

3rd April 2025

STNP / MASTERPLAN WORKING GROUP
To be held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, TN13 3QG Monday 7th April 2025 at 6:00pm (Open to members of the public)

Working Group Members

Quorum minimum of 3 elected members:

Cllr Libby Ancrum – Mayor	Cllr David Skinner OBE
Cllr Tony Clayton	Cllr Claire Shea
Cllr Lise Michaelides	Cllr Nigel Wightman
+ interested external stakeholders	

AGENDA

1	APOLOGIES FOR ABSENCE
2	MINUTES (Pages 3-7) To receive and agree the Minutes of the previous STNP / Masterplan Working Group meeting, held on 10th February 2025.
3	MONITORING (Pages 9-23) a) To receive and note an updated monitoring report, on how the STNP policies have been measured against planning applications within Sevenoaks Town, since the last report. (Pages 9-21) b) To receive and note a list of trends/observations from the above report, as well as changes since the last report. (Pages 22-23) c) To discuss any other observations or trends noticed by members for bringing to attention of the Working Group, Sevenoaks Town Council Planning & Environment Committee, or Sevenoaks District Council. d) To note that the second Annual Report is due after 20th May 2025, with draft Report to be provided at the next STNP / Masterplan Working Group meeting.
4	MASTERPLANS UPDATE a) To receive notice that the public consultation for the St John's Hill Area draft Masterplan has been extended by a further three weeks, with the final deadline for comment now being 11:59pm on Monday 21st April 2025. b) To note that all details, including copy of informational posters, draft Masterplan report, copy of the car parking study and online survey link are available to view via

	<p>the following link: https://www.sevenoakstown.gov.uk/Consultations_and_Projects_47978.aspx</p>
<p>5</p>	<p>SECOND SEVENOAKS TOWN SPORTS STRATEGY (Circulated separately)</p> <p>a) To receive notice that the Sevenoaks Town Sports Strategy Working Group has agreed its final draft for a second Sevenoaks Town Sports Strategy - the predecessor of which forms an evidence base and appendix to the Sevenoaks Town Neighbourhood Plan. The final draft, attached in the Appendices, provides an updated recommendation for how future sports provision within the Town should be prioritised, with collaboration from multiple local sporting organisations, clubs and groups. Following its adoption by the Town Council, this will replace the first Sports Strategy and be used as an evidence base for the Neighbourhood Plan as its five year review (due May 2028).</p> <p>b) To receive copy of the final draft, and to discuss and agree a recommendation on the Strategy's formal adoption, with any amendments deemed necessary. This to be presented to the Planning & Environment Committee for final approval.</p>
<p>6</p>	<p>NEXT MEETING DATES</p>

Minutes of the Sevenoaks Town Neighbourhood Plan / Masterplan Working Group meeting held at the Council Chambers on 10th February 2025, 6:00pm.

In attendance – Quorum minimum of 3 elected members

Sevenoaks Town Council – Elected member & Mayor	Cllr Libby Ancrum
Sevenoaks Town Council – Elected member	Cllr Lise Michaelides
Sevenoaks Town Council – Vice Chair & Elected member	Cllr David Skinner OBE
Sevenoaks Town Council – Elected member	Cllr Claire Shea
Sevenoaks Town Council – Elected member	Cllr Nigel Wightman
Sevenoaks Town Council	Cllr Dr Marilyn Canet
Sevenoaks Town Council	Cllr Gareth Willis
Sevenoaks Town Council – Town Clerk	Linda Larter MBE
Sevenoaks Town Council – Planning Committee Clerk	Georgie Elliston
Sevenoaks District Council	Cllr Elizabeth Purves
Sevenoaks Society	Charles George

Prior to the commencement of the meeting and in the absence of the Chair, Cllr David Skinner as Vice Chair was nominated to Chair the meeting.

306 Apologies for absence

Cllr Tony Clayton (Chair, Sevenoaks Town Council), **Cllr Roddy Hogarth** (Sevenoaks District Council – Leader), **Paul Baker** (Wealden Properties)

307 Minutes

The Minutes of the previous STNP Monitoring and Implementation Group meeting held on 27th August 2024 were received and agreed.

308 Monitoring

a) The updated monitoring report, which records how the STNP has been being applied to planning applications since the last report, was received and noted.

b) The Vice Chair summarised the trends/observations report and the following points of note were discussed:

- Self-build applications were observed to be a “grey area” for Biodiversity Net Gain, and it was noted that the Town Council’s response to the recent Government consultation on the NPPF had referenced this and recommended that BNG Policy remove the distinction between self-built and developer-led schemes.
- Regarding the Sevenoaks Gasholder Station planning application:
 - Members expressed disappointment that the Sevenoaks Gasholder Station planning application had been Granted against STNP guidance and despite objection from South East Water that the piling works could risk significant contamination of the local groundwater supply.
 - It was considered that the recent power cut at a water treatment works had highlighted the significant impact that even a small risk to water supply could have on residents, with around 5,000 homes having been left for three days without water or with low pressure.
 - Cllr Shea reported that she had written to the Member of Parliament for Sevenoaks District following this event, requesting that water providers be elevated to Statutory Consultee status.

- It was noted that, although the STNP provides design guidance as well as height restrictions which the Gasholder site proposals directly conflict with, the NDP had not been designed nor intended to be used as a housing allocation document or replacement to the Local Plan.
- Members disagreed with the Tree Officer’s grounds for deeming the two trees proposed for removal under 24/02395/HOUSE to be of limited amenity value. The Officer’s justification was that the trees were not visible from the front of the property, however members considered that the definition of amenity value should include contribution to biodiversity, habitat and wildlife contribution. It was **agreed** that recommendation be made for the STNP’s 5 year review, for the wording of Policy L4 to clarify this expanded definition.

c) The Town Clerk reported that Swanley Town Council’s NDP had been “made” by the District Council in 2024, and noted that it would be interesting to see if any similar observations or trends had been picked up by Swanley Officers. It was **agreed** that STC enquire as to this, as well as for copy of the latest monitoring and trends report be forwarded to the Town Council as an example of how the Swanley Neighbourhood Plan could be similarly monitored, if not already.

d) It was further **agreed** that copy of the Monitoring reports be forwarded to the District Council’s Planning Policy team, to inform their own monitoring exercises.

309 **Sevenoaks Quarry Section 106 Agreement and Tarmac Obligations**

a) It was noted that the summary report alluded to in the Agenda papers had been created by Tarmac for a previous Sevenoaks Quarry Steering Group, with the Town Council still awaiting receipt of a copy to share with the Working Group.

b) It was noted that the full Section 106 agreement between Tarmac, Sevenoaks District Council and Kent County Council is available via the following link to the District Council’s Planning Portal:

<https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=R7THZFbk0L000>

c) Members received notice that the STNP / Masterplan Working Group would be reviewing the headline provisions covered in the Section 106 agreement under the following timeline, with recommendations as to Town Council action to be considered during these meetings:

Date	Section 106 Reference	Earliest trigger for provisions under this schedule
10.02.2025	Schedule 4 – Open Space and Community Uses	Restoration of the Oast House to be completed prior to occupation of 150th Residential Property*
07.04.2025	Schedule 2 – Affordable Housing	Affordable Housing Scheme to be agreed prior to development commencing on each Phase
02.06.2025	Schedule 5 – Bus Service Contribution and Bus Stops Schedule	Bus Stops Scheme to be approved prior to commencement of any development
TBC	Schedule 6 – Highway Works and PROW Contribution	Bat and Ball Road pedestrian and cycle Section 278 to be entered prior to commencement of any development
TBC	Schedule 7 – Residential Travel Plan, Car Club and Mobility Hub	Residential Travel Plan to be delivered no less than 3 months prior to first occupation of any Residential Development
TBC	Schedule 3 – Primary School Site	Plans to be prepared following commencement of development of the 350th Residential Property

d) Cllr Wightman provided a summary analysis of the Section 106 agreement, with the following points of note having been discussed:

- Management and ownership of assets is light in detail, particularly with regard to the Local Centre, Oast House, Parklands, Lake and Watersport facility.
- No mention is made of Sevenoaks Town Council in terms of potential involvement, including with the Oast House for which the Town Council's interest in owning and managing has been known since its identification as a proposed community asset in the STNP
- Furthermore, there was no consultation with the Town Council on the contents of the Section 106, either in its production or prior to its signing
- A total of £750,000 in bus service contributions has been agreed for payment to Kent County Council. Cllr Wightman recommended that the Town Council ask to be included in conversations as to how this is allocated
- A service charge will be payable by the future residents of the development site, with an exception for social housing residents. This would go towards the cost of maintaining the open spaces, however there is no detail as to how this will be collected or by who.
- It was noted that the future reorganisation of local government will bring significant changes in regards with ownership and operation of assets.
- With regards to the provision of a roundabout at Bat & Ball junction, Cllr Shea reported that West Kent Housing Association had recently discovered that the approved plans include a piece of land which they intend on reconfiguring to improve waste collection services. It was noted that a roundtable discussion had been requested from the Town Council, with Tarmac, Sevenoaks District Council, Kent County Council and West Kent Housing Association.
- There is no requirement in the Section 106 for medical facilities, however Cllr Shea reported that Kent Community Health NHS Foundation Trust had recently expressed their ambition for providing both primary and secondary at the Hospital.
- The Town Clerk also clarified that headline provisions on the Section 106 cannot be substituted for an alternative contribution not already included in the agreement after its signing. For instance, should the secondary school provision agreed to in the Section 106 no longer be needed, the funds for this cannot be swapped for provision of a doctor's surgery site instead. A pre-approved sum of money would instead be paid, either to the District Council or Kent County Council.

e) The Working Group considered Open Space and Community Uses provision under Schedule 4 of the Section 106, with the following points of note having been discussed:

- Sevenoaks Town Council has expressed interest in owning and managing the Oast House, and request had been made to Tarmac for the ownership to be transferred Freehold. The Town Council has aspirations for the site to become a key base for meeting the local community's needs, with a one stop shop and flexible community space.
- The Barn has been agreed for transfer to the Scouts.
- The Water Sports Centre is accompanied with various ancillary assets as well as a community facility. It was noted that the Sevenoaks Sea Cadets had expressed interest in the lake, and the Town Council could potentially be interested in the Water Sports Centre. It was noted however, that the associated open spaces and park appear to be inseparable from lake, the latter of which the Town Council would likely prefer not to adopt. It was therefore agreed that recommendation be made for the Town Council to express initial interest in obtaining this asset, however that request be made for the lake to remain in Tarmac ownership, similar to the

ownership and management structure of the Wildlife Reserve which is owner by Tarmac and operated by Kent Wildlife Trust.

f) The following recommendations were made, and it was **agreed** that these be reported to the appropriate Town Council Committee and processed through the Committee structure:

- Given the uncertainty as to Kent County Council and Sevenoaks District Council’s future, recommendation that a request be made for Sevenoaks Town Council to be added to the Section 106 as a potential successor of the District Council. In particular, as the hiring body of a Community Development Officer, amongst other potential responsibilities.
- For the Town Council to confirm **definite** aspiration to receive and operate the Oast House, **potential** aspiration to receive and operate the Water Sports Centre and Park with associated Open Spaces, and **potential** interest in managing the lake, should ownership be separable from this.

310 **Town Centre and St John’s Area Masterplans update**

a) Members received notice that the draft reports for the Town Centre and St John’s Area Masterplans are nearly complete, with consultation expected March 2025 and exact dates to be determined. It was noted however, that the **March 2025 public consultation would likely be limited to the St John’s Area Masterplan**, due to the potential for significant changes to be made to the Town Centre local asset ownership in the upcoming local government reorganisation.

b) It was noted that, while the local governance restructure would not significantly impact recommendations and options explored in the St John’s Area Masterplan, the Town Centre Masterplan was much more likely to be affected due to the number of significant assets owned by both Sevenoaks District Council and Kent County Council. Publishing the Town Centre Masterplan without exploring the future of these assets was considered a lost opportunity, with the Masterplan being at risk of being out of date not long after it is published.

c) The Town Clerk clarified that the Town Centre Masterplan would likely be delayed by a maximum of 3 months, in order to allow the Masterplan to be better informed as to the future management of council-owned assets.

Timeline	Activity
February 2025	Draft consultation material for St John’s Masterplan to be received and circulated to Councillors – including posters, information boards and questionnaire
First week of March 2025	Launch of public consultation for St John’s Masterplan, with information boards at key locations
17th March 2025	Information stand for St John’s Masterplan at the Annual Town Public Meeting
End of March 2025	Close of consultation for St John’s Masterplan
~ June 2025 ESTIMATE	Launch of public consultation for Town Centre Masterplan

311 **Current Matters**

The Current Matters report was received and noted.

312 **Dates of future meetings**

The following future meeting dates were noted:

7th April 2025 – 6pm	2nd June 2025 – 6pm
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Meeting concluded at 6:50pm.

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Agenda Item 3a

Update to Monitoring Report:

Planning applications decided by Sevenoaks District Council and with reference to the STNP, since the last report to STNP / Masterplan Working Group 10th February 2025

Purpose: To record the successful application of Sevenoaks Town Neighbourhood Plan policies against Planning Applications within Sevenoaks Town, in order to decide or influence decisions and conditions.

Decisions made since the last report on 10 th February 2025:					
Date	Reference Number & Case Officer	Address	Proposal description	Policies & Issues measured against – as per headings/sub-headings (non-bold, if a particular issue is raised)	Document
<u>28/01/25</u> <u>04/02/25</u>	24/03247/HOUSE Samantha Yates	Knocklofty, Hitchen Hatch Lane	Two storey side extension, first floor rear extension, porch extension, loft conversion with addition of rooflights. Alteration to fenestration. Internal alterations.	C1 – Heritage C4 – Design: Impact on the character of the area L1 – Biodiversity: Other issues (exempt – Householder) L4 – Trees and Hedgerows: Impact on the character of the area <hr/> C4 and L4: Condition requiring tree protection details	<u>Officer Report</u> Decision Notice (Approval)
<u>03/02/25</u> <u>07/02/25</u>	24/03006/LBCALT Stephanie Payne	Kippington Lodge, 121 Kippington Road	Replacement window and door on outbuilding within the curtilage of a Listed Building	C1 – Impact on Listed Buildings and their Setting <hr/> C1: Condition on materials	<u>Officer Report</u> Decision Notice (Approval)
<u>04/02/25</u> <u>05/02/25</u>	24/03318/CONVAR Anna Horn	Chance Cottage, 104 Oakhill Road	Variation of condition 2 (approved drawings) of 24/01057/MMA (Amendment to 23/02344/FUL) to amend roofscape of house from a hip to a	C4 – Design and residential character areas	<u>Officer Report</u> Decision Notice (Approval)

			gable and removal of condition 11 Biodiversity Net Gain.	<p>L1 – Biodiversity net gain (exempt – self-build)</p> <p>L4 – Trees and hedgerows</p> <hr/> <p>C4: Condition on materials and condition on securing hard and soft landscaping details</p> <p>L4 – Condition securing tree protection measures</p>	
<p><u>04/02/25</u> <u>06/02/25</u></p>	<p>24/02568/FUL Abbey Aslett</p>	<p>47 Bethel Road</p>	<p>Demolition of the existing building and erection of three detached dwellings.</p>	<p>C1 – Design: Impact on adjacent Conservation Area</p> <p>C4 – Heritage: Design and impact on the character of the area</p> <p>L1 – Biodiversity</p> <p>L2 – SuDs: Impact on Flooding</p> <p>L4 – Trees and Hedgerows</p> <hr/> <p>C1: Condition requiring external surface material details and condition requiring window details</p> <p>C4: Condition limiting permitted development rights</p> <p>C4 and L4: Condition requiring a Tree Protection Plan and Method Statement, and condition requiring hard and soft landscaping details</p> <p>L1: Condition requiring an ecological enhancements plan</p> <p>L2: Condition securing foul and surface water drainage methods</p>	<p><u>Officer Report</u> Decision Notice (Approval)</p>

<u>05/02/25</u> 05/02/25	24/03320/HOUSE Summer Aucoin	11 Woodside Road	Single storey front extension and changes to fenestration. Changes to landscaping including new terracing, steps, and retaining walls, and elevated deck to rear.	C4 – Character: Impact on the character of the area C4: Policy on materials	<u>Officer Report</u> Decision Notice (Approval)
07/02/25	24/03383/ADV Abbey Aslett	BP, St Johns Filling Station, St Johns Hill	Erection of a small format Advertising Display.	C4 – Character: Visual Amenity	Officer Report
<u>11/02/25</u> 11/02/25	24/01654/HOUSE Christopher Park	4 Bosville Drive	Rear and side extension, hip-to-gable loft conversion with rear dormer, rooflights, removal of chimney, provision of vehicle crossover and driveway, EV charging point, alterations to fenestration and internal alterations.	C4 – Character Areas: Impact on the character of the area C4: Condition on materials	<u>Officer Report</u> Decision Notice (Approval)
<u>12/02/25</u> 12/02/25	24/02704/FUL Anna Horn	DG Autos, Skevingtons Yard, Bradbourne Vale Road	Demolition of existing single storey building and replacement with two storey building for car sales and servicing.	C4 – Design and residential character areas: Design and impact on the character of the area L1 – Biodiversity net gain: Ecology (exempt – de minimus) C4: Refusal ground of low quality design due to blank two storey elevation on active street frontage providing no fenestration or visual interest	<u>Officer Report</u> Decision Notice (Refusal)
<u>12/02/25</u> 13/02/25	24/02725/HOUSE Abbey Aslett	27 The Drive	Proposed air source heat pump units.	C1 – Heritage: Conservation Area Impact C4 – Design C1: Condition requiring details acoustic mitigation measures	<u>Officer Report</u> Decision Notice (Approval)
14/02/25	24/03423/CONVAR Abbey Aslett	Alice’s Tea Shop, 114 St Johns Hill	Variation of condition 4 of 19/03151/FUL to Change of use from A1 (retail) to B1 (office) and associated works including replacement signage	C4 – Design E1 – Provision of Sites	<u>Officer Report</u> Decision Notice (Approval)

			with amendment to alter operating hours from 9am-5pm Monday to Friday only.	E5 – Neighbourhood Centres: Planning Appraisal C4: Condition on materials	
<u>18/02/25</u> 25/02/25	24/03306/HOUSE Abbey Aslett	Ashfield, 21 Kippington Road	Demolition of existing conservatory. Two storey rear extension.	C4 – Design: Impact on the character of the area C4: Condition on materials	<u>Officer Report</u> Decision Notice (Approval)
19/02/25	24/02991/CONVAR Anna Horn	Lyndhurst Cottage, Holly Bush Lane	Variation of conditions 1, 4 and 5 of 24/01887/MMA (Minor material amendment to 24/01224/MMA for alterations to fenestration to approved dwelling) with amendment to replace entrance gates to front elevation, installation of root barriers and obscure glazing amendment.	C1 – Heritage assets C4 – Design and residential character areas: Impact on the character of the Area and the Conservation Area L4 – Trees and hedgerows: Impact on the character of the Area and the Conservation Area	Officer Report
<u>19/02/25</u> 27/02/25	24/03262/HOUSE Summer Aucoin	2 Vine Avenue	Integrated garage conversion, 2-storey side/rear extension with glazed balustrade and solar panels, internal alterations, alterations to porch area, detached single garage and carport to the front with extension to driveway. Associated landscaping works, Alterations to fenestration and new rooflights. Removal of chimney.	C4 – Design C4: Condition on materials	<u>Officer Report</u> Decision Notice (Approval)
20/02/25	24/02734/FUL Anna Horn	Land East of 34 & 36 Wilderness Mount	Erection of 2 detached dwellings with associated parking, ev chargers and landscaping.	C4 – Design and residential character areas: Design and impact on the character of the Area L1 – Biodiversity net gain L4 – Trees and hedgerows: Design and impact on the character of the Area C4: Policy requiring external material details and condition	<u>Officer Report</u> Decision Notice (Approval)

				requiring hard & soft landscaping details L4: Condition securing tree protection measures	
<u>25/02/25</u> 26/02/25	24/03206/MMA Christopher Park	23 Oakdene Road	Amendment to 23/00887/HOUSE for the addition of a skylight and alterations to fenestration.	C4 – Character Areas C4: Condition on materials	<u>Officer Report</u> Decision Notice (Approval)
25/02/25	24/03260/FUL Stephanie Payne	58 Brattle Wood	Demolition of existing dwelling and construction of a replacement detached property with Solar panels. Associated landscaping amendments including new vehicle access crossover.	C4 – Character Heritage and Identity: Design and impact on the character of the Area L1 – Green and Blue Infrastructure C4: Condition requiring external material details L1: Condition requiring hard and soft landscaping details	<u>Officer Report</u> Decision Notice (Approval)
<u>25/02/25</u> 05/03/25	24/03400/FUL Samantha Yates	75 Bradbourne Park Road	Conversion of existing house into two dwellings, including single storey rear extension	C1 – Heritage: Impact on heritage assets C4 – Design: Design and impact on the character of the area L1 – Biodiversity (exempt) L4 – Trees and Hedgerows: Design and impact on the character of the area C4: Condition on materials C4 and L4: Condition requiring hard and soft landscaping details C1: Condition requiring details on windows	<u>Officer Report</u> Decision Notice (Approval)

<p><u>27/02/25</u> 28/02/25</p>	<p>24/03036/HOUSE Summer Aucoin</p>	<p>34 White Hart Wood</p>	<p>Change of use of garage to habitable rooms. New dormer extension to rear. Replacement of existing conservatory; new conservatory to have masonry flanking wall. Insertion of rooflights to front and rear elevations, changes to fenestration. Removal of hanging tiles and mock Tudor beams from external walls and extension of driveway.</p>	<p>C4 – Design: Impact on the character of the area C4: Condition on materials</p>	<p>Officer Report <u>Decision Notice</u> (Approval)</p>
<p><u>27/02/25</u> 05/03/25</p>	<p>24/02958/FUL Anna Horn</p>	<p>33 Granville Road</p>	<p>Proposed demolition of the existing part single, part two storey side extension and rear conservatory, construction of new additions and alterations and rear extensions to the existing property, new detached dwelling to the rear of the site and associated hard and soft landscaping works.</p>	<p>C4 – Design and residential character areas: Impact on the character of the area L1 – Biodiversity net gain C1 – Heritage areas C1: Condition requiring window details, condition requiring external material and roof details for both Blocks, condition requiring roof lights to sit flush with the roof slope C4: Condition requiring detailed Arboricultural method statement and tree protection plan, and condition requiring hard and soft landscaping details Omitted – L1: Condition requiring ecological enhancements and measures to secure biodiversity net gain</p>	<p>Officer Report <u>Decision Notice</u> (Approval)</p>
<p><u>28/02/25</u> 28/02/25</p>	<p>24/02899/FUL Christopher Park</p>	<p>Bradbourne, 71 Bradbourne Park Road</p>	<p>Conversion of existing side addition to form a separate dwelling, inclusive of roof extension, roof terrace and first floor extension. Single</p>	<p>C1 – Heritage Assets C4 – Character Areas: Impact on the character and appearance of the Area</p>	<p>Officer Report <u>Decision Notice</u> (Approval)</p>

			storey rear extension and associated external alterations, access and landscaping	<p>L1 – Biodiversity Net Gain L4 – Trees and Hedgerows: Impact on the character and appearance of the Area</p> <p>C1 and C4: Condition requiring details and samples of all external materials C1 and L4: Condition requiring tree protection details C4: Condition requiring boundary treatment details</p>	
<u>28/02/25</u> <u>03/03/25</u>	24/03149/HOUSE Christopher Park	Ashgrove Farm House, Ashgrove Road	Installation of solar panels on roof.	<p>D6 – Retrofitting</p> <p>C4: Condition requiring removal of solar panels after end of use</p>	Officer Report Decision Notice (Approval)
<u>28/02/25</u> <u>04/03/25</u>	24/03399/HOUSE Abbey Aslett	Meadowfield, 60 Hitchen Hatch Lane	Widen existing vehicular access and erect new entrance gates and pillars.	<p>C4 – Design: Impact on the character of the area</p> <p>C4: Condition on materials</p>	Officer Report Decision Notice (Approval)
<u>28/02/25</u> <u>06/03/25</u>	24/03208/FUL Stephanie Payne	9A Mount Harry Road	Sub-division of plot and construction of new dwelling with associated parking and landscaping.	<p>C4 – Character Heritage and Identity</p> <p>C4: Condition requiring details of external materials L1: Condition requiring hard and soft landscaping details</p>	Officer Report Decision Notice (Approval)
<u>28/02/25</u> <u>17/03/25</u>	25/00165/HOUSE Stephanie Payne	Avalon, 4 Middlings Rise	Loft conversion with front dormer and alterations to the side windows	<p>C4 – Character Heritage and Identity: Impact on the character of the area</p> <p>C4: Condition on materials</p>	Officer Report Decision Notice (Approval)
05/03/25	24/02006/HOUSE Stephanie Payne	56A Oakhill Road	Erection of covered EV charging canopy / car port and alterations to hardstanding.	<p>C1 – Heritage and Identity: Conservation Area Impact C4 – Character: Impact on the character of the area</p>	Officer Report

				L4 – Trees Omitted – L4: Arboricultural statement and tree protection plan condition	
05/03/25	24/03009/HOUSE Samantha Yates	Crossmead, Ashgrove Road	Conversion of car port to living accommodation. Installation of rooflight.	C1 – Heritage: Impact on the character of the area C4 – Design L1 – Biodiversity (exempt) L4 – Trees and Hedgerows: Impact on the character of the area	Officer Report
<u>06/03/25</u> <u>07/03/25</u>	24/01617/MMA Christopher Park	79 Weald Road	Amendment to 21/02691/FUL.	C4 – Character Areas C4: Condition on materials, condition requiring details on access date, condition requiring replacement of any additional trees or plants, and condition securing proposed ground levels.	Officer Report Decision Notice (Approval)
<u>06/03/25</u> <u>07/03/25</u>	24/02141/HOUSE Stephanie Payne	7 Clenches Farm, Clenches Farm Road	New front entrance, single-storey rear extension, and internal works.	C1 – Character, heritage and identity C1: Policy on materials	Officer Report Decision Notice (Approval)
<u>06/03/25</u> <u>10/03/25</u>	24/02475/FUL Stephanie Payne	Rear of 29 London Road	Change of Use from Class E(g)(i) to Class C3 of a rear Ground floor unit, with associated window and doorways reinstated.	C1 – Character, heritage and identity: Design and impact on the character of the area and Conservation Area C1: Condition on materials.	Officer Report Decision Notice (Approval)
<u>06/03/25</u> <u>11/03/25</u>	24/03239/HOUSE Christopher Park	13 Crownfields	Demolition of front porch to be replaced with new two storey extensions with a single rooflight. New front Bay window. New single storey rear extension with two roof lanterns. New second	C4 – Character Areas: Impact on the character of the area C4: Condition on materials and condition requiring removal of	Officer Report Decision Notice (Approval)

			floor extension to west and south. New rear bay windows to second floor. Sun Tunnel, Replace existing roof tiles with new slate tiles. Removal of chimney. Internal Alterations. Alteration to fenestration. New inset solar panels on south and west roof. EV charger. New privacy screen in rear garden.	solar panels after use has ceased.	
<u>10/03/25</u> 12/03/25	24/03447/FUL Abbey Aslett	Land South of Blackhall Spinney, Blackhall Lane	Erection of dwelling and garage with new proposed access.	C1 – Heritage: Impact on Conservation Area C4 – Design: Impact on Conservation Area L2 – SuDS L4 – Trees/Hedges: Impact on Conservation Area <hr/> C1 and C4: Condition requiring details on materials, condition on window materials C4 and L4: Condition requiring installation and wiring method details for tree protection C1, C4 and L4: Condition securing protection of trees, condition securing roof protections and condition requiring hard and soft landscaping details L2: Policy requiring foul and surface water drainage details	<u>Officer Report</u> Decision Notice (Approval)
<u>11/03/25</u> 11/03/25	24/03414/HOUSE Summer Aucoin	16 Granville Road	Demolition of the existing rear and attached garage, replaced by a new single-storey rear and side extension with associated hard and soft landscaping. New garden store. Alteration to fenestration.	C4 – Design: Impact on the character of the area C1 Omitted – Conservation Area Impact	<u>Officer Report</u> Decision Notice (Approval)

				C4: Condition requiring details of external materials and window	
<u>11/03/25</u> 11/03/25	24/03437/HOUSE Summer Aucoin	12 Greatness Lane	Demolition of existing rear extension to be replaced with new single storey rear extension with rooflights. Removal of chimney stack. Internal alterations	C1 – Heritage: Other Issues (Listed Wall) C4 – Design: Impact on the character of the area <hr/> C4: Condition on materials	<u>Officer Report</u> Decision Notice (Approval)
<u>12/03/25</u> 13/03/25	24/03325/HOUSE Christopher Park	57A Bradbourne Park Road	Conversion of existing garage to form new living space incorporating new folding sliding doors in place of garage door. Removal of hedge for new retaining wall and closed boarded boundary fence.	C4 – Character Areas: Impact on the character of the area L4 – Trees and Hedgerows <hr/> C4: Condition on materials	<u>Officer Report</u> Decision Notice (Approval)
<u>13/03/25</u> 18/03/25	25/00255/HOUSE Samantha Yates	Garth, 8 Woodside Road	Two storey side extension, loft conversion including rear facing dormer and rooflights, alterations to fenestration and removal of chimney	C1 – Heritage C4 – Design: Impact on the character of the area L1 – Biodiversity L4 – Trees and Hedgerows: Impact on the character of the area <hr/> C4: Condition on materials	<u>Officer Report</u> Decision Notice (Approval)
<u>13/03/25</u> 27/03/25	25/00201/HOUSE Samantha Yates	73 Seal Hollow Road	Single storey rear extension with roof lanterns. Associated changes to landscaping.	C1 – Heritage: Other Issues (Area of Archaeological Potential) C4 – Design: Impact on the character of the area L1 – Biodiversity (exempt) L4 – Trees and Hedgerows: Impact on the character of the area <hr/> C4: Condition on materials	<u>Officer Report</u> Decision Notice (Approval)

<u>14/03/25</u> 21/03/25	25/00053/HOUSE Abbey Aslett	Meadowfield, 60 Hitchen Hatch Lane	New 1.8m close boarded fence to boundary.	C4 – Design: Impact on the character of the area C4: Ground for refusal – damage to the open character and appearance of the street scene	Officer Report Decision Notice (Refusal)
<u>18/03/25</u> 19/03/25	24/03345/HOUSE Summer Aucoin	5 Berwick Way	Erection of double storey side extension following removal of the garage and erection of a single storey rear extension.	C4 – Design: Impact on the character of the area C4: Policy on materials	Officer Report Decision Notice (Approval)
<u>19/03/25</u> 25/03/25	25/00090/HOUSE Christopher Park	Saltcoats, Woodand Rise	Attic conversion with new dormers and rooflights to rear elevation. Remove brick chimney.	C1 – Heritage Assets: Conservation Area Impact C1: Condition on materials.	Officer Report Decision Notice (Approval)
<u>21/03/25</u> 21/03/25	25/00217/HOUSE Summer Aucoin	26 Pontoise Close	Proposed large front porch, alterations to fenestration, new gate and fence, pergola for cycle and garage conversion into habitable space.	C4 – Design: Impact on the character of the area C4: Policy on materials	Officer Report Decision Notice (Approval)
<u>25/03/25</u> 27/03/25	25/00042/FUL Anna Horn	6-8, 10A & 10B Victoria Road	An upwards extension with dormer and velux windows, to facilitate the creation of a 2-bed, 3-person dwelling.	C4 – Design and residential character areas: Design and impact on the character of the Conservation Area L1 – Biodiversity net gain: Ecology (exempt – de minimus exemption) C1 – Heritage assets: Design and impact on the character of the Conservation Area C1 and C4: Condition on materials	Officer Report Decision Notice (Approval)
<u>26/03/25</u> 28/03/25	25/00198/HOUSE Abbey Aslett	Yarnfield, 100 Kippington Road	Raise and extend roof, install dormers and rooflights to provide second floor with habitable rooms. Two-storey front extension. Single storey side and rear extensions, and two-storey rear	C1 – Heritage: Conservation Area C4 – Design: Impact on the character of the area	Officer Report Decision Notice (Approval)

			extension. Alterations to fenestration. Associated landscaping works	L4 – Trees: Impact on the character of the area <hr/> C4: Condition on materials C4 and L4: Condition requiring details of soft landscaping including replacement of any trees lost within 5 years.	
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Planning applications decided by Sevenoaks District Council – with NO reference to the STNP:				
Reference Number & Case Officer	Address	Proposal description	Policies & Issues which could have been relevant	SDC Decision
24/03240/HOUSE Christopher Park	Woodfield, Oak Lane	Two-storey rear extension, new front porch, and changes to fenestration. Demolition of garage and construction of new garage with living accommodation above and solar panels.	<p>C4 – Impact on the character of the area</p> <p>C9: Whether the Development is appropriate development in the Green Belt and Impact on openness, and National Landscape – Views to and from the open countryside including Kent Downs and Green Belt</p> <p>L1 – Impact on Biodiversity, and habitats and protected species</p> <p>L4 – Impact to trees and harm to Ancient Woodland</p>	13 th March 2025: SDC Refused, 4 Grounds (Harm to the Green Belt, harm to the character area, visual harm to Kent Downs National Landscape, potential harm to protected species and ancient woodland)
24/03250/LBCALT Stephanie Payne	2 Kippington House, 126 Kippington Road	7 Replacement sashes.	C1 – Impact on Listed Buildings and their Setting	25 th March 2025: SDC Refused, 1 ground (potential impact to heritage asset)
25/00083/LBCALT Anna Horn	Knole House, Knole Lake	Conservation repairs to stonework within Green Court	C1 – Impact on Listed Buildings and their Setting	17 th March 2025: SDC Granted, 3 conditions.

Agenda Item 3b

Notable trends and observations arising from the STNP Monitoring Report to the 7th April 2025 STNP / Masterplan Working Group:

- 24/02568/FUL proposed demolition of 47 Bethel Road, to be replaced with three detached dwellings. The applicant has provided a Sustainable Drainage Assessment which highlights the proposal to connect to existing public foul sewers and separate water sewers and adopt other SuDs methods. This is a welcome detail understood to be usually covered under Building Regulations and not Planning, with recent investigations between STC, Thames Water, SDC and KCC having identified unlawful connections to the sewer via householder developments which should have been directed to surface water drains. A planning condition has further secured this, with the surface water drainage strategy as well as foul and surface water drainage methods having been conditioned for delivery as proposed.
- A small number of applications have been observed with a condition either requiring foul and surface water drainage details or securing their appropriate routing. An additional key example being 24/03447/FUL for erection of new dwelling and garage where these have been conditioned on the grounds of ensuring appropriate drainage systems in accordance with STNP Policy L2 and ADMP Policy EN1. This is very welcome and in line with recent practice adopted by STC's Planning & Environment Committee to request this, although it isn't clear whether it is a standard practice, or due to STC's requests in conjunction with the recent identification by Thames Water and local Councillors (at all 3 levels) of the significant impact that inappropriate connections to foul drains have had on flooding incidents.
- Air source heat pumps appear to be increasing in popularity. STNP Policy D6 promotes the retrofitting of existing homes to increase their energy efficiency. On searching past monitoring reports for the key word "Air Source", 8 planning applications were identified to have included this in their descriptions since with STNP was adopted in May 2023. Of these, 0 had been reviewed in conjunction with Policy D6. A similar search, this time with the key word "Solar" identified 21 planning applications since May 2023 which proposed to install solar panels. Of these 21, 1 considered the proposals in conjunction with Policy D6. In order to deliver the STNP's promotion of retrofitting houses to be more energy efficient, it may therefore be worth flagging this Policy to SDC Case Officers when they are reviewing applications.

Recommended action: To request that Planning & Environment Committee members consider Policy D6 when making recommendations on any planning application which proposes to retrofit an existing house to improve efficiency. This must be weighed in conjunction with Policy C1 (heritage assets) where the location is a listed/locally listed heritage asset or within a Conservation Area.

- Policy E5 was recently used to support a proposal for later operating hours for a shop in St Johns, with the Case Officer stating "Policies E5 of the STNP and TLC4 do encourage development that would enhance the function of neighbourhood centres such as Northern St Johns". It is noted that the emerging St John's Masterplan recommends

various improvements which further support this Policy, therefore its use may increase in the near future. **Members and Councillors are encouraged to consider the Policy if and when such proposals are put to them.**

- 24/02734/FUL – which proposes 2 detached dwellings on land east of 34 & 36 Wildernesse Mount – was the first application of note to have secured BNG offsite. This has identified a weakness in the BNG policy, as there is no wording which requires any offsite BNG provision to be within the NDP boundary. BNG credits can be purchased via registered providers with DEFRA who have an existing Habitat Bank agreement. This is something STC has aspirations to do with its own land, however further research and Officer time is needed.
Recommended action: To request that the Planning & Environment Committee approve adding a stipulation at the 5 year review of the STNP, for any BNG be secured within the NDP boundary. This can be done via the emerging 2nd Annual Report – and would be subject to agreement from SDC and an Independent Examiner, who will need to confirm that this can be legally required at local planning policy level.
- 24/03240/HOUSE, which proposed a two storey rear extension, front porch, changes to fenestration as well as a new garage, was refused on 4 quite significant grounds – being harm to the Green Belt, harm to the character area, visual harm to Kent Downs National Landscape, and potential harm to protected species and ancient woodland – all of which the STNP would have supported. Neither the Case Officer Report or the Decision Notice for refusal cited the STNP Policies however, which is considered a missed opportunity as well as potential weakening of the refusal, given the Local Plan’s age and the presumption in favour of sustainable development. 24/03250/LBCALT – which proposed replacement of windows on a Grade II listed building in a conservation area was similarly refused without reference to STNP Policies to strengthen it.
- STC’s Planning & Environment Committee requested that that a proposed fence be made permeable to wildlife as per Policy L1, however the Planning Officer stated in their Report that: *“Whilst the comments from Sevenoaks Town are acknowledged, policy L1 of the Sevenoaks Town Neighbourhood Plan reflects national BNG requirements. Therefore, when trying to apply policy L1 beyond the scope of BNG, it would not align with the National Planning Policy Framework which, conversely, does not require that all developments provide biodiversity enhancements. Therefore, the NPPF must take precedence if policy L1 is to be used in the way suggested by the town council.”* In order to require anything outside of national BNG requirements such as wildlife networks therefore, the policy may need separation into two policies. This has already been recommended in the last Annual Report.