Betenson Avenue	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				09/10/19
<b>Two storey rear extension along with modification and extension of front entrance with associated internal alterations.</b>				

*Comment*

**Sevenoaks Town Council recommended approval.**

**INFORMATIVE: Sevenoaks Town Council regrets the loss of the traditional style rounded front door.**

## Sevenoaks Town Council Planning Minutes 2019 10 21

# Planning Applications Considered

Applications considered on 21-10-19

<b>11</b>	<i>Plan Number</i> 19/02789/FUL	<i>Planning officer</i> Mark Mirams 29-10-2019	<i>Town Councillor</i> Cllr Michaelides	<i>Agent</i> Miss Woodall 01132 0447
<i>Applicant</i> Mr Mehra		<i>House Name</i>	<i>Road</i> 49 London Road	<i>Locality</i> Town
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 09/10/19	
<b>Erection of external wheelchair access ramp to the front elevation of the building.</b>				

*Comment*

**An initial motion to recommend refusal was proposed, seconded and lost at the vote.**

**Sevenoaks Town Council recommended approval, subject to the Conservation Officer being satisfied that the proposal minimises any negative impact on the listed building.**

<b>12</b>	<i>Plan Number</i> 19/02790/LBCALT	<i>Planning officer</i> Mark Mirams 29-10-2019	<i>Town Councillor</i> Cllr Michaelides	<i>Agent</i> Miss Woodall 01132 0447
<i>Applicant</i> Mr Mehra		<i>House Name</i>	<i>Road</i> 49 London Road	<i>Locality</i> Town
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 09/10/19	
<b>Erection of external wheelchair access ramp to the front elevation of the building.</b>				

*Comment*

**An initial motion to recommend refusal was proposed, seconded and lost at the vote.**

**Sevenoaks Town Council recommended approval, subject to the Conservation Officer being satisfied that the proposal minimises any negative impact on the listed building.**

<b>13</b>	<i>Plan Number</i> 19/02800/FUL	<i>Planning officer</i> Ray Hill 29-10-2019	<i>Town Councillor</i> Cllr Bonin	<i>Agent</i> Mr Alderman 01689 8363
<i>Applicant</i> Acorn Ltd		<i>House Name</i>	<i>Road</i> 68B High Street	<i>Locality</i> Town
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 09/10/19	
<b>Alterations to existing shopfront and associated advertisement consent.</b>				

*Comment*

**Sevenoaks Town Council recommended approval, subject to the Conservation Officer being satisfied with the plans and materials.**

**INFORMATIVE: Sevenoaks Town Council would request that the timer for the illumination be set so that it is switched off overnight.**

## Sevenoaks Town Council Planning Minutes 2019 10 21

## Planning Applications Considered

Applications considered on 21-10-19

<b>14</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02801/ADV	Ray Hill 29-10-2019	Cllr Bonin	Mr Alderman 01689 8363
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Acorn Ltd			68B High Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				09/10/19
<b>1 x externally illuminated fascia sign. 1 x non illuminated projecting sign.</b>				

*Comment*

**Sevenoaks Town Council recommended approval, subject to the Conservation Officer being satisfied with the plans and materials.**

**INFORMATIVE: Sevenoaks Town Council would request that the timer for the illumination be set so that it is switched off overnight.**

<b>15</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02841/HOUSE	S Simmons 01-11-2019	Cllr Eyre	Mr Payne 01622 663399
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Burgess			65 The Rise	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				14/10/19
<b>Erection of a rear conservatory.</b>				

*Comment*

**Sevenoaks Town Council recommended approval.**

<b>16</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02842/HOUSE	Alexis Stanyer 30-10-2019	Cllr Eyre	Mr Jarvis 01892 667488
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Winkett		Three Elms	142 Kippington Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				14/10/19
<b>Conversion of greenhouse/garden store to craft room with rooflights.</b>				

*Comment*

**Sevenoaks Town Council recommended approval.**

<b>17</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02843/LBCALT	Alexis Stanyer 31-10-2019	Cllr Eyre	Mr Jarvis 01892 667488
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Winkett		Three Elms	142 Kippington Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				14/10/19
<b>Conversion of greenhouse/garden store to craft room (with rooflights).</b>				

*Comment*

**Sevenoaks Town Council recommended approval.**

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Minutes of the PLANNING COMMITTEE meeting held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, on Monday 4<sup>th</sup> November 2019 at 7:00 pm.

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**Present:**

**Committee Members**

Cllr Bonin	Present	Cllr Michaelides	Present
Cllr Busvine OBE	Present	Cllr Morris Brown	Present
Cllr Camp - Chairman	Apologies	Cllr Mrs Parry	Apologies
Cllr Canet	Present	Cllr Parry	Arrived 7:07pm
Cllr Clayton	Present	Cllr Piper – Vice Chairman	Present (In the Chair)
Cllr Eyre	Present	Cllr Raikes	Present
Cllr Granville-Baxter	Present	Cllr Shea	Present
Cllr Hogarth	Arrived 7:20pm	Cllr Waite	Arrived 7:40pm

**Also in attendance:**

Town Clerk

Deputy Town Clerk

3 Members of the Public

**PUBLIC QUESTION TIME**

None

**331 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**332 DECLARATIONS OF INTEREST**

Cllrs Canet and Raikes declared an interest in item (7) Licensing Act, as members of Sevenoaks District Council's licensing board.

**333 DECLARATIONS OF LOBBYING**

Cllr Michaelides declared she had been lobbied in respect of application [6] 37 The Drive.

Cllr Bonin declared he had been lobbied in respect of application [2] The Former Mulberry Day Centre, Emily Jackson Close.

**334 MINUTES**

The Committee received the minutes of the Planning Committee meeting held on 21<sup>st</sup> October 2019.

**RESOLVED:** that the minutes be approved and signed.

**335 PLANNING TRAINING SESSIONS AT SEVENOAKS DISTRICT COUNCIL**

The Committee noted an additional date for planning training at Sevenoaks District Council, 4<sup>th</sup> December 2019 4:30pm – 6:00pm.

Cllr Michaelides requested she be booked to attend.

It was noted that all members who had previously asked to be booked into the other session had been booked in.

**336 LICENSING ACT 2003: POLICY REVIEW**

It was noted that Sevenoaks District Council was reviewing its Statement of Licensing Policy.

The Committee received and considered the Draft Statement

**RESOLVED:** That the item be deferred to the next Planning Meeting and members submit any comments or observations prior to the meeting.

**337 NEIGHBOURHOOD DEVELOPMENT PLAN (NDP): NEXT STEPS**

It was noted that an NDP Steering Committee meeting had taken place immediately prior to the Planning meeting where a presentation was given by the Town Council's consultants.

A pre consultation draft plan had been circulated to all members.

Comments were invited to be received by the Town Council no later than 12noon on 25<sup>th</sup> November 2019. To be sent to the [planning@sevenoakstown.gov.uk](mailto:planning@sevenoakstown.gov.uk) email address.

**338 PLANNING APPLICATIONS**

(a) The Committee received and noted comments made on applications considered under Chairman's Action, submitted to Sevenoaks District Council.

(b) The meeting was adjourned to enable a member of the public to address the Committee by prior arrangement on the following Planning Application:

**[6] 37 The Drive - FOR**

(c) The meeting was reconvened, and the Committee considered planning applications received during the two weeks ending 29<sup>th</sup> October 2019. It was **RESOLVED** that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

**339 PRESS RELEASES**

**RESOLVED:** That press releases be issued on the pre consultation draft of the Neighbourhood Development Plan and associated timescales.

Finished: 8:31pm

Signed .....

Chairman

Dated .....



## Planning Applications Considered

Applications considered on 4-11-19

<b>1</b>	<i>Plan Number</i> 19/01668/HOUSE	<i>Planning officer</i> Holly Pockett 08-11-2019	<i>Town Councillor</i> Cllr Hogarth	<i>Agent</i> Mr S Harding 222240
<i>Applicant</i> Mr & Mrs Vickery		<i>House Name</i> Lundy	<i>Road</i> 23 Vine Avenue	<i>Locality</i> St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 22/10/19

**Construction of a rear terrace that will be more than 300mm above the external ground level.**

**Amended plan (for information only) received from SDC on 09-09-2019:**

**Additional plans to show existing terrace layout.**

**19/01668/HOUSE - Amended plan**

**Amended plans to show the terrace being reduced in size from 6 metres to 4 metres.**

**19/01668/HOUSE - Amended plan**

**Amended plans indicating dimensions.**

*Comment*

**Sevenoaks Town Council recommended approval.**

<b>2</b>	<i>Plan Number</i> 19/02503/ADV	<i>Planning officer</i> S Simmons 13-11-2019	<i>Town Councillor</i> Cllr Bonin	<i>Agent</i> N/A
<i>Applicant</i> Mrs M Richardson		<i>House Name</i> The Former Mulberry Day Ther	<i>Road</i> Emily Jackson Close	<i>Locality</i> Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i> 28/10/19

**Advertisement signage x 4.**

**19/02503/ADV - Amended plan**

**Proposal has been amended. Two signs removed at entrance to close. Remaining two signs (one wall mounted and one free standing) to be non-illuminated. Updated location plan and elevation plan. Additional information on wall mounting.**

**Amended proposal description:**

**Advertisement signage x 2**

*Comment*

**Sevenoaks Town Council recommended refusal unless:**

- the conservation officer is satisfied with the size and placement of the signage
- The free standing sign does not exceed a height higher than the current signage for Emily Jackson Close. It was noted that while the dimensions of the sign were displayed on the plans, the height of the posts were not stated nor did the drawn height of the posts remain consistent between different planning drawings making it impossible to determine the actual planned total height of the sign.

**Informative: The Town Council requested that the arboricultural officer be consulted on the plans due to the proximity of the free standing sign to mature tree roots.**

## Planning Applications Considered

Applications considered on 4-11-19

<b>3</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02714/HOUSE	Holly Pockett 05-11-2019	Cllr Eyre	Mrs Austin 07866 962268
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Gada			46 Brattle Wood	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				16/10/19
<b>Demolition of existing porch. New porch with bedroom extension above. Bedroom extension above existing garage. Rear bedroom extension. Rear deck extension. Alterations to fenestration.</b>				

### Comment

Sevenoaks Town Council recommended approval subject to the Planning Officer being satisfied there will be no overlooking of neighbouring properties.

<b>4</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02715/HOUSE	Holly Pockett 05-11-2019	Cllr Eyre	Mrs Austin 07866 962268
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Gada			46 Brattle Wood	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				16/10/19
<b>Demolition of existing porch. New porch with bedroom extension above. Bedroom extension above existing garage. Rear bedroom extension. Rear deck extension. Alterations to fenestration. Erection of a privacy wall.</b>				

### Comment

Sevenoaks Town Council recommended approval subject to the Planning Officer being satisfied there will be no overlooking of neighbouring properties.

<b>5</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02746/HOUSE	Rebecca Fellows 08-11-2019	Cllr Piper	Mrs Austin 07866 962268
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Browning			29 Braeside Avenue	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				21/01/19
<b>First floor side and rear extension; single storey rear extension with rooflights; removal of chimney; new curved stairs and alterations to fenestration.</b>				

### Comment

Sevenoaks Town Council recommended approval.

## Planning Applications Considered

Applications considered on 4-11-19

<b>6</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02775/HOUSE	S Simmons 07-11-2019	Cllr Michaelides	Mr N Edwards 366223
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs A Adams			37 The Drive	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				18/10/19
<p><b>Proposed two storey side extension with loft conversion including dormer window and single storey rear extension.</b></p> <p><b>19/02775/HOUSE - Amended plan</b></p> <p><b>Amended design of proposed two storey side extension.</b></p>				

### Comment

**Sevenoaks Town Council recommended approval subject to the Conservation Officer being satisfied that the proposed extension preserves or enhances the character of the Vine conservation area.**

<b>7</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02804/FUL	Emma Gore 14-11-2019	Cllr Bonin	Mr R Sonnex 455066
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr D Shah			43 High Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				28/10/19
<p><b>Conversion of existing redundant commercial building to provide 3 self-contained flats.</b></p>				

### Comment

**Sevenoaks Town Council recommended approval subject to the conservation officer being satisfied with the proposed design and materials.**

<b>8</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02806/FUL	Emma Gore 14-11-2019	Cllr Bonin	Mr R Sonnex 455066
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr D Shah			45 High Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				28/10/19
<p><b>Conversion of existing redundant commercial building and provision of 3 self-contained flats.</b></p>				

### Comment

**Sevenoaks Town Council recommended approval subject to the conservation officer being satisfied with the proposed design and materials.**

## Planning Applications Considered

Applications considered on 4-11-19

<b>9</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02890/HOUSE	Alexis Stanyer 05-11-2019	Cllr Eyre	N/A
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr S McHugh			1 Garth Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				16/10/19

**Erection of a detached double garage.**

*Comment*

**Sevenoaks Town Council recommended approval.**

<b>10</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02906/HOUSE	S Simmons 08-11-2019	Cllr Granville-Baxter	Miss Nash 01303 656001
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr C Watson			9 Oakdene Road	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				21/10/19

**Single storey front extension, hip to gable roof and extend existing flat roof dormers.**

*Comment*

**Sevenoaks Town Council recommended approval subject to a condition requiring the side elevation window to be obscure glazed to prevent overlooking of neighbouring properties.**

<b>11</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02907/HOUSE	S Simmons 07-11-2019	Cllr Eyre	Mr N Edwards 366223
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Van Herk		Glade House	83 Oakhill Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				18/10/19

**Proposed replacement of existing double garage with new garage with accommodation in the roof space and a swimming pool on raised deck to the rear.**

*Comment*

**A motion for approval (full text below) was put forward, seconded and LOST at the vote: Sevenoaks Town Council recommended approval subject to the garage remaining ancillary to the main dwelling, and a request that environmentally friendly methods of heating the pool be explored.**

**A motion for refusal (full text below) was put forward, seconded and PASSED at the vote: Sevenoaks Town Council recommended refusal on the grounds that the proposal would have a detrimental impact on the setting of a locally listed building.**

Sevenoaks Town Council Planning Committee Minutes 2019 11 04

## Planning Applications Considered

Applications considered on 4-11-19

<b>12</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02936/FUL	Ray Hill 11-11-2019	Cllr Waite	Mr D Burr 742200
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Fisical Mind And Body			40 Dartford Road	Eastern
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			22/10/19	
<b>Change of use from A1(shops) use to D2 (assembly and leisure) proposed use.</b>				

### Comment

**Sevenoaks Town Council recommended approval subject to the Planning Officer being satisfied that the parking arrangements are suitable.**

<b>13</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02944/HOUSE	S Simmons 15-11-2019	Cllr Shea	Mr B Best 455029
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Ms S O'Halloran			13 Bosville Road	Northern
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			28/10/19	
<b>Demolition of back room, 2 storey side/rear extension and alterations to fenestration.</b>				

### Comment

**Sevenoaks Town Council recommended refusal as the proposed two storey rear extension would, due to the orientation and shape of plots, have an overbearing impact on the neighbouring property, and cause a loss of light to habitable rooms and the neighbouring property's small rear garden.**

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## Sevenoaks Town Council Planning Minutes 2019 11 18

Minutes of the PLANNING COMMITTEE meeting held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, on Monday 18<sup>th</sup> November 2019 at 7:01 pm.

**Present:****Committee Members**

Cllr Bonin	Present	Cllr Michaelides	Present
Cllr Busvine OBE	Apologies	Cllr Morris Brown	Present
Cllr Camp - Chairman	Present	Cllr Mrs Parry	Apologies
Cllr Canet	Present	Cllr Parry	Present
Cllr Clayton	Present	Cllr Piper – Vice Chairman	Present
Cllr Eyre	Present	Cllr Raikes	Present
Cllr Granville-Baxter	Apologies	Cllr Shea	Present
Cllr Hogarth	Present	Cllr Waite	Apologies

**Also in attendance:**

Deputy Town Clerk  
 Planning Committee Clerk  
 Planning Assistant  
 1 Member of the Public

**PUBLIC QUESTION TIME**

None

**358 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**359 DECLARATIONS OF INTEREST**

As members of Sevenoaks District Council's Licensing Committee, Councillors Canet and Raikes declared a non-pecuniary interest in respect of the following item:

[Agenda item no. 5] LICENSING ACT 2003: POLICY REVIEW

Councillor Shea declared a non-pecuniary interest in the following application:

[Plan no. 8] 19/02914/HOUSE: 45 Lambarde Road

**360 DECLARATIONS OF LOBBYING**

Councillor Hogarth declared that he had been lobbied on the following application:

[Plan no. 3] 19/02137/FUL: Tanglewood, Parkfield

Councillors Bonin and Michaelides declared that they had been lobbied on the following applications:

[Plan nos. 5 & 6] 19/02804/FUL: 43-45 High Street

## Sevenoaks Town Council Planning Minutes 2019 11 18

Councillors Raikes and Clayton declared that they had been lobbied on the following application:

[Plan no. 13] 19/02971/FUL: Summerhill, Seal Hollow Road

Councillors Canet, Eyre and Piper declared that they had been lobbied on the following application:

[Plan no. 17] 19/02993/HOUSE: Parkstone, Clenches Farm Road

### 361 MINUTES

The Committee received the minutes of the Planning Committee meeting held on 4<sup>th</sup> November 2019. **It was resolved that** that the minutes be approved and signed.

INFORMATIVES [Minute no. 335]: PLANNING TRAINING SESSIONS AT SEVENOAKS DISTRICT COUNCIL

- It was noted that the Planning Training Session at Sevenoaks District Council on 4<sup>th</sup> December 2019 had been cancelled.
- The next session is due to take place as follows:

Date: Wednesday 15<sup>th</sup> January 2020

Time: 4.30pm – 6pm

Location: The Council Chamber, Sevenoaks District Council

**Please could Councillors wishing to attend on 15<sup>th</sup> January 2020 notify the Planning Committee Clerk as soon as possible, via the following email address: [planning@sevenoakstown.gov.uk](mailto:planning@sevenoakstown.gov.uk)**

### 362 LICENSING ACT 2003: POLICY REVIEW

- (a) It was noted that this item had been deferred from the previous Planning Committee meeting on 4<sup>th</sup> November 2019 [Minute no. 336].
- (b) The Committee considered the (previously circulated) Draft Statement of Licensing Policy (1 April 2020 until 31 March 2025). Members noted that the document was much improved, with greater transparency than previously. **It was resolved that** Sevenoaks Town Council would write to the District Council, expressing its approval.

INFORMATIVE: Councillor Raikes abstained from voting.

### 363 DRAFT NEIGHBOURHOOD PLAN (NDP)

- (a) It was noted that the deadline for written comments from Councillors is **12noon on Monday 25th November 2019**. To be sent to the [planning@sevenoakstown.gov.uk](mailto:planning@sevenoakstown.gov.uk) email address.
- (b) It was noted that the Consultation Draft NDP is due to be signed-off (Town Council and NDP Steering Group) on **Monday 2nd December 2019**.



Sevenoaks Town Council Planning Minutes 2019 11 18

364 PLANNING APPLICATIONS

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

(b) The Committee considered applications received during the two weeks ending 12<sup>th</sup> November 2019. **It was resolved that** the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

365 PRESS RELEASES

None.

Finished: 8pm

Signed .....  
Chairman

Dated .....

## Sevenoaks Town Council Planning Minutes 2019 11 18

# Planning Applications Considered

Applications considered on 18-11-19

<b>1</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/01341/HOUSE	Emma Gore 20/11/19	Cllr Piper OOW	Mr Ball 01892 231172
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr T Metcalfe		Little Blackhall	Blackhall Lane	Wildernesse
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				30/10/19
<p><b>Single-storey extension with basement to rear of listed property, internal alterations to existing house. New location of external swimming pool.</b></p> <p><b>19/01341/HOUSE - Amended plan</b></p> <p><b>Removal of internal alterations at ground floor</b></p> <p><i>Comment</i></p> <p><b>Sevenoaks Town Council recommended approval.</b></p> <p><b>Informative: Cllr Hogarth abstained from voting.</b></p>				

<b>2</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/01342/LBCALT	Emma Gore 20/11/19	Cllr Piper OOW	Mr Ball 01892 231172
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr T Metcalfe		Little Blackhall	Blackhall Lane	Wildernesse
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				30/10/19
<p><b>Single-storey extension with basement to rear of listed property, internal alterations to existing house. New location of external swimming pool.</b></p> <p><b>19/01342/LBCALT - Amended plan</b></p> <p><b>Removal of alterations at ground floor</b></p> <p><i>Comment</i></p> <p><b>Sevenoaks Town Council recommended approval.</b></p> <p><b>Informative: Cllr Hogarth abstained from voting.</b></p>				

<b>3</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02137/FUL	Alexis Stanyer 20/11/19	Cllr Piper OOW	Ms Castle 01892 509280
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Bakunowicz		Tanglewood	Parkfield	Wildernesse
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				04/11/19
<p><b>Replacement dwelling.</b></p> <p><b>19/02137/FUL - Amended plan</b></p> <p><b>The Applicant has submitted amendments to the design of the proposed scheme to take into account feedback received from the conservation officer.</b></p> <p><i>Comment</i></p> <p><b>Sevenoaks Town Council recommended approval.</b></p>				

## Sevenoaks Town Council Planning Minutes 2019 11 18

## Planning Applications Considered

Applications considered on 18-11-19

<b>4</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02255/FUL	Rebecca Fellows 19-11-2019	Cllr Michaelides	Mr Woolston 01787 4775
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
RBS Group		National Westminster Bank	67 High Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				30/10/19

**Proposed replacement of four defective air conditioning condenser units to be located on the flat roof to the rear of the building.**

**19/02255/FUL - Amended plan**

**Certificate B has been signed.**

*Comment*

**Sevenoaks Town Council recommended approval.**

<b>5</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02804/FUL	Emma Gore 19/11/19	Cllr Bonin	Mr R Sonnex 455066
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr D Shah			43-45 High Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				29/10/19

**Conversion of existing redundant commercial building to provide 3 self-contained flats.**

**19/02804/FUL - Amended plan**

**Two separate planning and listed building applications were originally submitted both for conversion to 3no flats. These have been amalgamated into one planning and listed building application to incorporate the entire building of 43-45 High Street and the conversion into 6no flats.**

*Comment*

**Sevenoaks Town Council recommended approval, subject to the Conservation Officer being satisfied with the proposed design and materials.**

## Sevenoaks Town Council Planning Minutes 2019 11 18

## Planning Applications Considered

Applications considered on 18-11-19

<b>6</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02804/FUL	Emma Gore 28-11-2019	Cllr Bonin	Mr R Sonnex 455066
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr D Shah			43-45 High Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				08/11/19

**Conversion of existing redundant commercial building to provide 3 self-contained flats.**

**19/02804/FUL - Amended plan**

Two separate planning and listed building applications were originally submitted, both for conversion to 3no flats. These have been amalgamated into one planning and listed building application to incorporate the entire building of 43-45 High Street and the conversion into 6no flats.

**19/02804/FUL - Amended plan**

**Amended proposal description:**

**Conversion of existing redundant commercial building to provide 6 self-contained flats.**

*Comment*

**Sevenoaks Town Council recommended approval, subject to the Conservation Officer being satisfied with the proposed design and materials.**

<b>7</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02904/HOUSE	Rebecca Fellows 28-11-2019	Cllr Parry	Mrs Austin 07866 962268
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Parker		Ashdown	17 Kippington Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				11/11/19

**Raising of the roof to incorporate a new loft with proposed dormers and erection of a two storey extension.**

*Comment*

**Sevenoaks Town Council recommended approval.**

<b>8</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02914/HOUSE	H Pockett 22/11/19	Shea	N/A
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr Evans			45 Lambarde Road	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				04/11/19

**Erection of a two storey side extension and dormer extension**

*Comment*

**Sevenoaks Town Council recommended approval, subject to the Planning Officer being satisfied that the distance from the boundary with neighbouring property no. 43 is sufficient.**

## Sevenoaks Town Council Planning Minutes 2019 11 18

## Planning Applications Considered

Applications considered on 18-11-19

<b>9</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02941/HOUSE	Emma Gore 28-11-2019	Michaelides	Mr Williamson 077715909
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs Williamson		West Lodge	South Park	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				08/11/19

**Demolition of existing ground floor side extension to be replaced with a an extension over 2 floors. Demolition of existing garage to replace with new single storey garage/workshop/office. Replace glazing; new dormer and window to the front facade, reconfiguring dormers to the rear facade. Replacement of roof.**

*Comment*

**Sevenoaks Town Council recommended approval.**

<b>10</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02945/HOUSE	R Fellows 19-11-2019	Cllr Piper	Mr Ghosh 02084 687105
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr M Rudd		Riftwood	Oak Avenue	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				30/10/19

**Demolition of garage. Erection of an annexe.**

*Comment*

**Sevenoaks Town Council recommended approval, provided the annexe remains ancillary to the main building.**

<b>11</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02949/HOUSE	Alexis Stanyer 25-11-2019	Parry	n/a
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr Duncan			5 The Rise	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				06/11/19

**Erection of a two storey rear extension**

*Comment*

**Sevenoaks Town Council recommended approval.**

<b>12</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02954/HOUSE	H Pocket 25/11/19	Parry	Si-tec plans ltd
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr and Mrs Holden			11 Cross Keys Close	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				05/11/19

**Demolition of conservatory with single storey rear extension with rooflights.**

*Comment*

**Sevenoaks Town Council recommended approval.**

## Sevenoaks Town Council Planning Minutes 2019 11 18

## Planning Applications Considered

Applications considered on 18-11-19

<b>13</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02971/FUL	Mark Mirams 27-11-2019	Waite	Ms J Andrews 456888
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Brentfield Homes Ltd		Summerhill	Seal Hollow Road	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				07/11/19
<b>Demolition of existing garage and erection of a two single garages to serve plots 1 and 2, to be constructed and occupied only in connection with the two dwellings approved under consent references SE/18/00158/OUT and SE/18/02903/CONVAR.</b>				

*Comment*

**Sevenoaks Town Council recommended refusal, on the following grounds:**

**-The additional risk posed to the mature Oak Tree, which has a TPO in place, given that the new thicker concrete stand of the garage of Plot 2 is situated within the Root Protection Area.**

**-Overdevelopment of the site and density issues.**

**-The proposal is not consistent with guidance contained in the Residential Character Area Assessment SPD.**

<b>14</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02972/FUL	Ray Hill 26-11-2019	Eyre	Open Architecture 01732
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr Locke		Land South of	65 Kippington Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				06/11/19
<b>Construction of three new detached dwellings with associated landscaping</b>				

*Comment*

**Sevenoaks Town Council recommended approval.**

<b>15</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/02987/LBCALT	E Gore 20/11/19	Michaelides	Ms Sehmi 02074907704
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Sevenoaks School		Manor House	6 High Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				30/10/19

**Refurbishment of Manor House and building M15/16 to facilitate internal alterations, dormer demolition, replacement of chimney pots and roofs. Landscaping works.**

**Amended consultation (for information only) received from SDC 07-11-2019:**

**Proposal description amended for clarification:**

**Refurbishment of Manor House and M15/16 building to facilitate internal alterations, reduction and reinstatement of original dormer window and replacement of chimney pots and roofs. Landscaping works.**

*Comment*

**Sevenoaks Town Council recommended approval, subject to the Conservation Officer being satisfied that the proposal preserves and enhances this important Listed Building.**

## Sevenoaks Town Council Planning Minutes 2019 11 18

## Planning Applications Considered

Applications considered on 18-11-19

<b>16</b>	<i>Plan Number</i> 19/02987/LBCALT	<i>Planning officer</i> E Gore 28-11-2019	<i>Town Councillor</i> Michaelides	<i>Agent</i> Ms Sehmi 02074907704
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Sevenoaks School	Manor House	6 High Street	Town	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			11/11/19	
<p><b>Refurbishment of Manor House and building M15/16 to facilitate internal alterations, dormer demolition, replacement of chimney pots and roofs. Landscaping works.</b></p> <p><b>Amended consultation (for information only) received from SDC 07-11-2019:</b></p> <p><b>Proposal description amended for clarification:</b></p> <p><b>Refurbishment of Manor House and M15/16 building to facilitate internal alterations, reduction and reinstatement of original dormer window and replacement of chimney pots and roofs. Landscaping works.</b></p> <p><b>19/02987/LBCALT - Amended plan</b></p> <p><b>As the documents were unavailable on the website during part of the consultation period, Sevenoaks District Council is re-starting the consultation.</b></p>				

*Comment*

**Sevenoaks Town Council recommended approval, subject to the Conservation Officer being satisfied that the proposal preserves and enhances this important Listed Building.**

<b>17</b>	<i>Plan Number</i> 19/02993/HOUSE	<i>Planning officer</i> R Fellows 21/11/19	<i>Town Councillor</i> Eyre	<i>Agent</i> N/A
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mrs McKenna	Parkstone	Clenches Farm Road	Kippington	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			04/11/19	
<p><b>Demolish chimney 1s stack and tile over the roof. Replace chimney 2.</b></p>				

*Comment*

**Sevenoaks Town Council recommended refusal, as the changes proposed detract from the building and the surrounding street scene.**

<b>18</b>	<i>Plan Number</i> 19/03019/MMA	<i>Planning officer</i> Holly Pockett 29-11-2019	<i>Town Councillor</i> Cllr Piper OOW	<i>Agent</i> Mr Lovell 01883 733955
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mr Brown	Elysia	Blackhall Lane	Wildernesse	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			11/11/19	
<p><b>Amendment to 19/01536/HOUSE.</b></p>				

*Comment*

**Sevenoaks Town Council recommended approval.**

## Sevenoaks Town Council Planning Minutes 2019 11 18

## Planning Applications Considered

Applications considered on 18-11-19

<b>19</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/03030/HOUSE	Holly Pockett 26-11-2019	Shea	Mr D Burr 742200
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Bazzolo			11 Grove Road	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				06/11/19

**Loft conversion with rear dormer and single storey rear extension.**

*Comment*

**Sevenoaks Town Council recommended approval.**

<b>20</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/03053/HOUSE	Samantha Simmons 27-11-19	Eyre	Open Architecture 77958
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Anna Jones		Top Hill	Oak Lane	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				08/11/19

**Infill extension to link two outbuildings.**

*Comment*

**Sevenoaks Town Council recommended approval, provided the studio flat remains ancillary to the main building.**

<b>21</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/03054/HOUSE	Holly Pockett 27-11-2019	Piper	Kent Building Control 013
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Obey			1 White Hart Wood	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				07/11/19

**Single storey front extension with rooflight.**

*Comment*

**Sevenoaks Town Council recommended approval.**

<b>22</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/03056/HOUSE	Alexis Stanyer 27-11-2019	Piper	Mr D Burr 742200
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr Roberts			15 Holyoake Terrace	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				08/11/19

**Proposed loft conversion with rear dormer, raised decking to rear with 1.8m high privacy screens.**

*Comment*

**Sevenoaks Town Council recommended approval.**



## Sevenoaks Town Council Planning Minutes 2019 11 18

## Planning Applications Considered

Applications considered on 18-11-19

<b>23</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	19/03057/HOUSE	Holly Pockett 27-11-19	Hogarth	Mr Jarvis 01892 667488
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs Nevison			3 Chancellor Way	St Johns
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			07/11/19	
<b>Demolition of garage and link, two storey and single storey side extension, raising ridge line to form rooms in roof with rooflights, alterations to fenestration and balcony.</b>				

*Comment*

**Sevenoaks Town Council recommended approval.**

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CIC 19.8.19

**Minutes of the Community Infrastructure Committee  
Held on 19<sup>th</sup> August 2019 at Sevenoaks Town Council**

**Meeting Commenced:** 7.20 p.m.

**Meeting Concluded:** 8.00 p.m.

**Committee Members Present:**

Cllr R J Parry, Chairman	Present	Cllr A Clayton, Vice Chairman	Present
Cllr R Hogarth	Present	Cllr Dr J M Canet	Apologies
Cllr R E Parry	Present	Cllr C Shea	Apologies

Substitute	For
Cllr V Granville Baxter	Cllr Dr J M Canet
Cllr Waite (7.45 p.m.)	Cllr Shea

**In Attendance:** Cllr Morris Brown, Cllr Piper, Cllr Bonin, Cllr Mrs Parry, Town Clerk, Responsible Finance Officer

*There were no members of the public present.*

**233. Apologies for Absence**

Apologies received as noted above.

**234. Requests for Dispensation**

There were no requests for dispensations.

**235. Declaration of Interests**

There were no Declarations of Interest.

**236. Community Infrastructure Committee Amended Minutes of the Meeting held on 24<sup>th</sup> June 2019.**

**RESOLVED:** That the Minutes were a true record of the meeting and to be signed by the Chairman.

**237. 2019 Community Investment Plan**

i)	Bat & Ball Centre	<p>Planning Permission has been approved without any conditions. An amended planning application with some change of details to exterior finishes has been submitted.</p> <p>The Town Council has agreed to progress a Public Works Loan Board</p>
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CIC 19.8.19

	<p>application for £1.4m. The application was approved on 18<sup>th</sup> June 2019.</p> <p>A successful funding application has been agreed from the SDC CIL Board for £1.2m.</p> <p>Tenders for the project were received on 15<sup>th</sup> April 2019. All contractors were asked to review tenders. Contractors were interviewed on 3<sup>rd</sup> June 2019. Due diligence tests were undertaken.</p> <p>The building is closed to the public with a schedule of re-opening in December 2020.</p> <p><i>CIC Cttee 7.1.19 Minute 393</i>  <i>RESOLVED: it was unanimously agreed to avoid additional delays to delegate to the Chairman of Finance &amp; General Purposes Cttee, Chairman of Community Infrastructure Committee and Town Clerk / Deputy Clerk the formalizing of acceptance of tenders up to £2.9m and signing legal documentation.</i></p> <p><i>Four tenders were received:</i></p> <ol style="list-style-type: none"> <li><i>1. £1,493,050.95</i></li> <li><i>2. £1,885,065.00</i></li> <li><i>3. £1,948,120.07</i></li> <li><i>4. £2,043,166.64</i></li> </ol> <p><i>On the 1<sup>st</sup> August 2019 BIF Group were appointed as the contractor for the Bat &amp; Ball Centre. The value of the contract is £1,559,953.56, revised from £1,493,050.95 to include additional roof light to disabled toilet, soft play area surfacing and roller shutter to external store. Cllrs noted that this cost was for one element of the project, additional costs would relate to professional fees, landscaping, car park and fitting out. Work was originally due to commence on site on 30<sup>th</sup> September 2019 however</i></p>
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CIC 19.8.19

		<i>the timetable had moved to 14<sup>th</sup> October 2019 – 4<sup>th</sup> May 2020.</i>																																	
ii)	<p><b>Multi Use Games Area</b></p> <p>Once the new Bat &amp; Ball Centre is completed a Multi-Use Games Area can be installed to upgrade the current tennis courts.</p>	Intention when centre and new nursery completed to install new MUGA in new location on current site.																																	
iii)	<p><b>Neighbourhood Development Plan</b></p> <p>The Masterplan for Northern Sevenoaks initial consultation has been completed with positive feedback. Draft final NDP policies and document to be reviewed by SDC Planning prior to public consultation and referendum.</p> <p>In December 2017 STC requested SDC's assistance in commissioning an Economic Study to enable to be incorporated into the draft NDP prior to consultation. It is understood a draft report has been completed and SDC are meeting with the consultant.</p>	<p><i>Draft timetable for progressing:</i></p> <table border="1"> <tr> <td>A</td> <td>Update draft NDP</td> <td>July / August 2019</td> </tr> <tr> <td>B</td> <td>Present to STC and NDP Steering Group</td> <td>September 2019</td> </tr> <tr> <td>C</td> <td>Final amendments to NDP</td> <td>September 2019</td> </tr> <tr> <td>D</td> <td>Sign off Consultation Draft NDP with STC and NDP Steering Group</td> <td>October 2019</td> </tr> <tr> <td>E</td> <td>Prepare consultation material</td> <td>October 2019</td> </tr> <tr> <td>F</td> <td>Regulation 14 Consultation</td> <td>October / November 2019</td> </tr> <tr> <td>G</td> <td>Review comments and agree changes</td> <td>December 2019</td> </tr> <tr> <td>H</td> <td>Prepare Submission draft NDP</td> <td>December 2019</td> </tr> <tr> <td>I</td> <td>Prepare Basic Conditions Statement</td> <td>December 2019</td> </tr> <tr> <td>J</td> <td>Present to STC and NDP Steering Committee</td> <td>January 2020</td> </tr> <tr> <td>K</td> <td>Submit to SDC</td> <td>January / February 2020</td> </tr> </table>	A	Update draft NDP	July / August 2019	B	Present to STC and NDP Steering Group	September 2019	C	Final amendments to NDP	September 2019	D	Sign off Consultation Draft NDP with STC and NDP Steering Group	October 2019	E	Prepare consultation material	October 2019	F	Regulation 14 Consultation	October / November 2019	G	Review comments and agree changes	December 2019	H	Prepare Submission draft NDP	December 2019	I	Prepare Basic Conditions Statement	December 2019	J	Present to STC and NDP Steering Committee	January 2020	K	Submit to SDC	January / February 2020
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J	Present to STC and NDP Steering Committee	January 2020																																	
K	Submit to SDC	January / February 2020																																	
iv)	<b>Stag Community Arts Centre</b>	<p>Agreed to continue to support and invest where possible.</p> <p><i>In September 2019 Sevenoaks Town Council and the Stag will celebrating 10 Years since the Town Council took over the venue.</i></p>																																	
v)	<p><b>Sevenoaks Business Hub</b></p> <p>The project is to refurbish the old Red Cross building to provide a Business Hub</p>	It is understood that the SELEP fund will be reconsidered on 28 <sup>th</sup> June. <i>This was not successful.</i>																																	

CIC 19.8.19

<p>to provide affordable office space for small and new businesses.</p> <p>The facility will provide – 16 x desk spaces; 5 individual office hubs; meeting room for 8 – 10; additional STC staff accommodation.</p> <p>An Economic Impact Assessment has been carried out and an application to SELEP made.</p> <p><u>Planning Permission</u> Confirmation of approved Planning Permission for the Business Hub was received on 8<sup>th</sup> April 2019 subject to the following conditions:</p> <ul style="list-style-type: none"> <li>• The external seating area shall only be used between the hours of Monday to Friday from 8 a.m. to 6 p.m. and Saturdays from 8 a.m. – 1 p.m. The external seating area shall not be used on Sundays or Bank Holidays.</li> <li>• Prior to the first occupation of the offices hereby permitted details of the provision of two electric vehicle charging points should be submitted and approved in writing by the Local Planning Authority.</li> </ul> <p><u>Tenders</u> Sevenoaks Town Council sought tenders via the Government Contract Finder Website. 14 tenders were returned on 5<sup>th</sup> April 2019. The capital works element of the project had been budgeted at £159,100 (overall project £265,400). Tenders ranged from £213,950 - £424,529.</p> <p>Some elements of the specification could be eliminated to reduce the cost.</p>	<p><i>SDC have reviewed the criteria for CIL applications with the next closing date for 30<sup>th</sup> September 2019 with a decision meeting in December 2019.</i></p>
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CIC 19.8.19

	<p>However, it should be noted that the introduction of electric vehicle charging points will increase costs.</p> <p><u>Funding</u> Unfortunately, the Town Council did not receive the approval from SELEP in March 2019 as it was hoped. SELEP has stated that there might be further funding available in June 2019 (meeting arranged for 28<sup>th</sup>). There may also be the opportunity to apply for CIL funding in July 2019 – now likely to be deferred.</p> <p><u>Option to Tax</u> Sevenoaks Town Council has applied to HMRC for Option to Tax on the Business Hub and been successful. Option to Tax enables the Town Council to reclaim VAT on refurbishment and construction costs.</p>	
vi)	<p><b>Community Rail Partnership</b></p> <p>As part of the regeneration of Bat &amp; Ball station and the Northern Sevenoaks Masterplan Sevenoaks Town Council, endorsed by the Friends of Bat &amp; Ball Station have proposed to create a Community Rail Partnership (CRP) with the following key aims:</p> <ol style="list-style-type: none"> <li>1. Bring together 5 separate stations &amp; Darent Valley Partnership to create the scenic route – Samuel Palmer Line</li> <li>2. Share promotion to encourage passengers to use the stations to visit local tourism attractions</li> <li>3. Increased footfall to local tourism attractions at each station</li> <li>4. Create a distinctive ‘brand’ for the line</li> </ol>	<p>Meetings are currently taking place with potential stakeholders for funding towards the project.</p> <p>The Community Rail Partnership is now officially formed, and a Steering Committee created consisting of –</p> <p>The following organisations represented (they choose their delegated member to attend meetings)</p> <ul style="list-style-type: none"> <li>• Sevenoaks District Council</li> <li>• Sevenoaks Town Council (currently Town Clerk)</li> <li>• Swanley Town Council</li> <li>• Eynsford Parish Council</li> <li>• Shoreham Parish Council</li> <li>• Otford Parish Council</li> <li>• Darent Valley Partnership</li> <li>• GTR</li> </ul>

CIC 19.8.19

	<p>5. Link the use of the train to other non-car form of transport e.g. walking and cycling.</p> <p>6. Raise awareness of the local heritage relating to Samuel Palmer artist.</p> <p>Sevenoaks Town Council has formally 'adopted' the Bat &amp; Ball Station and Sevenoaks Station.</p> <p>STC and SDC are jointly working on a Business Plan to be consulted on and used to encourage investment.</p>	<ul style="list-style-type: none"> <li>• Southeastern</li> </ul> <p>There is also a wider Stakeholder group which would include representations from visitor attractions and probably SRTA and other rail traveller organisations.</p> <p><i>Launch date for the Community Rail Partnership of 1<sup>st</sup> September 2019 – details to be confirmed.</i></p> <p><i>The Steering Committee resolved to call the CRP the Darent Valley Community Rail Partnership. Its link to the Samuel Palmer landscapes will be included in literature.</i></p> <p><i>A 3-year initial financial budget had been prepared. STC's contribution would be £3,000 per annum.</i></p>
vii)	<p>Electric No. 8 Bus</p> <p>Following a recent trial, the Town Council would like to purchase with grant funding an electric bus for the award-winning No. 8 route to make it more economically viable and for environmental benefits.</p>	<p><i>It is hoped that the Town Council can make a CIL application in the future.</i></p>
viii)	<p>Tarmac Site Community Development</p> <p>The proposals for the Tarmac site within the Local Plan / Neighbourhood Development Plan are long term and unlikely to be developed in total within the next ten years.</p> <p>There is a possibility however that some areas of development may happen in advance of that time period.</p> <p>Sevenoaks Town Council wants to ensure that the proposals continue to have a community focus and not be led by</p>	



CIC 19.8.19

	<p>developers. The Town Council will continue to invest in community plans relating to the site and its future uses. This will include the community development of related infrastructure, the Oast House, leisure facilities and integration with the town.</p>	
ix)	<p>Business Improvement District (BID) including elements if possible, to improve Public Realm.</p> <p>The BID would build on the successes of the Sevenoaks Town Partnership and take the projects to an enhanced level bringing together local businesses to add value and make a tangible difference to Sevenoaks.</p>	<p><i>Work would recommence on the BID in the autumn / winter of 2019. It is recommended that the referendum for the BID is after the referendum for the NDP.</i></p>

### 238. Bat & Ball Station

#### Refurbishment Project

The majority of the HLF Refurbishment project has been completed. There are some snagging works taking place, however the building including the café is operational and being promoted.

The HLF Activity Plan continues throughout 2019.

#### Access Ramp

Work on the ramp commenced in April 2019. Unfortunately, as soon as access was possible to Network Rail land and works commenced a High Voltage cable was detected with the result that works had to be initially stopped. Work recommenced keeping a safe distance from the cable. Considerable amount of time is being invested into negotiations and consultations with Network Rail and Southeastern in relation to the construction of the ramp in relation to the HV cable. In addition, the need to relocate the DOO cable was required as this had been installed within the shelter panelling and only detected when the back panel removed. This will unfortunately result in additional costs; discussions are also taking place with Network Rail regarding these.

The DOO cable was relocated overnight on 8<sup>th</sup> August 2019. Agreement has been reached for 'bridging works' over the HV cable for the ramp to be constructed.

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An additional problem is the condition of the shelter on Platform 1. The Town Council has stated that it will not pay for the complete refurbishment of the shelter as this is currently Southeastern's responsibility. Southeastern have stated that they are not able to do this at present. The Town Council needs to make an opening to enable the access to the ramp and the opening needs to be structurally sound to support the rest of the shelter. Network Rail the owners of the structure must approve the structural work.

It was noted that the ramp was unlikely to open until mid-September 2019.

#### Ancillary Works

The Cycle Racks, additional streetlight and signage post have been installed adjacent to platform 2.

Installation of the Cycle Racks on the Community Centre site will be reviewed once the new centre hoardings / temporary access has been finalised.

Access to Otford Road. Details to be drawn up. Kent County Council are currently being consulted on land requirements. It appears that the land is designated as 'Highway Land' which makes it more complicated to release.

#### **239. 3G Rugby Pitch at Knole Paddock**

The need for a 3G rugby pitch at Knole Paddock was identified as part of Sevenoaks Sports Strategy. The facility would be available primarily for rugby but should also be available for other compatible sports. The project was part of the Sevenoaks Mayor's Fund.

Sevenoaks Town Council had submitted a planning application in November 2018 and were awaiting a decision.

There being no further business the Chairman closed the meeting.

Signed .....

Chairman

Dated .....

CIC 14.10.19

**Minutes of the Community Infrastructure Committee  
Held on 14<sup>th</sup> October 2019 at Sevenoaks Town Council**

**Meeting Commenced:** 7.00 p.m.**Meeting Concluded:** 7.35 p.m.**Committee Members Present:**

Cllr R J Parry, Chairman	Present	Cllr A Clayton, Vice Chairman	Present
Cllr R Hogarth	Present	Cllr Dr J M Canet	Present
Cllr R E Parry	Apologies	Cllr C Shea	Present (7.25pm)

Substitute	For
Cllr R Piper (7.07pm)	Cllr R E Parry

**In Attendance:** Cllr Eyre, Town Clerk, Committee Clerk*There was one member of the public present.***317. Apologies for Absence**

Apologies received as noted above.

**318. Requests for Dispensation**

There were no requests for dispensations.

**319. Declaration of Interests**

Councillor Hogarth declared an interest in respect of the Sevenoaks Business Hub (Agenda Item 5, item (v)) as he was a member of the Sevenoaks District Council Community Infrastructure Levy (CIL) Spending Board

Councillor Hogarth took no part in the discussion on this item and did not vote thereon.

**320. Community Infrastructure Committee Minutes of the Meeting held on 19<sup>th</sup> August 2019.**

It was noted that Cllr Mrs R E Parry was included both on the list of committee members present and on the list of those in attendance; it was agreed that the minutes be amended by the removal of her name from those in attendance.

**RESOLVED:** That, subject to the amendment above, to receive and sign the Minutes as a true record of the meeting.

**321. 2019 Community Investment Plan**

i)	Bat & Ball Centre	Planning Permission has been approved without any conditions. An amended planning application with some change
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CIC 14.10.19

	<p>of details to exterior finishes has been submitted.</p> <p>The Town Council has agreed to progress a Public Works Loan Board application for £1.4m. The application was approved on 18<sup>th</sup> June 2019.</p> <p>A successful funding application has been agreed from the SDC CIL Board for £1.2m.</p> <p>Tenders for the project were received on 15<sup>th</sup> April 2019. All contractors were asked to review tenders. Contractors were interviewed on 3<sup>rd</sup> June 2019. Due diligence tests were undertaken.</p> <p>The building is closed to the public with a schedule of re-opening in December 2020.</p> <p>CIC Cttee 7.1.19 Minute 393 RESOLVED: it was unanimously agreed to avoid additional delays to delegate to the Chairman of Finance &amp; General Purposes Cttee, Chairman of Community Infrastructure Committee and Town Clerk / Deputy Clerk the formalizing of acceptance of tenders up to £2.9m and signing legal documentation.</p> <p>Four tenders were received:</p> <ol style="list-style-type: none"> <li>1. £1,493,050.95</li> <li>2. £1,885,065.00</li> <li>3. £1,948,120.07</li> <li>4. £2,043,166.64</li> </ol> <p>On the 1<sup>st</sup> August 2019 BJB Group were appointed as the contractor for the Bat &amp; Ball Centre. The value of the contract is £1,559,953.56, revised from £1,493,050.95 to include additional roof light to disabled toilet, soft play area surfacing and roller shutter to external store.</p> <p><i>Work commenced on site on 30<sup>th</sup> September 2019 with the removal of</i></p>
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CIC 14.10.19

		<i>asbestos. Construction work commenced on 14<sup>th</sup> October 2019. Burying of the time capsule to take place on 1<sup>st</sup> November 2019.</i>												
ii)	<p><b>Multi Use Games Area</b></p> <p>Once the new Bat &amp; Ball Centre is completed a Multi-Use Games Area can be installed to upgrade the current tennis courts.</p>	<p>Intention when centre and new nursery completed to install new MUGA in new location on current site. <i>Quotations to be sought November/December.</i></p>												
iii)	<p><b>Neighbourhood Development Plan</b></p> <p>The Masterplan for Northern Sevenoaks initial consultation has been completed with positive feedback. Draft final NDP policies and document to be reviewed by SDC Planning prior to public consultation and referendum.</p> <p>In December 2017 STC requested SDC's assistance in commissioning an Economic Study to enable to be incorporated into the draft NDP prior to consultation. It is understood a draft report has been completed and SDC are meeting with the consultant.</p>	<p><i>Draft timetable for progressing:</i></p> <table border="1"> <tr> <td>A</td> <td>Update draft NDP</td> <td>September 2019</td> </tr> <tr> <td>B</td> <td>Present to STC and NDP Steering Group</td> <td>4th November 2019</td> </tr> <tr> <td>c</td> <td>Comments from Cllrs and Steering Group</td> <td>25<sup>th</sup> November 2019</td> </tr> <tr> <td>D</td> <td>Final amendments to NDP</td> <td>December 2019</td> </tr> </table> <p><i>Revised timetable to be considered by Planning Committee on 21<sup>st</sup> October 2019.</i></p> <p><i>Noted that Plan had been amended in line with climate change discussions arising from the Council's Blue Skies meeting.</i></p> <p><i>Plan currently being proof read; any proposed changes by Councillors to be submitted by 25<sup>th</sup> November 2019.</i></p>	A	Update draft NDP	September 2019	B	Present to STC and NDP Steering Group	4th November 2019	c	Comments from Cllrs and Steering Group	25 <sup>th</sup> November 2019	D	Final amendments to NDP	December 2019
A	Update draft NDP	September 2019												
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c	Comments from Cllrs and Steering Group	25 <sup>th</sup> November 2019												
D	Final amendments to NDP	December 2019												
iv)	<b>Stag Community Arts Centre</b>	<p>Agreed to continue to support and invest where possible – <i>additional items of priorities to be reviewed by F&amp;GP.</i></p> <p>In September 2019 Sevenoaks Town Council and the Stag celebrated 10 Years since the Town Council took over the venue.</p>												
v)	<b>Sevenoaks Business Hub</b>													
	<p>The project is to refurbish the old Red Cross building to provide a Business Hub</p>													

CIC 14.10.19

<p>to provide affordable office space for small and new businesses.</p> <p>The facility will provide – 16 x desk spaces; 5 individual office hubs; meeting room for 8 – 10; additional STC staff accommodation.</p> <p>An Economic Impact Assessment has been carried out and an application to SELEP made.</p> <p><u>Planning Permission</u> Confirmation of approved Planning Permission for the Business Hub was received on 8<sup>th</sup> April 2019 subject to the following conditions:</p> <ul style="list-style-type: none"> <li>• The external seating area shall only be used between the hours of Monday to Friday from 8 a.m. to 6 p.m. and Saturdays from 8 a.m. – 1 p.m. The external seating area shall not be used on Sundays or Bank Holidays.</li> <li>• Prior to the first occupation of the offices hereby permitted details of the provision of two electric vehicle charging points should be submitted and approved in writing by the Local Planning Authority.</li> </ul> <p><u>Tenders</u> Sevenoaks Town Council sought tenders via the Government Contract Finder Website. 14 tenders were returned on 5<sup>th</sup> April 2019. The capital works element of the project had been budgeted at £159,100 (overall project £265,400). Tenders ranged from £213,950 - £424,529.</p> <p><u>Funding</u> Unfortunately, the Town Council did not receive the approval from SELEP in</p>	<p><i>CIL applications made September 2019 SDC decision meeting on 9th December 2019.</i></p> <p><i>Part of the planning permission requires the Town Council to install two electric car charging points and arrangements have been made for this.</i></p> <p><i>The Committee considered whether to undertake the cost of electricity and offer it free to users or to recover the cost of electricity. Noted that the Town Council should be aware of the company's rates.</i></p> <p><i>RESOLVED: that the cost of the electricity be recovered from users of the charging points, based on the Sevenoaks District Council model.</i></p>
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	<p>March 2019 as it was hoped. SELEP has stated that there might be further funding available in June 2019 (meeting arranged for 28<sup>th</sup>). There may also be the opportunity to apply for CIL funding in July 2019 – now likely to be deferred.</p> <p><u>Option to Tax</u> Sevenoaks Town Council has applied to HMRC for Option to Tax on the Business Hub and been successful. Option to Tax enables the Town Council to reclaim VAT on refurbishment and construction costs.</p>	
vi)	<p><b>Community Rail Partnership</b></p> <p>As part of the regeneration of Bat &amp; Ball station and the Northern Sevenoaks Masterplan Sevenoaks Town Council, endorsed by the Friends of Bat &amp; Ball Station have proposed to create a Community Rail Partnership (CRP) with the following key aims:</p> <ol style="list-style-type: none"> <li>1. Bring together 5 separate stations &amp; Darent Valley Partnership to create the scenic route – Samuel Palmer Line</li> <li>2. Share promotion to encourage passengers to use the stations to visit local tourism attractions</li> <li>3. Increased footfall to local tourism attractions at each station</li> <li>4. Create a distinctive ‘brand’ for the line</li> <li>5. Link the use of the train to other non-car form of transport e.g. walking and cycling.</li> <li>6. Raise awareness of the local heritage relating to Samuel Palmer artist.</li> </ol> <p>Sevenoaks Town Council has formally ‘adopted’ the Bat &amp; Ball Station and Sevenoaks Station.</p>	<p>Meetings are currently taking place with potential stakeholders for funding towards the project.</p> <p>The Community Rail Partnership is now officially formed, and a Steering Committee created consisting of –</p> <p>The following organisations represented (they choose their delegated member to attend meetings)</p> <ul style="list-style-type: none"> <li>• Sevenoaks District Council</li> <li>• Sevenoaks Town Council (currently Town Clerk)</li> <li>• Swanley Town Council</li> <li>• Eynsford Parish Council</li> <li>• Shoreham Parish Council</li> <li>• Otford Parish Council</li> <li>• Darent Valley Partnership</li> <li>• GTR</li> <li>• Southeastern</li> </ul> <p>There is also a wider Stakeholder group which would include representations from visitor attractions and probably SRTA and other rail traveller organisations.</p> <p>Launch date for the Community Rail Partnership was 1<sup>st</sup> September 2019.</p>

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	<p>STC and SDC are jointly working on a Business Plan to be consulted on and used to encourage investment.</p>	<p>The Steering Committee resolved to call the CRP the Darent Valley Community Rail Partnership. Its link to the Samuel Palmer landscapes will be included in literature.</p> <p>A 3-year initial financial budget had been prepared. STC's contribution would be £3,000 per annum.</p> <p><i>The next project would be the preparation of an Action Plan for the next 3-4 years.</i></p>
vii)	<p>Electric No. 8 Bus</p> <p>Following a recent trial, the Town Council would like to purchase with grant funding an electric bus for the award-winning No. 8 route to make it more economically viable and for environmental benefits.</p>	<p>It is hoped that the Town Council can make a CIL application in the future.</p>
viii)	<p>Tarmac Site Community Development</p> <p>The proposals for the Tarmac site within the Local Plan / Neighbourhood Development Plan are long term and unlikely to be developed in total within the next ten years.</p> <p>There is a possibility however that some areas of development may happen in advance of that time period.</p> <p>Sevenoaks Town Council wants to ensure that the proposals continue to have a community focus and not be led by developers. The Town Council will continue to invest in community plans relating to the site and its future uses. This will include the community development of related infrastructure, the Oast House, leisure facilities and integration with the town.</p>	<p><i>The Town Council had indicated a willingness to speak in support of the Tarmac proposals at the District Council's Local Plan Inquiry</i></p>



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ix)	<p><b>Business Improvement District (BID) including elements if possible, to improve Public Realm.</b></p> <p>The BID would build on the successes of the Sevenoaks Town Partnership and take the projects to an enhanced level bringing together local businesses to add value and make a tangible difference to Sevenoaks.</p>	<p>Work will recommence on the BID, however it was recommended that the referendum for the BID is after the referendum for the NDP.</p>
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There being no further business the Chairman closed the meeting.

Signed .....  
Chairman

Dated .....

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Personnel 2.9.19

**Sevenoaks Town Council**  
**Minutes of the Personnel Committee held on Monday 2<sup>nd</sup> September 2019**  
**In the Council Chamber**

Meeting commenced: 7.00 p.m.

Meeting Concluded: 8.13 p.m.

**Committee Members**

Cllr Tony Clayton, Chairman	Present	Cllr Robert Piper	Present
Cllr Andrew Eyre, Vice Chairman	Present	Cllr Simon Raikes	Present
Cllr Nicholas Busvine, Mayor	Present	Cllr Clair Shea	Present
Cllr Dr Marilyn Canet	Apologies	Cllr Edward Waite	Apologies
Cllr Richard Parry	Apologies		

Substitute	For
Cllr Keith Bonin	Cllr Richard Parry

In Attendance: Cllr Victoria Granville Baxter, Town Clerk

There were no members of the public present. The meeting was not recorded.

**246. Apologies for Absence****RESOLVED:** To note as above.**247. Requests for Dispensations**

There were no requests for dispensations.

**248. Declaration of Interests**

There were no Declaration of Interests.

**249. Minutes of the Personnel Committee held on 4<sup>th</sup> February 2019****RESOLVED:** To accept and sign the Minutes of the Meeting as a true record.**250. Notes of the Staff Meeting held on 12<sup>th</sup> June and 7<sup>th</sup> August 2019****RESOLVED:** To receive the notes of the meeting and to congratulate Mark Babbage on successfully completing his accountancy examinations.**251. Sevenoaks Town Council Staff**

- i) **Changes in Staff since previous Personnel Committee**
- ii) **Staff Pension Report & policies**
- iii) **Staff Sickness Report**

**252. Investors in People**

Sevenoaks Town Council had been successful in obtaining Investor in People for many years. To date due to resources the Town Council had applied for the basic accreditation rather than investing for a higher level.

The current accreditation expired on 27<sup>th</sup> October 2019.

The process for accreditation has changed and with it the price. For Sevenoaks Town Council the basic accreditation review was £3,300. The next banding which included potentially Silver and Gold was £4,900. The Platinum Banding would cost considerably more and involved a large amount of officer time to achieve.

The process would commence with all staff receiving a questionnaire, 50% need to be completed. The questionnaire process would take place between 2<sup>nd</sup> and 20<sup>th</sup> December 2019.

Some staff would then be interviewed, and officers would be required to provide records in relation to Investor in People.

A report should be provided for end of January 2020.

As part of the process staff and councillors had been asked to provide one word which they believe represents the core value of Sevenoaks Town Council.

Staff's contribution to Core Value word	Cllrs contribution to Core Value word
Respect	Engaged
Integrity	Dynamic
Flexibility	Proactive
Loyalty	Responsive
Fairness	Commitment
Dedication	Enterprising
Quality	Community
Consistency	
Equality	
Incentives	

**RESOLVED:** Sevenoaks Town Council proceeds with the Investor in People accreditation process at the £4,900 cost.

## 253. Christmas Arrangements

### i) Staff Christmas Meal

Last year a meal was provided for staff at Donnington Manor, this proved most popular and it was hoped to arrange something similar for 2019. The Mayor would be asked if he would be prepared to say a few words prior to the meal to thank the staff for their work during the past year. The meal takes place at the end of the working day to avoid disruption to services.

**RESOLVED:** to allocate a budget of up to £700 towards the cost of this year's staff Christmas meal.

Personnel 2.9.19

ii. Closure of Offices – Christmas/New Year Period

In previous years all Town Council Offices and Departments had been closed from Christmas Day until the day following New Year Bank holiday. It was proposed that the arrangement be continued. The exception would be if cemetery staff were required to dig/backfill a grave. Traditionally staff had two days deducted from their annual leave entitlement and the third working day was awarded to all as an extra day's leave – a gesture of Christmas goodwill.

Arrangements would be put in place for emergency cover and a list of out of hours numbers would be circulated.

**RESOLVED:** The Town Council Offices and Departments be closed from 16.00 on Tuesday 24 December 2019 until 08.45 on Thursday 2 January 2020 inclusive, and that two days be deducted from the leave entitlement of all staff.

*It was RESOLVED under the Public Bodies (Admission of Meetings) Act 1960 to exclude the press and public for the following item by reason of the confidential nature of the business.*

**254. Town Clerk's Report**

A general discussion took place about future staffing arrangements.

**RESOLVED:** To note the Town Clerk's report.

There being no further business the Chairman closed the meeting.

Signed .....  
Chairman

Dated .....

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YSC 11.09.19

**Sevenoaks Town Council**  
**Minutes of the Youth Services Committee**  
**Held on 11th September 2019 in the Council Chamber**

**Meeting Started: 7.00 p.m.****Meeting Concluded: 8.10 p.m.**

Cllr Rachel Parry, Chairman	Apologies		Cllr Claire Shea, Vice Chairman	Present
Cllr Roderick Hogarth	Apologies		Cllr Tom Morris Brown	Apologies
Cllr Keith Bonin	Present		Cllr Victoria Granville Baxter	Present
Cllr Simon Raikes (Chairman F&GP)	Apologies		Cllr Edward Waite	Present
Mrs. Caroline Berry, SAYT	Present for part of the meeting			

**In attendance:** Cllr Dr M. Canet, Linda Larter Town Clerk, Alison Futtit Committee Clerk.

**Public Question Time** There were no members of the public present.

**263. Apologies for Absence**

Received as noted above, and from Ms. Sarah Gaunt and Ms. P Nicholson.

**264. Requests for Dispensations**

There were no requests for dispensations.

**265. Declarations of Interest**

There were no Declarations of Interest at the meeting.

**266. Minutes****i) Minutes of the Youth Services Sub Committee held on 3<sup>rd</sup> July 2019**

**RESOLVED:** to accept and sign the Minutes of the meeting as a true record.

**ii) Minutes of the Youth Council Meeting held on 3<sup>rd</sup> July 2019**

The Town Clerk advised that Youth Councillor Gabby Tan had won a Diana Award for inspirational young people for her environmental campaigns and initiatives and her work in the UK and Malaysia supporting refugee and asylum seeker education.

**RESOLVED:** To note the Minutes.

**267. House in the Basement Youth Café****i) Report to August 2019**

The following report was received from the Town Clerk:

- Charlotte Marchant the manager of the Youth Cafe for the past two years had now left and a new manager, Shelley Reynolds, had started the previous week.
- Part time staff Simeon, Paula and Daren had kept the youth café open, however on reduced hours. They continue to be supported by volunteers including from Sevenoaks Area Youth Trust (SAYT).

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- The number of young people attending the youth café remained good and several new younger members had recently started to attend.
- Now the new manager was in place, statistics reports would be provided as previously.

The Committee hoped that Shelley Reynolds would be able to attend the next meeting to meet the Committee members and discuss the way forward for the Café.

**RESOLVED:** That the report be noted.

ii) **Finance Report to 30<sup>th</sup> June 2019**

**RESOLVED:** That the Finance Cost Centre report for the Youth Café to 30<sup>th</sup> June 2019 be noted.

**268. Youth Council Finance Report**

**RESOLVED:** That the Income and Expenditure reports for the Youth Council and its charity to 30<sup>th</sup> June 2019 be noted.

**269. Youth Grant Applications**

The Town Clerk advised that, under its Terms of Reference, the Committee was authorised to allocate funds from the Youth Outreach Budget of £4,656, and to make recommendations to the Finance and General Purposes Committee regarding other grant applications.

The Committee considered grant aid applications within the youth remit, together with the Youth Outreach balance.

**RESOLVED:** That grant requests be awarded under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) as follows:

Grant Ref No.	Organisation Name & Charity Reg No if applicable	Purpose of Award	Grant Application	Grant Approved
	Stag Youth Theatre	To tour production on climate change to primary schools	£2000	£2000
	Sevenoaks Three Arts Festival	First prize in Sevenoaks Young Musician of the Year competition	£1000	£600
	Sevenoaks Swimming Club	New starting blocks and backstroke wedges to be	£11,538	Declined from Youth Outreach Budget.



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		based in Sevenoaks Leisure Centre		Referred to Finance & General Purposes Committee
The Children's Workshop	The Children's Workshop	Outdoor learning training for 9 staff members	£720	£720

**270. Reports from Co-opted Partners**

- i) **Kent County Council:** Representative not present, report provided tabled at meeting. Noted activities to date and plans for a Young Persons Conference on Monday 4th November.
- ii) **SAYT:** Caroline Berry reported a busy summer of activities including beach trips, an art afternoon, Live on the Vine, regular sessions at Kemsing and/or Greatness plus a training event for volunteers on drug use. She advised that the Youth Worker was leaving, and Trustee discussions were taking place regarding her replacement. The Town Clerk thanked SAYT volunteers for their continued support at the Youth Café.
- iii) **Community Safety Team:** No representative present and no report provided.
- iv) **West Kent Communities:** Representative not present but report circulated with the agenda. Contents of report noted, in particular the offer to provide a training course for young people, joint hosted by the Town Council, in the House in the Basement funded by West Kent Communities up to the value of £1000. Town Clerk advised of the appointment of Peggy Nicholson as Head of Communities; the Committee hoped to meet her at the next meeting to discuss a way forward.

**271. Press Releases**

**RESOLVED:** That, subject to their agreement, press releases be distributed regarding:

- the appointment of Shelley Reynolds as manager of the Youth Café
- the receipt of a Diana Award by Youth Councillor Gabby Tan

There being no further business the Chairman closed the meeting.

Signed .....  
Chairman

Dated .....

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YSC 06.11.2019

**Sevenoaks Town Council  
Minutes of the Youth Services Committee  
Held on 6<sup>th</sup> November 2019 in the Council Chamber**

**Meeting Started:** 7.00 p.m.**Meeting Concluded:** 8.25 p.m.

Cllr Rachel Parry, Chairman	Apologies		Cllr Claire Shea, Vice-Chairman	Present
Cllr Roderick Hogarth (to 7.45pm)	Present		Cllr Tom Morris Brown	Present
Cllr Keith Bonin (to 8.20pm)	Present		Cllr Victoria Granville Baxter	Apologies
Cllr Edward Waite	Present			
Charlotte Ede, West Kent Communities	Present		Sarah Gaunt, Kent County Council	Present
Jacob Watson, Sevenoaks Youth Council	Present			

Substitute			For	
Cllr Merilyn Canet	Present		Cllr Victoria Granville Baxter	
Cllr Simon Raikes	Present		Cllr R E Parry	

**In attendance:** Councillor Parry, Linda Larter Town Clerk, Alison Futtit Senior Committee Clerk.

**Public Question Time** There was one member of the public present.

In the absence of the Chairman, the Vice-Chairman chaired the meeting.

**340. Apologies for Absence**

Received as noted, and from Caroline Berry, Peggy Nicholson, Maxine Quinton and Kelly Webb.

**341. Requests for Dispensations**

There were no requests for dispensations.

**342. Declarations of Interest**

There were no Declarations of Interest at the meeting.

**343. Minutes**

**i) Minutes of the Youth Services Sub Committee held on 11<sup>th</sup> September 2019**

**RESOLVED:** to accept and sign the Minutes of the meeting held on 11<sup>th</sup> September 2019 as a true record.

**ii) Minutes of the Youth Council Annual General Meeting held on 11th September 2019**

Jacob Watson was congratulated on his appointment as Youth Council representative to the Youth Services Committee and welcomed to the meeting.

**RESOLVED:**

YSC 06.11.2019

- To note the Minutes of the Youth Council meeting held on 11<sup>th</sup> September 2019
- To note elections to the following Youth Council posts:  
Chairman – Rose Spurling  
Vice-Chairman – Phoebe Crichtlow  
Treasurer – Michael Roberts  
Representative to the Youth Services Committee – Jacob Watson

**344. House in the Basement Youth Café**

**i) Report to October 2019**

Received report and noted that:

- The new manager, Chris Essex, was now in post
- Attendance had dropped during the transition period between managers, however the new manager would be promoting the Youth Café in schools and with local youth workers
- Music nights and the recent Halloween event continued to be popular
- The chess club run by Youth Councillor Jacob Watson had been a little quiet but would be promoted to give it a boost

**RESOLVED:** That the report be noted.

**ii) Finance Report to 30<sup>th</sup> October 2019**

**RESOLVED:** That the Finance Cost Centre report for the Youth Café to 30<sup>th</sup> October 2019 be noted.

**345. Finance Reports:**

**(i) Youth Council Finance Report**

**RESOLVED:** That the Income and Expenditure reports for the Youth Council and its charity to 30<sup>th</sup> October 2019 be noted.

**(ii) Youth Grants**

Noted that, following approval of grants at the last meeting, the Youth Outreach balance stood at £903.53. A further round of grant applications would be invited in January 2020.

**RESOLVED:** That the Youth Outreach General Income and Expenditure to October 2019 be noted

**346. Reports from Co-opted Partners**

**(i) Kent County Council:**

Sarah Gaunt (SG) reported that KCC's new integrated Children's Services structure would commence from April 2020: the Committee emphasised the importance of clarity and requested a documented understanding of the new structure. SG stated that a report had been prepared for KCC Cabinet which set out what the team would deliver across the district (this could be accessed via KCC's website)

SG advised that KCC had hosted a Youth Conference which had identified three priorities: mental health, youth democracy and transport. The Committee commented on the particular difficulties experienced with school

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transport. The Town Clerk reported that the Youth Council had also raised concerns about transport costs, overcrowding and bullying behavior. She asked that the Youth Council’s campaign to have the railcard scheme extended to 18 year olds be referred to KCC and that a volunteer scheme for a second adult on school buses, via PTAs, be considered.

- (ii) **SAYT:** Caroline Berry not present but reported that they had an applicant for the youth worker post recently advertised and hoped to interview next week.
- (iii) **SDC – Community Safety Team:** No representative present but report provided which outlined steps taken to identify and follow up young people involved in incidents at the Bat and Ball Station; action taken to verify identities of young people stopped by Police Officers at the recent firework event in Sevenoaks and plans to issue Warning letters regarding their behavior. Relevant agencies had been informed of the forthcoming Christmas Lights Switch on event.

The Town Clerk reported that the sheer volume of young people arriving via the train stations and gathering (a group of 200) at the fireworks event was of concern and would be monitored at the Christmas Lights event: it was hoped that the Police would be offering support.

- (iv) **West Kent Communities:** Charlotte Ede presented her report outlining recent youth work activity. She advised that there had been recruitment difficulties and a full review of youth services was being undertaken. She reported that KCC funded two posts and there were plans for the Lead Youth Worker (once in post) to sign young people up to a Youth Forum: the Town Clerk commented that in high level discussions KCC had agreed not to recreate a forum where one already existed so she did not anticipate this happening in Sevenoaks town.

West Kent Communities had offered to run a training course (funded up to £1000) for young people, joint hosted by the Town Council, in the House in the Basement Youth Café and suggestions for the course had been requested from Youth Café members and the Youth Council. The Youth Council had requested that consideration be given to dealing with mental health issues, including mindfulness, time and stress management skills. The Youth Café feedback would be provided shortly. Date for the course to be agreed.

CE advised that music recording facilities at Edenbridge were available for other groups to use free of charge and free travel could also be arranged.

**347. Press Releases**  
None required.

There being no further business the Chairman closed the meeting.

Signed ..... Dated .....  
Chairman

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**Sevenoaks Town Council**  
**Minutes of the Open Spaces & Leisure Committee held on 30<sup>th</sup> September 2019**  
**In the Council Chamber commencing at 7.00 p.m.**

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**Committee Members present:**

Cllr Dr M Canet (Chairman)	Present	Cllr K Bonin	Present
Cllr A Eyre (Vice Chairman)	Present	Cllr S Camp	Apologies
Cllr N Busvine OBE	Apologies	Cllr R Hogarth	Present
Cllr V Granville- Baxter	Present	Cllr Raikes	Present
Cllr L Michaelides	Present	Cllr R Parry	Apologies
Cllr T Morris Brown	Present		

Substitutes	For
Cllr A Clayton	Cllr R Parry

**Attendance:** Cllr Waite, (7.30pm) Town Clerk, Open Spaces Manager and Committee Clerk.

**Note:** The meeting was not recorded.

**Public Question Time**

There were no members of the public present.

**295. APOLOGIES FOR ABSENCE**

As noted above.

**296. REQUESTS FOR DISPENSATION**

There were no requests for dispensations.

**297. DECLARATIONS ON INTEREST**

There were no declarations of interest.

**298. MINUTES OF THE OPEN SPACES AND LEISURE COMMITTEE HELD ON 22<sup>nd</sup> July 2019**

**RESOLVED:** The minutes of the Open Spaces and Leisure Committee held on 22<sup>nd</sup> July 2019 were signed as a true record.

Noted the Cllrs had received a letter relating to activities on Sevenoaks Common. The Town Clerk had replied to the letter.

**299. OPEN SPACES & CEMETERY MANAGERS REPORT**

The report of the Open Spaces and Cemetery Manager was received and discussed, and the following matters noted in particular.

**i) Staff**

New gardener had been employed for cemetery.

- ii) **Green Flag**  
Agreed to publicly thank volunteers and arrange for a photograph to be taken with them.
- iii) **South and South East in Bloom**  
Thanks were given to volunteers: Sevenoaks Soroptimists; Sevenoaks Living Landscape Project; Mind; SAHA; Councillors; and members of the general public.
- iv) **Sevenoaks Common and Greensands Project**  
Noted that the festival on the 15<sup>th</sup> September was well attended.
- v) **Trees**  
It was hoped that Enoverst would be able to provide trees for planting in Autumn 2020. The Open Spaces Manager would contact the Woodland Trust regarding provision of trees.

**Resolved:**

- i) To progress the ability for members of public to donate and enable provision of additional trees.
  - ii) The Open Spaces Manager to provide a tour for interested councillors of the Town Council's open spaces.
  - iii) To contact Kent County Council to enquire about policy for planting trees in pavements areas.
  - iv) Sevenoaks in Bloom to consider planting plans for trees in Sevenoaks.
- vi) **Mount Close Play Area**  
Noted the success of the grant bid to Enoverst Community Trust to install a sit in train with carriages and ticket office for under 5s, including new railings for whole site and safety surface for train. The grant will fund 90% of the works with remaining 10% to be met by the Town Council.
- RECOMMENDATION:** To Finance & General Purposes Committee that 10% of £2,023.60 be taken from The Town Council's Capital Reserve.
- vii) **Sports Fees**  
The Committee noted the dissimilarity between the cost of rugby and football pitch hire at Knole Paddock and agreed that the higher charge was fair given the additional maintenance costs of the rugby pitch due to its size.

**300. STATEMENT OF ACCOUNTS**

**RESOLVED:** To note the statement of accounts to 31<sup>st</sup> July 2019.



**301. PROPOSED CHARGES FOR 2020**

The request from Sevenoaks Rugby Club to consider rugby pitch fees was noted, as recorded at Minute 299 (vii) above

**RESOLVED:**

- i) To agree the general charges as per Appendix A;
- ii) To agree the cemetery charges as per Appendix B; and
- iii) To agree the current and proposed charges for sports pitches as per Appendix C.

**302. SUMMER PLAY DATES**

**RESOLVED:** To note the report circulated with the agenda.

**303. ALLOTMENT REPORT**

**RESOLVED:** To note the report as circulated with the agenda.

**304. LETTER FROM SAHA RELATING TO ELECTRICITY PROVISION AT QUAKER HALL ALLOTMENTS**

The Town Council had previously resolved to install electricity via solar panels to the Trading Centre. SAHA had written stating that they no longer required this and would prefer funds to be spent on installation of additional water pipes.

**RESOLVED:** To invest capital funds in the installation of additional water pipes and water butts as requested by SAHA in their letter.

**305. SEVENOAKS IN BLOOM RESULTS 2019**

The Committee noted the following achievements in this year's South East in Bloom competition:

Sevenoaks Town Centre	Gold Award
The Vine	Gold Award
Upper High Street Gardens	Silver Gilt
Sevenoaks Common	Silver

**RESOLVED:**

- i) To enter the 2020 South & South East in Bloom competition and to continue with the edible theme; and
- ii) To congratulate everyone involved in the work in obtaining the awards.

**306. VISIT TO KING HENRY'S WALK**

**RESOLVED:** To note the report as circulated with the agenda.

**307. CURRENT MATTERS**

<b>MINUTE NO.</b>	<b>SUBJECT</b>	<b>UPDATE</b>
<b>366 VI</b>	Vine & Cycle Racks	Cycle planter to be installed.
<b>221 (2018)</b>	Lamp post outside Lloyds Bank	Completed.
<b>223 (2018)</b>	Renovation of St Nicholas War Memorial	Grant received.
<b>226 (2018)</b>	Anti-Litter Campaign	Ongoing.
<b>314 (2018)</b>	Greatness Cemetery Faculty	Received and completed.
<b>319 (2018)</b>	Proposed outdoor gym at Julian's Meadow	Installed. Mayor to open officially.
<b>176 IV (2019)</b>	Burial Land at Greatness	Noted 60 year provision.
<b>176/5 V (2019)</b>	Sevenoaks Common	Mayor to plant tree in November 2019
<b>176/5 VI (2019)</b>	Hillingdon Rise Green	
<b>176/5 VII (2019)</b>	Tree Planting	Open Spaces Manager to liaise with Enover.
<b>178 (2019)</b>	Friends of Greatness Cemetery	To be launched in November 2019
<b>181 (2019)</b>	Steps in Millpond Wood	Open Spaces Manager to put in place plan for work.
<b>182 (2019)</b>	Upper High Street Gardens	Noted insufficient space for tables. Install seat(s) with arms.

**308. PRESS RELEASE**

**RESOLVED:** To distribute a press release relating to the Mayor opening the outdoor gym at St Julian's Meadow as part of the Town Council's wellbeing agenda.

There being no further business the Chairman closed the meeting at 8.25pm

.....  
Chairman

Dated .....

**SEVENOAKS TOWN COUNCIL****Appendix A****GENERAL OPEN SPACES CHARGES FROM 1 APRIL 2020****CHARGES GENERAL CATEGORIES****Proposed Changes**

<b>ALLOTMENTS AND LOGS (prices are inclusive of VAT)</b>	
<b>Bradbourne Vale Road Allotments:</b>	
Normal size – 10 rods	£4.00 per rod wef 29-09-19
	£4.15 per rod wef 29.09.2020
<b>Quakers Hall Allotments:</b>	
Normal size – 10 rods	£4.00 per rod wef 29-09-19
(key deposit)	£4.15 per rod wef 29-09-2020
	£20.00
<b>Logs:</b>	
Full Load	£ 120.00      115.00
Half Load	£ 75.00      70.00
<b>GROUND RENTS/LEASES</b>	
Sevenoaks Rugby Football Club (Commenced 2012 for 7 years. Lease expires December 2019)	£3,750.00 Review December 2019
Sevenoaks Clarendon LTC (reviewed March 2014 for next 7 years. Main lease expires March 2042)	£412.00 per annum Review March 2021
Vine Cricket Pavilion & Tea Kiosk (RPI, not compounded. 5 year reviews. Lease expires 23 September 2028)	£3,090 per annum
Vine Cricket Ground (licence commenced September 2003)	One peppercorn per annum
<b>Sevenoaks Town Junior Football Club:</b>	
Pitch 1(Lease expires 27 April 2021)	£1 per annum
Pitch 2 & Pavilion (Lease commenced 1 April 2005 and expires 27 April 2021). Last reviewed 2015	£520 per annum

**SEVENOAKS TOWN COUNCIL  
GREATNESS PARK CEMETERY**

**Appendix B**

**FEES & CHARGES FROM 1 APRIL 2020**

**(All prices are inclusive of VAT)**

**TARIFF CATEGORIES**

**Proposed changes**

	<b>Non Resident (£)</b>		<b>Resident (£)</b>	
<b>EXCLUSIVE RIGHTS OF BURIAL</b>				
In a grave previously used for a limited period burial:				
The fees will be determined by deducting the fees paid at the time of such limited period burial from the full fees for the purchase of exclusive rights of burial currently in force.				
In a New Grave (For 75 years):				
Includes Certificate of Grant, entry in Register (all sites)				
Earth (Lawn section) Grave Site A	2145.00	2090.00	715.00	695.00
Earth (Lawn section) Grave Site B	1725.00	1675.00	575.00	560.00
Earth (Lawn section) Grave Site C	1275.00	1240.00	425.00	415.00
Infants (non-viable foetuses, still born children, and under 5 years)	66.00	65.00	22.00	21.00
<i>Outside spaces are surcharged 25%</i>				
Pre-purchase of Gravemarker	62.00	60.00	62.00	60.00
<b>INTERMENT FEES (Including grave digging)</b>				
Infant's Grave (single depth grave in infant's section)	450.00	435.00	150.00	145.00
Single depth in an adult grave (all ages)	1500.00	1470.00	500.00	490.00
Double depth in an adult grave (all ages)	2010.00	1920.00	670.00	640.00
<i>Surcharge for casket burials is double the above fees</i>				
Burials with coffins & caskets outside of normal dimensions	POA		POA	
Interment of cremated remains within a Grave	240.00	235.00	85.00	80.00
<b>OTHER FEES</b>				
Transfer of Exclusive Rights of Burial Grant (per document)	67.00	65.00	67.00	65.00
To search Register of Burials per name (same family)	31.00	30.00	31.00	30.00
Annual Grave Maintenance-Grass Grave	100.00	95.00	100.00	95.00
Annual Grave Maintenance-Full Memorial	140.00	135.00	140.00	135.00
Turfing of old graves (at client's request)	67.00	65.00	67.00	65.00
Out-of-time burials (dependent upon availability & man-hours involved) Minimum fee	155.00	150.00	155.00	150.00
Weekend surcharge-cremated remains burial	155.00	150.00	155.00	150.00
Headstone removal prior to re-opening (standard sized memorials only, others sizes-price on request)	55.00	50.00	55.00	50.00
Headstone replacement after re-opening (standard sized memorials only, others sizes-price on request)	POA	80.00	POA	80.00

**SEVENOAKS TOWN COUNCIL**  
**GREATNESS PARK CEMETERY**

**Appendix B**

**FEES & CHARGES FROM 1 APRIL 2020**  
**(All prices are inclusive of VAT)**

	<b>Non Resident (£)</b>	<b>Resident (£)</b>
<b>CHAPEL SERVICE</b>		
Use of chapel (includes provision of music if required)	<b>155.00</b> 145.00	<b>155.00</b> 145.00
<b>MEMORIAL PERMITS (EXCLUDING WALL OF REMEMBRANCE)</b>		
Approval and placement of headstones, books, tablets, figures, crosses and stone vases up to the max height of 3 ft.	<b>165.00</b> 155.00	<b>165.00</b> 155.00
Double headstones	<b>330.00</b> 310.00	<b>330.00</b> 310.00
Additional Inscriptions after first interment	<b>115.00</b> 110.00	<b>115.00</b> 110.00
Tablets, scrolls, bird baths and books up to 15 inches in height	<b>125.00</b> 110.00	<b>125.00</b> 110.00
To replace a memorial with similar or smaller memorial	<b>45.00</b> 40.00	<b>45.00</b> 40.00
Memorial removal and disposal fee	<b>100.00</b> 95.00	<b>100.00</b> 95.00
<b>Notes to Memorial permits</b>		
<ol style="list-style-type: none"> <li>Kerbstones and border stones are <b>NOT</b> permitted on grave sites: (a) for which exclusive burial rights were purchased on or after 1.11.80 (b) in Lawn Areas (whenever exclusive burial rights were purchased).</li> <li>Where Memorials comprise more than one item, e.g. headstone, body and footstone, the fees for each will be charged under the respective headings above.</li> <li>Memorial prices will rise above inflation to cover additional costs for inspection.</li> <li>All new memorials and those removed and re-fixed will be required to have an approved anchor system fitted.</li> </ol>		
<b>WALL OF REMEMBRANCE</b>		
For the right to fix a tablet to the Wall of Remembrance. Dimension of tablets to be 25.4 cm x 15.2 x 3 cm	<b>130.00</b> 125.00	<b>130.00</b> 125.00
Where there has been no interment of cremated remains but the fixing of a memorial plaque is required	<b>750.00</b> 715.00	<b>250.00</b> 240.00
Additional inscription to existing plaque	<b>50.00</b> 45.00	<b>50.00</b> 45.00

**SEVENOAKS TOWN COUNCIL**  
**GREATNESS PARK CEMETERY**

**Appendix B**

**FEES & CHARGES FROM 1 APRIL 2020**  
**(All prices are inclusive of VAT)**

	Non Resident (£)	Resident (£)
<b>LAWN OF REMEMBRANCE</b>		
Exclusive Rights for 75 years of one interment of cremated human remains in a plot 30.5 cm x 30.5 cm (with a depth of 90.0 cm x 35.6 cm) within the Lawn of Remembrance. (to include Certificate of Grant; entry in register)	540.00 530.00	180.00 175.00
Internment of ashes (digging charge)	255.00 235.00	85.00 80.00
<b>BOOK OF REMEMBRANCE</b>		
Memorial Roses (details entered in a Book of Remembrance)	155.00 150.00	155.00 150.00

**NOTE:**

Sevenoaks town residents will be entitled to pay the reduced fee upon production of proof of residency presented to the Town Clerk prior to any reduced fee being approved.

**RESIDENT**                    A parishioner (or ex-parishioner) of Sevenoaks Town who originally resided within the Town area for 15 years or more and who at the time of his/her death had not been resident outside that area for more than 10 years).

**NON RESIDENT**            Any non parishioner

*The Council reserves the right to levy a surcharge on any of the tariff items under special circumstances. All invoicing must be settled in full prior to permission being given by the Council for any work to be carried out in the Cemetery.*

**SEVENOAKS TOWN COUNCIL**  
**SPORTS FEES**

Appendix C

**FEES & CHARGES FROM 1 APRIL 2020**

**Proposed Changes**

	<b>All Day</b>		<b>Afternoon</b>		<b>Evening</b>	
	<b>(£)</b>		<b>from 1.30 p.m.</b>		<b>from 5.30 p.m</b>	
			<b>(£)</b>		<b>(£)</b>	
<b>CRICKET (Summer Sport)</b>						
<b>Pitch hire per game inclusive of use of pavilion facilities</b>						
Weekday games - Adults	103.00	100.00	88.00	85.00	72.00	70.00
Weekday games - Juniors	67.00	65.00	59.00	57.00	48.00	47.00
Weekend games - Adults	125.00	120.00	110.00	105.00	82.00	80.00
Weekend games - Juniors	77.00	75.00	64.00	62.00	53.00	52.00
<b>Pitch hire per game exclusive of use of pavilion facilities</b>						
Weekday games - Adults	68.00	65.00	58.00	55.00	46.00	45.00
Weekday games - Juniors	46.00	45.00	41.00	40.00	28.00	27.00
Weekend games - Adults	93.00	90.00	72.00	70.00	57.00	55.00
Weekend games - Juniors	62.00	60.00	48.00	47.00	38.00	37.00
<b>SOCCER (Winter Sport)</b>						
<b>Pitch hire per game inclusive of use of pavilion facilities</b>						
Weekday games - Adults			78.00	75.00		
Weekday games - Juniors			43.00	42.00		
Weekend games - Adults			98.00	95.00		
Weekend games - Juniors			54.00	52.00		
<b>Pitch hire per game exclusive of use of pavilion facilities</b>						
Weekday games - Adults			52.00	50.00		
Weekday games - Juniors			31.00	30.00		
Weekend games - Adults			72.00	70.00		
Weekend games - Juniors			37.00	36.00		
<b>RUGBY (Winter Sport)</b>						
<b>Pitch hire per game inclusive of use of pavilion facilities</b>						
Weekday games - Adults			108.00	105.00		
Weekday games - Juniors			62.00	60.00		
Weekend games - Adults			134.00	130.00		
Weekend games - Juniors			82.00	80.00		
<b>Pitch hire per game exclusive of use of pavilion facilities</b>						
Weekday games - Adults			72.00	70.00		
Weekday games - Juniors			43.00	42.00		
Weekend games - Adults			93.00	90.00		
Weekend games - Juniors			62.00	60.00		
Mini Tournaments			145.00	140.00		
Junior Training Areas			38.00	37.00		
Mens Training per hour			32.00	31.00		
Ladies Training per hour			27.00	26.00		
Outside Rugby clubs-normal fee plus			32.00	31.00		

**SEVENOAKS TOWN COUNCIL**  
**SPORTS FEES**

Appendix C

**FEES & CHARGES FROM 1 APRIL 2020**

**Proposed Changes**

	All Day (£)	Afternoon from 1.30 p.m. (£)	Evening from 5.30 p.m (£)
<b>Other Uses: Use of Pavilion for Social Purposes</b>			
<b>Including showers (minimum charge 2 hours)</b>			
Per hour - Adults		32.00	31.00
Per hour - Juniors		22.00	21.00
<b>excluding showers (minimum charge 2 hours)</b>			
Per hour - Adults		22.00	21.00
Per hour - Juniors		17.00	16.00
<b>Daily rates (7 hours)</b>			
For Sevenoaks organisations		113.00	110.00
For non-Sevenoaks organisations		140.00	135.00
Fetes, Sports Meetings etc (one field plus pavilion) whole day		405.00	395.00
Fetes, Sports Meetings etc (one field plus pavilion) afternoon and evening only		215.00	210.00
<b>Junior Sports Meetings (7 hours)</b>			
Restricted Area		110.00	105.00
One field and Pavilion		205.00	200.00
One field		170.00	165.00
<b>Athletics Track by arrangement</b>			



Open Spaces &amp; Leisure Committee – 11.11.19

**Sevenoaks Town Council**  
**Minutes of the Open Spaces & Leisure Committee held on Monday 11<sup>th</sup> November 2019**  
**In the Council Chamber commencing at 7.00 p.m.**

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**Committee Members present:**

Cllr Dr M Canet (Chairman)	Present	Cllr K Bonin	Present
Cllr A Eyre (Vice Chairman)	Present	Cllr S Camp	Apologies
Cllr N Busvine OBE	Apologies	Cllr R Hogarth	Present (7.30pm)
Cllr V Granville- Baxter	Present	Cllr Raikes	Apologies
Cllr L Michaelides	Present	Cllr R Parry	Present
Cllr T Morris Brown	Present		

Substitutes	For
Cllr R Piper	Cllr S Raikes
Cllr T Clayton	Cllr S Camp

**Attendance:** Town Clerk, Open Spaces Manager and Committee Clerk.

**Note:** The meeting was not recorded.

**Public Question Time**

There were no members of the public present.

**348. APOLOGIES FOR ABSENCE**

As noted above.

**349. REQUESTS FOR DISPENSATION**

There were no requests for dispensations.

**350. DECLARATIONS ON INTEREST**

There were no declarations of interest.

**351. MINUTES OF THE OPEN SPACES AND LEISURE COMMITTEE HELD ON 30<sup>th</sup> SEPTEMBER 2019**

**RESOLVED:** The minutes of the Open Spaces and Leisure Committee held on 30<sup>th</sup> September 2019 were signed as a true record subject to the following amendments: Cllr Clayton substituted for Cllr Camp and Cllr Piper was in attendance.

**352. OPEN SPACES & CEMETERY MANAGERS REPORT**

The report of the Open Spaces and Cemetery Manager was received and discussed, and the following matters noted.

**i) Trees**

Actions to previous resolutions regarding trees

The Woodland trust grants were only available to Schools and community groups, but it was noted that one of their approved growers was a town council regular supplier of native tree and hedging stock, being a member of the UK Sourced and Grown group of suppliers to the trust.

To progress the ability of members of the public to donate trees the town council would initially provide details in the Town Crier.

Potential dates for a tour of sites for new Councillors were Friday 6<sup>th</sup> or Monday 9<sup>th</sup> of December. Councillors were asked to contact the Open Spaces Manager.

Kent County Council had been contacted regarding its tree planting policy in relation to pavements, no response received to date.

The Sevenoaks in Bloom group would be meeting on 2<sup>nd</sup> of December at 10.00 am and would be discussing tree planting

**ii) Greatness Cemetery Mess Room and Workshop**

The messroom workshop building was reaching the end of its life, a timber construction and is uneconomic to repair with decay in most uprights and the roof structure, although it had had several repairs in the last few years particularly after break ins.

It had previously been resolved to replace this building and £25,000 and £6,000 from Rolling Capital Budget (not reserves) has been allocated from the Town Council's Community Infrastructure Levy funds.

To date one firm quotation had been received from a specialist company to supply and erect a new all steel wood clad building including all mess room fittings, plumbing and fixtures, electrics within the building strong steel doors and an adequate roof height which enabled all plant to be driven in for storage.

The cost for this was £38,000.

In addition, there would be a need to arrange temporary storage units for the plant and tools, deal with demolition and disposal, new electrical connection to the existing supply and connecting the mains water and cess pit outlet. Additional quotations being sought.

The Town Council wished to recognise the Government and KCC declarations for aiming for Zero Carbon and make its number one priority to integrate the aim within the vision and throughout the Neighbourhood Development Plan (NDP) and within the Town Council's general operation. For its new buildings to be as sustainable and

eco-friendly as possible. Existing buildings to be improved to be more sustainable with reduced carbon footprint where practicable.

The Town Council would therefore commission an environmental audit of the proposed building and estimate the size of solar installation to off set the new build rather than merely reduce electricity consumption per annum. Rainwater harvesting was also a possible option although relatively little water was used in the messroom when compared with the whole site (public toilet, watering points, watering flowers).

#### Options to proceed

1. Continue with quotes for a steel building and arrange an audit of the building to estimate carbon offset needed.
2. Obtain quotes for a wooden building (lower environmental footprint but shorter working life and harder to make secure) arrange a similar audit.

Demolition and rebuild	£45,000
Audit	£1,000
Solar installation	£16,000
Total	£62,000

**RESOLVED:** To move forward with installing a new building and to research the pay-back for solar energy and seek advice from solar panel installers and Eco Electricity or similar suppliers.

**RECOMMENDATION:** To Finance & General Purposes Committee that authorisation be delegated to the Chairman, Vice Chairman and Town Clerk to proceed with the building requesting an additional allocation of £20,000 from Capital Reserve.

#### **Pontoise Recreation Ground**

The Town Council were successful in a grant application to the Ibstock Enover Trust for £15,745.00 to replace the post and rail fence around the quarry face and replace three areas of safety matting under the older pieces of equipment in the play area.

The Grant offered was slightly lower at £15,000.00 less 10% from Town Council which would fund the scheme by £2,245.00 in total.

Work to replace the safety surface was due to start in November and the fencing by a separate local company Tyrrells in January.

### **Sevenoaks Rugby Football Club**

At present the rugby club had a car sized garage attached to the Town Council's Knole paddock workshop building. It was constructed from the same brick as the workshop and was probably constructed soon after the workshop.

It was used to store the scrum machine and tackling pads and other kit. The amount of equipment stored has outgrown the building, the club also wanted to invest in some temporary portable floodlights to help with mid-week training in the winter, but would want to store these away each week.

Previously the club had suggested enlarging the store to double its size which could easily be achieved without visual impact on any nearby resident or loss of playing surface. An architect had drawn up plans for the Council to review.

**RESOLVED:** To request the District valuer to consider lease rent for additional store area when reviewing recommendation for rent for renewal of lease. Agrees in principle subject to planning and meeting all costs for the project and successful lease negotiation.

Congratulations were passed to the Open Spaces Manager and his team on the excellent condition of the Cemetery, War Memorial and Vine at the time of the remembrance services.

### **353. STATEMENT OF ACCOUNTS**

**RESOLVED:** To receive and note the accounts for September 2019.

### **354. DRAFT REVENUE AND CAPITAL PROGRAMME BUDGET FOR 2020-2021**

#### **i) Draft Revenue Budget**

#### **ii) Capital Rolling Programme**

It was noted that funding associated with the capital rolling programme was not within the draft revenue budget and the principle would be reviewed by the Finance & General Purposes Committee.

Jubilee Clock – To research history relating to the clock.

St John's public convenience – To consider upgrading the facilities.

**RESOLVED:** To recommend draft report to Finance & General Purposes Committee

Open Spaces &amp; Leisure Committee – 11.11.19

**355. CURRENT MATTERS**

MINUTE NO.	SUBJECT	UPDATE
<b>366 VI</b>	Vine & Cycle Racks	Cycle planter to be installed.
<b>221 (2018)</b>	Lamp post outside Lloyds Bank	Completed.
<b>223 (2018)</b>	Renovation of St Nicholas War Memorial	Grant received.
<b>226 (2018)</b>	Anti-Litter Campaign	Ongoing.
<b>314 (2018)</b>	Greatness Cemetery Faculty	Received and completed.
<b>319 (2018)</b>	Proposed outdoor gym at Julian's Meadow	Installed. Mayor opened.
<b>176 IV (2019)</b>	Burial Land at Greatness	Noted 60 year provision.
<b>176/5 V (2019)</b>	Sevenoaks Common	Mayor to plant tree on 28 <sup>th</sup> November 2019
<b>176/5 VI (2019)</b>	Hillingdon Rise Green	CLLrs to canvass public about parking on the grass.
<b>176/5 VII (2019)</b>	Tree Planting	Open Spaces Manager to liaise with Enover.
<b>178 (2019)</b>	Friends of Greatness Cemetery	To be launched in November 2019
<b>181 (2019)</b>	Steps in Millpond Wood	Open Spaces Manager to put in place plan for work.
<b>182 (2019)</b>	Upper High Street Gardens	Noted insufficient space for tables. Install seat(s) with arms.

**356. PRESS RELEASE**

**RESOLVED:** To distribute a press release relating to the Mayor's tree planting at the Sevenoaks Common.

**RESOLVED:** Under the Public Bodies (Admission of Meetings) Act 1960 to exclude the public and press for the following item by reason of the confidential nature of the business.

**357. CEMETERY LODGE**

**RESOLVED:** Request to purchase additional land was denied.

There being no further business the Chairman closed the meeting at 8.30pm

.....  
Chairman

Dated .....

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F&amp;GP 16.09.19

**Sevenoaks Town Council  
Minutes of the Finance & General Purposes Committee  
held on 16<sup>th</sup> September 2019 in the Council Chamber**

**Meeting Commenced:** 7.00 p.m.**Meeting Concluded:** 8.45 p.m.**Present:**

Cllr Keith Bonin	Present		Cllr Roderick Hogarth	Present
Cllr Nicholas Busvine OBE	Apologies		Cllr Tom Morris Brown	Present
Cllr Sue Camp	Present		Cllr Robert Piper	Present
Cllr Dr Marilyn Canet	Present		Cllr Simon Raikes, Chairman	Present
Cllr Tony Clayton, Vice Chairman	Present		Cllr Edward Waite (7.20pm)	Present
Cllr Andrew Eyre	Present			

**In Attendance:** Town Clerk, Responsible Financial Officer, Committee Clerk.**Public Question Time:** There was one member of the public present.*The meeting was not recorded.***272. Apologies for Absence****RESOLVED:** To accept apologies for absence from Cllr Nicholas Busvine.**273. Requests for Dispensations**

There were no requests for dispensations.

**274. Declaration of Interests**

Declarations of Interests were declared by:

- Councillor Eyre, in respect of the grant applications by the Stag Theatre (Agenda Item 9b), the Stag Youth Theatre (Agenda Item 9e) and Sevenoaks Three Arts Festival (Agenda Item 9f);
- Councillor Clayton, in respect of the grant application by Sevenoaks Counselling (Agenda Item 9d); and
- Councillor Raikes declared a pecuniary interest in respect of the Street Lighting Update (Agenda Item 7);

The Councillors took no part in the discussion on those items and did not vote thereon. Councillor Clayton took the chair for the Street Lighting Update at Agenda Item 7.

**275. Minutes of the Finance & General Purposes Committee held on 19<sup>th</sup> August 2019.****RESOLVED:** To receive and sign the Minutes as a true record of the previous meeting.

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The Town Clerk advised that the auditors had accepted the revisions to the Section 2 - Accounting Statements, approved at the meeting of this Committee held on 19<sup>th</sup> August 2019, and would be issuing an unqualified audit report.

## 276. Finance Reports

### i) Statement of Accounts for 1<sup>st</sup> to 31<sup>st</sup> July 2019.

The Committee received and noted the management accounts for the period 1<sup>st</sup> to 31<sup>st</sup> July 2019.

It was agreed that a separate note of the Public Works Loan Board (PWLB) loan, payments and balance be presented going forward.

### ii) Suppliers Accounts

1<sup>st</sup> to 31<sup>st</sup> July 2019 **£131,708.14**

### iii) Payroll Account

1<sup>st</sup> to 31<sup>st</sup> July 2019 **£76005.43**

### iv) Petty Cash Account

1<sup>st</sup> to 31<sup>st</sup> July 2019 **£873.34**

### v) Hospitality and Gift Register report

No matters to report.

**RESOLVED:** The Committee accepted all the presented and reviewed Financial Reports.

## 277. CCLA

The Committee reviewed documents relating to the investment fund and considered how it complied with the Town Council's Investment Strategy.

**RESOLVED:** To invest funds for the short term in CCLA in order to reduce the risk of not placing more than 40% in one financial institution.

## 278. Change to Order of Agenda

**RESOLVED:** That the order of agenda be amended to facilitate consideration of Agenda Item 9(b) Grant Application Stag Theatre early, for the benefit of the member of public in attendance.

## 279. Grant Application: Stag Theatre

The Committee considered a grant aid request submitted by the Stag Theatre together with the Grant Aid Balance.

**RESOLVED:** That grant request be awarded under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) as follows:



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Grant Ref No.	Organisation Name & Charity Reg No if applicable	Purpose of Award	Grant Application	Grant Approved
	Stag Theatre	On nine-hundredth anniversary of Textus Roffensis of 1120 (in which Sevenoaks was first mentioned), to produce digital archive of all retail shop fronts and owners/staff in Sevenoaks High Street, London Road, Upper High Street and roads in between.	£500	£500

**280. Street Lighting Update**

*Councillor Clayton in the chair for this item.*

The Committee considered a request for an extension to the consultation period on streetlighting with residents in the following unadopted roads: Woodside Road, Coombe Avenue, Heathfield Road and Lyle Park and Pineneedle Lane.

**RESOLVED:**

- i) That residents of Woodside Road, Coombe Avenue and Heathfield Road be advised that the decision whether to pay for the street lights, together with payment, was required by 31<sup>st</sup> October 2019 latest or the Town Council would proceed to removal of the lights;
- ii) That residents of Lyle Park and Pineneedle Lane be advised that the response date to request to pay for the lights be extended to 30<sup>th</sup> November 2019; and
- iii) The Responsible Financial Officer recirculate to Town Councillors documents relating to charges for maintenance and upgrade to street lights.

**281. Sevenoaks Town Partnership**

**RESOLVED:** To note the Minutes of the Sevenoaks Town Partnership held on 4<sup>th</sup> September 2019 and that some amendments were needed and would be addressed at the Partnership's next meeting.

**282. Grant Applications**

The Committee considered grant aid requests received together with the Grant Aid Balance.

It was noted that under its new Terms of Reference, the Youth Services Committee was authorised to allocate funds from the Youth Outreach Budget of £4,656, and to make recommendations to this Committee regarding other grant applications. At its meeting held on 11<sup>th</sup> September 2019, the Youth Services Committee resolved that

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grant requests be awarded under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) as follows:

Grant Ref No.	Organisation & Charity Reg No if applicable	Purpose of Award	Grant Application	Grant Approved
	Stag Youth Theatre	To tour production on climate change to primary schools	£2000	£2000
	Sevenoaks Three Arts Festival	First prize in Sevenoaks Young Musician of the Year competition	£1000	£600
	The Children's Workshop	Outdoor learning training for 9 staff members	£720	£720

The Youth Services Committee had referred the application by Sevenoaks Swimming Club to the Finance and General Purposes Committee for consideration.

**RESOLVED:** That grant request be awarded under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) as follows:

Grant Ref No.	Organisation & Charity Reg No if applicable	Purpose of Award	Grant Application	Grant Approved	Reason for Refusal
	Hi Kent	To run free hearing aid users support clinics in Hollybush Day Centre.	£1000	£1000	
	PS Breastfeeding CIC	Additional management and supervision of trained volunteers; also to pay volunteer expenses and 3 enrichment sessions.	£1401	£1401	
	Sevenoaks Counselling	Supplement bursary fund	£1500	£1500	

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		which assists clients who cannot afford full cost of counselling.			
	Sevenoaks Swimming Club	Purchase of 6 new starting blocks and backstroke wedges to be based permanently in Sevenoaks Leisure Centre.	£11,538		Not appropriate use of charitable fund; feel could work with Sencio to improve facilities.

**283. Allotment Rates**

**RESOLVED:**

- 1) That allotment rents increase to £4.00 per rod with effect from 1<sup>st</sup> October 2019; and
- 2) That allotment rents increase by 3% for 2020-21, in line with other Town Council fees and charges, to £4.15 per rod.

**284. Community Infrastructure Levy (CIL)**

**RESOLVED:**

- i) That £50,000 from the October 2019 CIL income be contributed towards the Business Hub project; and
- ii) To adopt the Sevenoaks Town Council Community Infrastructure Policy.

**285. Current Matters and Priorities**

**RESOLVED:** To note the contents of the reports relating to Current Matters and Priorities.

The Committee offered congratulations to all involved on Sevenoaks Town Council being awarded gold again in the South and South East in Bloom competition.

**286. Press Release**

**RESOLVED:** That a press release be distributed in relation to grants awarded.

There being no further business the Chairman of the Committee closed the Meeting.

Signed .....  
Chairman

Dated .....

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## Events Accepted/Attended – 2019/2020

Mayor: Councillor Nick Busvine

Day & Time	Date	Organisation & Event/Venue	Attending
Wed 10:30	15 May	Chairman & Vice Chairman Sevenoaks District Council, Chartwell Walk	Mayor
Sat 11:00	18 May	Maidstone's Civic Parade and Service, Maidstone	Mayor
Sun 09:00	19 May	Hill Climb 2019, Friends of Valence School	Deputy Mayor
Sun 7:30	19 May	Sevenoaks Symphony Orchestra, Stag Theatre	Mayor
Fri 7:30	24 May	Kentish Opera, production of Carmen, Stag Theatre	Deputy Mayor
Tues 08:00	28 May	Professionals Networking Breakfast, Rivermere	Deputy Mayor
Wed 10:00	29 May	Love your Local Market, Sevenoaks	Mayor
Thurs – Sun	30 May – 2 June	Friends of Pontoise, visit to Pontoise, France	Deputy Mayor
<b>Fri 3:00</b>	<b>31 May</b>	<b>Bouncy Kingdom, Greatness Recreation Ground</b>	<b>Mayor</b>
Mon 12:00	3 June	Rockdale Housing Association AGM	Deputy Mayor
Tues 7:30	4 June	The League of Friends of Sevenoaks Hospital, Annual General Meeting, Sevenoaks Hospital	Mayor
<b>Thurs 11.00</b>	<b>6 June</b>	<b>D-Day Commemoration Wreath Laying</b>	<b>Mayor</b>
Thurs 6:30	6 June	Annual Exhibition, Sevenoaks Camera Club, Sevenoaks Library	Mayor
Fri 3:00	7 June	Martin Dix Retirement Tea Party, Community Centre	Mayor
Sun 3:00	9 June	Shakespeare's As you Like It, Saint Hill Manor, East Grinstead	Deputy Mayor
Tues 7:00	11 June	Mrs Ann Allen MBE, Civic Reception, Kent County Council, County Hall, Maidstone	Mayor
Thurs 5:30	13 June	Knocker & Foskett, Summer Garden Party	Deputy Mayor
Thurs 6:00	13 June	Kent Armed Forces Briefing 2019, Regimental Headquarters, Maidstone	Mayor
Sun 6:30	15 June	Hospice in the Weald Moonlight Walk, The Vine Gardens TN13 3UH	Mayor & Mayoress
Sun 2.00	16 June	Incoming Mayor of Surrey Heath – Civic Service	Mayor
Tues 8:00	17 June	Sevenoaks Scout Group, AGM, 4 <sup>th</sup> Sevenoaks Scout Group Headquarters, Mill Lane	Mayor
Wed 10:00	19 June	Spadework, West Malling	Mayor
Wed 2:00	19 June	Sevenoaks Society Heritage Community Exhibition – Kaleidoscope Gallery	Mayor
Wed 3:30	19 June	Vine Ramp Opening	Mayor
Thurs PM	20 June	Lord Lieutenant, Viscount De L'Isle – Farewell Event	Mayor & Mayoress
Sat 11.00	22 June	Open the Sevenoaks Summer Festival	Mayor & Mayoress
Sat 6.30	22 June	Sevenoaks Three Arts Festival – Present the Awards	Mayor
Sun 10:00	23 June	Sevenoaks Festival Eucharist, St Luke's Church	Mayor
<b>Sun 3:00</b>	<b>23 June</b>	<b>Civic Service, St Thomas's</b>	<b>Mayor &amp; Mayoress</b>
Tues 8:00	25 June	Professionals Networking Breakfast, Rivermere	Deputy Mayor
Tues 5:15	25 June	Baldwins Travel Summer Party, Riverhill Gardens	Deputy Mayor
Thurs 6:00	27 June	Summer Reception, Sevenoaks Chamber of Commerce, Wildernesse House	Mayor & Mayoress

Day & Time	Date	Organisation & Event/Venue	Attending
Fri 10:30	28 June	Opening Coolings Summer Showcase Flower Exhibition, Coolings Gardeners Garden Centre	Mayor
Fri 12:30	28 June	National Care Home Day, Rivermere	Deputy Mayor
Fri 7:30	28 June	Sevenoaks Welcomes Refugess – Fundraising Guitar Concert at the Vine Baptist Church	Mayor & Mayoress
<b>Sat 10.00</b>	<b>29 June</b>	<b>Armed Forces Day</b>	<b>Mayor</b>
Sat 11:00	29 June	Walthamstow Hall School, Prize Giving	Mayor
Sat 6:30	29 June	Astra 2 Regional Swimming Gala, Sevenoaks Leisure Centre	Deputy Mayor
Sat 7.30	29 June	Fun Quiz Night to raise awareness of Prostate Cancer – Walthamstow Junior School Hall	Mayor & Mayoress
Sun 3:00	30 June	Celebrate 30 Years of Toddler Group, Vine Evangelical Church, Hitchen Hatch Lane	Deputy Mayor
Sun 7:00	30 June	Chance to Dance, Stag Theatre	Mayor
Wed 8:00	3 July	Sevenoaks Summer Festival Quiz, St Lukes Hall	Mayor & Mayoress
Fri 10:00	5 July	In Bloom Judging Day	Mayor
Fri 3:00	5 July	High Sheriff of Kent, Garden Party, The King's School, Canterbury	Mayor
Sat 2:00	6 July	Summer Lawn Party to celebrate 20 <sup>th</sup> Anniversary, West Heath School	Mayor
<b>Mon</b>	<b>8 July</b>	<b>Mayor's Cocktail Party</b>	<b>Mayor</b>
Wed 11:15	10 July	The Addams Family production at The Oaks Theatre, Knole Academy	Mayor
Thurs 12.00	11 July	Vine Cricket Club – Chance to Shine Charity Cricket Match and Lunch	Deputy Mayor
Fri 7:15	12 July	Scouts Meeting in Council Chamber	Mayor
Sat 7:00	13 July	Friends of Rheinbach Buffet Supper	Deputy Mayor
Sun 2:30	14 July	Mayor of Margate, Civic Service, Margate	Mayor
Mon 4.00	15 Jul	Dorothy Parrott Meeting in the Town Council Chamber	Mayor
Tues 6.30	16 July	Sevenoaks District Scouts – Silver Awards presentation	Deputy Mayor
<b>Fri 5.00</b>	<b>19 July</b>	<b>Live on the Vine</b>	<b>Mayor</b>
Sun 12:00	21 July	Open Summer Fair, Valence School	Deputy Mayor
Wed 3.00	24 July	Mayor of Maidstone – Garden Party at the Orangery, Turkey Mill	Mayor
Wed 7:00	24 July	The Festival Theatre, Hever Castle	Mayor & Mayoress
Wed 7:30	24 July	AGM, West Kent Mind	Deputy Mayor
Thurs 11.20	25 July	Installation of Archbishop John Wilson as the eleventh Bishop of the ~Roman Catholic Archdiocese of Southwark	Mayor
Sat 2:30	27 July	Chairman's Afternoon Tea, Tandridge District Council, Blanchmans Farm, Warlingham	Mayor & Mayoress
Sat 6.15	27 July	Sevenoaks in Bloom Awards at Coolings Nursery, Knockholt	Mayor & Mayoress
Mon 1.45	29 July	Tour of Eltham Palace and afternoon tea	Deputy Mayor and Guest
Tues 8.00	30 July	Rivermere Networking Breakfast	Deputy Mayor
<b>Wed 2:00</b>	<b>31 July</b>	<b>Greatness Playdate, Greatness Recreation</b>	<b>Mayor</b>
Fri TBA	2 Aug	ABF The Soldiers Charity - Beating Retreat, Royal Military Academy Sandhurst	Mayor

Day & Time	Date	Organisation & Event/Venue	Attending
Sat 12:30	3 Aug	Skatepark Jam, Greatness	Mayor
Wed 2:00	7 Aug	Hillingdon Playdate	Mayor
Wed 2:00	28 Aug	Pontoise Playdate	Mayor
Fri 9.40	30 Aug	Chairman SDC – Fly the Red Ensign in advance of Merchant Navy Day	Mayor
Fri 7.00	30 Aug	Sevenoaks District Sports Council – Presentation evening at Hollybush Indoor Bowls Centre	Mayor
Sun	1 Sept	Launch of the Community Rail Partnership	Mayor
Tues 10.00	3 Sept	Merchant Navy Day – Fly the Red Ensign at the Vine Flagpole	Mayor
Tues 2.30	3 Sept	Emerson Grange Care Home – 1 <sup>st</sup> Birthday	Deputy Mayor
Wed 6./30	4 Sept	The Drive Methodist Church – Service to Welcome new Minister	Mayor
Fri 2.00	6 Sept	Soroptimist International Sevenoaks Literacy Event	Mayor
Wed 7:00	11 Sept	An Evening Vineyard Tour with Wine Tasting, Chairman of Sevenoaks District Council, The Mount Vineyard	Mayor & Mayoress
Fri 6:30	13 Sept	Business Awards, Knole Academy	Mayor & Mayoress
Sun 10:00	15 Sept	Ferrari Event at the Vine	Mayor & Mayoress
Sun 8.00	15 Sept	Stag Art Festival – New Writing Night	Mayor
Wed 3.00	18 Sept	Stag Arts Festival/ 10 <sup>th</sup> Anniversary of the Stag/Unveil statue of Stag	Mayor
Thurs 11.30	19 Sept	Sevenoaks School Foundation – Opening of the new boarding house	Deputy Mayor
Sat 10.00	21 Sept	Heritage Open Day at Bat and Ball Station	Mayor
Sat 7:00	21 Sept	Royal British Legion, Autumn Dinner & Dance, Tenterden	Mayor & Mayoress
Mon 7.30	23 Sept	Sevenoaks Literary Festival – Kate Williams – Rival Queens	Mayor
Tues 7.30	24 Sept	Sevenoaks Literary Festival – Henry Hemmings – Our Man in New York	Mayor
Wed 7.00	25 Sept	Mayor of Bromley – Charity Appeal Dinner	Mayor & Mayoress
Fri 9.30	27 Sept	Thackray Williams – Macmillan Coffee Morning	Mayor
Fri 11.00	27 Sept	Leaders – Macmillan Coffee Morning	Mayor
Fri 1.00	27 Sept	Harry Garrett, Freeman – Funeral	Mayor
Fri 2.00	27 Sept	Mayor of Swanley – Afternoon Tea	Deputy Mayor
Sat 9.30	28 Sept	Mayor of Tenterden – Archive Day	Mayor & Mayoress
Sun 7.00	29 Sept	Sevenoaks Town Partnership – Book Launch at the Stag Plaza Suite	Mayor
Mon 9.30	30 Sept	Opening of the Ramp at Bat and Ball Station	Mayor
Thurs 4.00	3 Oct	Sevenoaks Bookshop – Young Readers Literary Festival	Mayor
Fri 11.00	4 Oct	The High Sheriff of Kent – Justice Service	Mayor
Sat 9.15	5 Oct	Pink Week Run – Start the Run	Mayor
Mon 10.00	7 Oct	Sevenoaks District Seniors Action Forum – Coffee Morning	Deputy Mayor
Wed 7.10	9 Oct	Frank Marshal Award and Presentation	Mayor
Thurs 11.30	10 Oct	Chamber of Commerce AGM	Deputy Mayor
Sat 5.15	12 Oct	Mayor of Faversham – Faversham Carnival	Mayor & Mayoress
Sun 10.00	13 Oct	The Lewis Project – The Abbey Road Event	Mayor

Day & Time	Date	Organisation & Event/Venue	Attending
Fri 7.30	18 Oct	SSAFA Kent Choir Concert in Rochester Cathedral	Mayor & Mayoress
Fri 7.00	1 Nov	Final Concert Kent International Piano Courses	Mayor & Mayoress
Sat TBA	2 Nov	Fireworks Night	Mayor
Mon 4:00	4 Nov	Dorothy Parrott Meeting in the Town Council Chamber	Mayor
Fri 7.00	8 Nov	Sevenoaks Players performance of Jesus Christ Superstar at the Stag Theatre	Mayor & Mayoress
Sat 7.00	9 Nov	Murder Mystery event at Bat and Ball station	Mayor & Mayoress
<b>Sun</b>	<b>10 Nov</b>	<b>Remembrance Day – The Vine War Memorial</b>	<b>Mayor &amp; Mayoress</b>
Sun 2.15	10 Nov	Swanley Town Council – Remembrance Day Service and Parade	Mayor
<b>Mon</b>	<b>11 Nov</b>	<b>Armistice Day - Lay crosses on War Graves at Greatness Cemetery</b>	<b>Mayor</b>
Mon 7.00	11 Nov	Mayor of Dartford – Dinner at JAFFALONG	Mayor & Mayoress
Tues 7.15	12 Nov	Re-launch of the Banana Leaf Restaurant	Mayor & Mayoress
Thurs 7.00	14 Nov	Masonic Province of West Kent – Presentation at Giacomo’s Restaurant	Mayor & Deputy Mayor
Sat 3.00	16 Nov	Mayor of Sandwich – Folk & Fizz event	Mayor & Mayoress
Sun 3.00	17 Nov	Sevenoaks Symphony Orchestra – Concert at Stag Theatre	Mayor & Mayoress
<b>Wed 11.00</b>	<b>20 Nov</b>	<b>Rose Planting at Bat and Ball Station</b>	<b>Mayor</b>
<b>Wed 6.30</b>	<b>20 Nov</b>	<b>Cheese and Wine Tasting Evening</b>	<b>Mayor &amp; Mayoress</b>
Thurs 6.15	21 Nov	Sevenoaks Brushworks Annual Exhibition	Mayor
<b>Fri 9.00</b>	<b>22 Nov</b>	<b>Armed Forces Breakfast Meeting at Bat and Ball Station</b>	<b>Mayor</b>
Fri 7.00	22 Nov	Guide Dogs for the Blind Cheese and Wine Evening	Mayor & Deputy Mayor
Sat 10.30	23 Nov	The Friars, Aylesford Priory – Christmas Fayre	Mayor
Sat 7.00	23 Nov	Sevenoaks Lions Charter Dinner Dance at Wildernesse Golf Club	Mayor & Mayoress
Sat 7.30	23 Nov	The Henry Desmond Orchestra – An Evening at the Musicals	Deputy Mayor
Sun 12.00	24 Nov	Chairman SDC – Curry Lunch at Rajdani	Deputy Mayor
<b>Thurs 11:00</b>	<b>28 Nov</b>	<b>Tree Planting – 3<sup>rd</sup> in stand of 7 at Sevenoaks Common</b>	<b>Mayor</b>
<b>Fri 7:00</b>	<b>29 Nov</b>	<b>Christmas Light Switch On</b>	<b>Mayor</b>
Sat 7.00	30 Nov	Walthamstow Hall – Performance of Mary Stuart	Mayor
Fri 7.00	6 Dec	Mayor of Bexley – Tudor Christmas Evening	Mayor & Mayoress
Sun 12.00	15 Dec	Sevenoaks Hockey Club – President’s Cocktail Party	Mayor & Mayoress
Mon 12.30	16 Dec	Sevenoaks Almshouse Charity – Christmas Lunch at Sevenoaks School	Mayor
Fri 5:30	20 Dec	Rivermere Residential Home – Christmas Concert & Buffet Supper	Mayor
<b>Sat 6:30</b>	<b>8 Feb</b>	<b>Annual Quiz Night in the Plaza</b>	<b>Mayor &amp; Mayoress</b>
<b>Mon 10:45</b>	<b>9 Mar</b>	<b>Fly the Flag for Commonwealth Day – Town Council Offices/The Vine?</b>	<b>Mayor</b>
Fri PM	24 Mar	Mayor of Tenterden – Climb to the Top of St Mildred’s Church Tower	Mayor





## 2019 – 2020

### The Mayor of Sevenoaks Councillor Nick Busvine OBE Provisional Dates for Mayoral Events

<p><b>May/June 2019</b></p> <p>6<sup>th</sup> June D-Day Commemoration Wreath Laying</p> <p>23<sup>rd</sup> June Civic Service at St Thomas's Church</p> <p>29<sup>th</sup> June Raise the Flag for Armed Forces Day</p>	<p><b>July 2019</b></p> <p>8<sup>th</sup> July Cocktail Party at The Vine</p> <p>19<sup>th</sup> July Live on the Vine</p>	<p><b>August 2019</b></p>
<p><b>September 2019</b></p> <p>15<sup>th</sup> September 2019 Ferrari Event at The Vine</p>	<p><b>October 2019</b></p>	<p><b>November 2019</b></p> <p>10<sup>th</sup> November Remembrance Day The Vine War Memorial</p> <p>Cheese &amp; Wine Tasting 20<sup>th</sup> November 2019</p> <p>22<sup>nd</sup> November Veterans Breakfast</p> <p>28<sup>th</sup> November Tree Planting</p> <p>29<sup>th</sup> November Christmas Lights Switch On</p>
<p><b>December 2019</b></p>	<p><b>January 2020</b></p> <p>Staff Fundraising Lunch</p>	<p><b>February 2020</b></p> <p>8<sup>th</sup> February Quiz Night</p>
<p><b>March 2020</b></p> <p>9<sup>th</sup> March Fly the Flag for Commonwealth Day</p>	<p><b>April 2020</b></p> <p>Tour of Knole House 22<sup>nd</sup> April</p>	<p><b>May 2020</b></p> <p>6<sup>th</sup> May Luncheon at Chevening 8<sup>th</sup> May VE Day 75</p>

