

**Minutes of the meeting of the Planning & Environment Committee
Held on Monday 19 May 2025 in the Council Chamber, Town Council Offices, TN13 3QG**

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

<https://youtube.com/live/F1Sg0pITxv8>

Meeting commenced: 19:00

Meeting Concluded: 20:32

Present:

Committee Members

Quorum minimum of six members

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

Also in attendance:

Responsible Finance Officer / Deputy Town Clerk

Planning Committee Clerk

7 Members of the Public

PUBLIC QUESTION TIME

None.

93 - APOLOGIES FOR ABSENCE

As above.

94 - REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

95 - DECLARATIONS OF INTEREST

Three representations were received and forwarded to all Councillors, objecting to the following application:

- [Plan no. 8] 25/00822/FUL – Land Adjacent to 95-107 Bradbourne Road

96 - MINUTES

The Committee received the MINUTES of the Planning Committee Meeting held 6th May 2025.

It was **RESOLVED** that the minutes be approved.

97 - TEMPORARY ROAD CLOSURES

The Committee received and noted a report summarising upcoming road closures within Sevenoaks Town, including diversion routes.

98 - APPLICATION FOR DISABLED PERSONS (BLUE BADGE) PARKING BAY - SWANZY ROAD

a) The Committee received and considered a consultation letter from Sevenoaks District Council, requesting the Town Council's comments on a proposed disabled persons parking bay outside number 14 Swanzy Road. It was noted that the deadline to submit comment is 4th June 2025.

b) It was noted that parking at this location is especially challenging, with cars regularly having to resort to parking on pavements, the green space and on the road corners and turning head. While therefore increasing the need for a disabled space, Councillors were also mindful of the impact that a further reduction in available parking space would have on fellow residents.

c) It was **RESOLVED** that the Town Council write in support of the disabled persons parking permit, however raise its concerns as to the impact of reduced parking space to other local residents.

99 - DECISION NOTICES ON PLANNING APPLICATIONS COMMENTED ON BY SEVENOAKS TOWN COUNCIL

The Committee received and noted details within the report, which notified of decisions made by Sevenoaks District Council on applications considered by the Town Council, received during the two weeks ending 12th May 2025.

100 - PLANNING APPLICATIONS

a) Minute Item 100b as well as consideration of its corresponding planning application was moved further up the Agenda and considered after agreement of the Minutes. This as per Standing Order 10.a.viii, whereby the order of business of the Agenda may be changed without prior written notice.

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

- **[Plan no. 8]** 25/00822/FUL – Land Adjacent to 95-107 Bradbourne Road (Against)

- **[Plan no. 8]** 25/00822/FUL – Land Adjacent to 95-107 Bradbourne Road (For)

c) The Committee considered planning applications received during the two weeks ending 12th May 2025. **It was RESOLVED** that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

101 - PRESS RELEASES

None.

There being no further business the Chair closed the Meeting.

Signed

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Chair

Dated

Footnote:

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

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

Planning Applications Considered

Applications considered on 19-5-25

1	Plan Number	Planning officer	Town Councillor	Agent
	24/03086/HOUSE	Christopher Park 23/05/2025	Cllr Camp	Westleigh Design
Applicant	House Name	Road	Locality	
Mr Z Hou		6 Woodside Road	St Johns	
Town	County	Post Code	Application date	
			01/05/25	

24/03086/HOUSE - REVALIDATED plan

Proposed Single Storey Side Extension, Attached Garage (Flank Elevation), Open Front Porch, Front and Rear Gable Roof Alterations, Rooms in the Roof incorporating Side Dormer and Rooflights, Increase in roof height.

A summary of the main changes are set out below:

Corrected drawings to address irregularities concerning the first floor projections received 23/04/2025.

Comment

Sevenoaks Town Council reiterated its previous recommendation for approval, provided the Planning Officer is satisfied that there will be no overlooking or loss of amenity to neighbours either side from the new windows - particularly the velux windows, and provided the Planning Officer is satisfied with the changes from the previously approved scheme.

2	Plan Number	Planning officer	Town Councillor	Agent
	24/03326/HOUSE	Abbey Aslett 31/05/2025	Cllr Daniell	Glyn Doughty Design
Applicant	House Name	Road	Locality	
Ms H Hui	Amaryllis View	Ashgrove Road	Kippington	
Town	County	Post Code	Application date	
			09/05/25	

24/03326/HOUSE - Amended plan

Demolish existing rear extension. New two-storey front extension, first floor side extension, single storey rear extension, raise roof height to create second floor with habitable rooms. Changes to fenestration. New detached triple garage with habitable rooms above. Solar panels. Associated changes to landscaping.

A summary of the main changes are set out below:

Potential planting/landscaping details submitted.

Comment

Proposed by Cllr Skinner with Cllr Daniell's apologies:

Sevenoaks Town Council recommended approval, provided the Planning Officer is satisfied there is no loss of amenity to neighbouring properties
- The recommendations of the Arboricultural reports being followed
- The entirety of the TPO'd yew tree hedge, located at the rear boundary and referenced H1, being retained. This on the grounds that the Town Council considered the loss of the yew tree hedge to be detrimental to the street scene and wooded character of the area.

Planning Applications Considered

Applications considered on 19-5-25

3	Plan Number	Planning officer	Town Councillor	Agent
	25/00104/FUL	Anna Horn 28/05/2025	Cllr Gustard	Black Elephant Architectur Design Studio
Applicant	House Name	Road	Locality	
XLX Sevenoaks Ltd (Gould)	Greensands	Oak Lane	Kippington	
Town	County	Post Code	Application date	
			06/05/25	

25/00104/FUL - Amended plan

Demolition of existing care home and construction of an 8 flat residential building. Alterations to access. Hard and soft landscaping. Cycle and bin storage units. Extension of hardstanding for associated parking.

A summary of the main changes are set out below:

The applicant has provided TRICS highways data following comments from KCC Highways, and also provided an updated metric and supporting letter regarding off-site Biodiversity Net Gain (BNG).

Comment

Proposed by Cllr Skinner with Cllr Gustard's apologies:

Sevenoaks Town Council recommended refusal on the following grounds:

- Overlooking of neighbouring properties both to the North and South, and subsequent loss of amenity and privacy to their inhabitants,
- Inappropriate bulk and massing of the site,
- The designs are incongruent with the Residential Character Area Assessment

Informative:

If the District Council is minded to approve the application, the Town Council would request that:

- A light assessment be undertaken to evaluate impact to the annexe at White Friars.
- The Tree Officer respond to the new Tree Report submitted on 18th March from Quaife Woodlands and confirm their satisfaction with the tree protective measures proposed, in addition to investigation being undertaken as to existing damage to trees caused by recent construction activities,
- The District Council Officers be reminded that the Residential Character Area Assessment was produced not only to protect the character from the streetview, but also all other views as well as amenity of residents. The Town Council considered the design at the sides of the proposed development to cause significant overlooking into the living space and gardens of neighbouring occupied dwellings, which is contrary to the Residential Character Area Assessment.
- A bat survey be carried out, due to it being known that they reside in neighbouring woodland,
- Kent Highways comment on the parking provision and overspill impact on local roads.

Planning Applications Considered

Applications considered on 19-5-25

4	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	25/00410/HYB	Sean Mitchell 24/05/2025	Cllr Dr Canet	DHA Planning
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Sevenoaks District Council	Council Depot	Otford Road	Northern	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			02/05/25	

25/00410/HYB - Amended plan

Hybrid Planning Application comprising: Full planning permission for the demolition/removal of existing buildings and structures and the construction of 3no employment units (Use Class E(g) (ii), (iii) and B8), with associated parking and landscaping and optional mezzanine floor to each unit and outline planning permission with all matters except for access for the construction of a drive-thru restaurant selling food and drink for consumption on and off the premises (sui generis).

A summary of the main changes are set out below:

Additional SuDs strategy and transportation information, including road safety stage 1 audit.

Comment

Sevenoaks Town Council recommended for refusal on the following grounds:

- Non-compliance of the Fast Food element with National Planning and Policy Framework paragraphs 96 and 97,
- Non-compliance of the proposals with the following Sevenoaks Town Neighbourhood Plan Policies:
 - a) C9 (protecting and enhancing the landscape setting and character of town and visibility to and from the open countryside),
 - b) C10 (enhance the gateways and arrival points into the town)
 - c) M9 (supports measures that will encourage a shift towards the use of greener modes of transport by businesses and residents)
 - d) D1 (design guidance on nearby sites for Carpetright/Wickes and Travis Perkins, which recommends that light industrial uses be relocated to the Vestry Industrial Estate in order to remove the inappropriate siting of them within residential areas, and resolve the conflict between light industrial employment and residential accommodation in this area.
- Non-compliance with Sevenoaks District Council Policy EN2 (safeguarding amenities of current and future residents with regard to noise, odour, activity or vehicle movements, visual intrusion), as well as EN7 (noise pollution)
- The lack of pavement and safe crossing point across the A225 to access the restaurant, which is likely to attract school children, poses a highway safety concern, and no mitigation has been proposed to manage the traffic leaving and entering site at a point with low visibility. The Town Council noted the newly submitted transportation information, however due to the absence of detail on how pedestrians will safely cross, maintained these strong pedestrian-safety concerns.
- The Town Council considered that the existing level of light industrial use in the area reduced the justification for further such development, placing greater emphasis on safeguarding the area's residential nature, as well as the visual impression of the Town that it provides, as an important gateway location.

Informative:

Sevenoaks Town Council recommended that, should the District Council be minded to approve the application, it should be subject to a Design Review Panel, as per Sevenoaks Town Neighbourhood Plan Aim C6. In addition, any permission granted for the industrial units in the full application should be conditioned to ensure that the uses do not risk any damage to the neighbouring SSSI, watercourses or wildlife.

Planning Applications Considered

Applications considered on 19-5-25

5	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	25/00587/HOUSE	Stephanie Payne 28/05/2025	Cllr Willis	N/A
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mr E Kevis		20 The Drive	Town	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			06/05/25	

25/00587/HOUSE - Amended plan

Replacement of existing windows with Timber windows at the front of the house, facing the street and aluminium at the back of the house.

A summary of the main changes are set out below:

A new set of documents and plans have been provided which indicate accurately the proposed development. Additional brochures and justification for the works has also been provided. The information has been provided to address conservation comments.

Comment

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

6	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	25/00686/HOUSE	Summer Aucoin 22/05/2025	Cllr Shea	Sevenoaks Plans Ltd
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mr & Mrs McMurdo		48 Orchard Close	Northern	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			30/04/25	

Demolition of conservatory at rear and shed; proposed one storey side extension; proposed two storey rear extension; proposed rear raised patio; proposed new pedestrian gate at rear; proposed enlargement of driveway and car parking at front.

Comment

Sevenoaks Town Council recommended refusal on the following grounds:

- The building line and materials are inconsistent with the Residential Character Area Assessment,
- The materials have not been fully specified
- Potential loss of amenity to neighbours from the raised patio
- Potential loss of light to adjoining neighbours

Planning Applications Considered

Applications considered on 19-5-25

7	Plan Number 25/00698/HOUSE	Planning officer Abbey Aslett 22/05/2025	Town Councillor Cllr Skinner	Agent Robinson Ascott Planning
Applicant		House Name	Road	Locality
Mr & Mrs J May		Meadowfield	60 Hitchen Hatch Lane	St Johns
Town		County	Post Code	Application date
				30/04/25
Variation to conditions 1 (plans) and 2 (materials) of 24/01463/MMA for Single storey extensions to south/west elevations. Linked garage to north elevation. Internal alterations. Loft conversion to habitable rooms with new dormer windows. New balcony. Solar panels to garage roof and Air Source Heat Pump. Alterations to driveway and paved areas. Alterations to fenestration. Alterations to roof. Rooflights with amendment to garage roof to be changed with dual pitch roof, rear dormer materials with white boarding and small canopy added over side door and x 2 new rooflights.				

Comment

Sevenoaks Town Council recommended approval.

8	Plan Number 25/00822/FUL	Planning officer Abbey Aslett 23/05/2025	Town Councillor Cllr Dr Dixon	Agent AK-Studios
Applicant		House Name	Road	Locality
SNG Limited C/O M Wakefield		Land Adjacent to	95-107 Bradbourne Road	St Johns
Town		County	Post Code	Application date
				01/05/25
Erection of two 1-bedroom dwellings. Parking.				

Comment

Sevenoaks Town Council recommended refusal on the grounds of overdevelopment and reduction in the amenity of the neighbouring houses through a negative impact on the streetscene and narrowing of the access way.

Informative:

The Town Council considered that, should the Planning Officer is minded to approve these plans, the inclusion of the proposed solar panels and EV charging points should be conditioned, as well as replacement of lost mature trees.

The Town Council also requested further investigation into how the full width of the living wall - especially considering any additional bulk from protruding plants - may affect the narrowing of the vehicular access to all neighbouring properties.

Finally, the Town Council expressed concern that the placement and proximity of the dwellings so close to the railway boundary and its cutting could impact their structure and stability. It therefore recommended that a Construction Methodology be submitted in order to address these concerns.

Planning Applications Considered

Applications considered on 19-5-25

9	Plan Number 25/00849/ADV	Planning officer Abbey Aslett 31/05/2025	Town Councillor Cllr Ancrum	Agent N/A
Applicant		House Name	Road	Locality
Funeral Partners (T Cumming)		Doves Funerals	112 St Johns Hill	St Johns
Town		County	Post Code	Application date
				09/05/25
25/00849/ADV - Revalidated plan				
Replacement fascia and parking signs.				
A summary of the main changes are set out below:				
The correct drawings have now been provided.				

Comment

Sevenoaks Town Council recommended approval.

10	Plan Number 25/00891/HOUSE	Planning officer Summer Aucoin 21/05/2025	Town Councillor Cllr Dr Canet	Agent Designitude Associated L
Applicant		House Name	Road	Locality
Mrs R Knowles			42 Robyns Way	Northern
Town		County	Post Code	Application date
				29/04/25
Change of external window and doors				

Comment

Sevenoaks Town Council recommended approval, providing there is no overlooking or loss of amenity to neighbours from the new windows.

11	Plan Number 25/00953/HOUSE	Planning officer Summer Aucoin 29/05/2025	Town Councillor Cllr Skinner	Agent MSD Architects
Applicant		House Name	Road	Locality
Bournebeech Ltd (D Thompson)			75 Bradbourne Park Road	St Johns
Town		County	Post Code	Application date
				07/05/25
Proposed single storey rear extension with skylight.				

Comment

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

Informative:

The Town Council clarified that it had no objection to the planned extension itself.

Planning Applications Considered

Applications considered on 19-5-25

12	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	25/01017/HOUSE	Stephanie Payne 31/05/2025	Cllr Shea	N/A
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
G Long			4 Crawshay Close	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				09/05/25
Demolition of existing conservatory and erection of a single storey rear extension with roof lantern.				

Comment

Sevenoaks Town Council recommended approval.

13	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	25/01030/FUL	Christopher Park 23/05/2025	Cllr Daniell	Offset Architects
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Lisauskas		Greenhills	12 Oakhill Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				01/05/25
Demolition of existing building, garage and shed. Replacement with new 5 bedroom dwelling. Solar panels and x 2 Air Source Heat Pumps. New garage with studio and outbuilding with relocated driveway access with associated landscaping.				

Comment

Proposed by Cllr Skinner with Cllr Daniell's apologies:

A recommendation for approval with two conditions was proposed, seconded and LOST AT THE VOTE.

Sevenoaks Town Council recommended refusal on the following grounds:

- The proposals constitute overdevelopment, with the building line, size, bulk and massing considered to be inappropriate and out of keeping with the neighbourhood and streetscene and contrary to guidance in the Residential Character Area Assessment,
- The loss of mature trees without proposed replacement would be both detrimental to the character area, as well as contrary to Policy L4 of the Sevenoaks Town Neighbourhood Plan and as guidance in the Residential Character Area Assessment,
- The extensive hard landscaping will have an unacceptable impact on surface water run-off, with no mitigation measures or porous surfacing proposed
- Failure to deliver 10% Biodiversity Net Gain, as required in the Sevenoaks Town Neighbourhood Plan, or any ecological enhancements to offset the impact of the development, additional hard landscaping and loss of trees and soft landscaping.

Planning Applications Considered

Applications considered on 19-5-25

14	Plan Number	Planning officer	Town Councillor	Agent
	25/01175/HOUSE	Summer Aucoin 30/05/2025	Cllr Clayton	Harringtons 2006
Applicant		House Name	Road	Locality
Mrs C Copeland			30 Swaffield Road	Eastern
Town		County	Post Code	Application date
				08/05/25
Demolish side and rear extensions and replace with front, side, and rear single-storey extension with rooflights. Enlarged patio with retaining wall.				

Comment

Sevenoaks Town Council recommended approval, provided the District Council includes conditions for treatment - or preservation - of boundaries with neighbouring sites to reflect the changes in levels.

15	Plan Number	Planning officer	Town Councillor	Agent
	25/01212/HOUSE	Summer Aucoin 24/05/2025	Cllr Ancrum	OPEN Architecture
Applicant		House Name	Road	Locality
Mr & Mrs Findlay			11 Avenue Road	Eastern
Town		County	Post Code	Application date
				02/05/25
Removal of external porch and new stone portico, replacement of secondary entrance with new bay. Removal of rear roof addition and replaced with stone parapet flat roof and rooflight. Full window replacement throughout and new driveway gates. Associated internal alterations.				

Comment

Sevenoaks Town Council recommended approval, subject to the Conservation Officer being satisfied with the design and materials being used and that the driveway re-surfacing is sufficiently porous to allow for proper drainage.

16	Plan Number	Planning officer	Town Councillor	Agent
	25/01259/HOUSE	Summer Aucoin 29/05/2025	Cllr Dr Dixon	Building Drawings
Applicant		House Name	Road	Locality
Mr & Mrs Baker			78 St Johns Road	St Johns
Town		County	Post Code	Application date
				07/05/25
Ground floor rear extension. Part demolition of rear store. Removal of redundant chimney.				

Comment

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 19-5-25

17	Plan Number	Planning officer	Town Councillor	Agent
	25/01281/FUL	Stephanie Payne 31/05/2025	Cllr Gustard	M R Garland Limited
Applicant		House Name	Road	Locality
Mr & Mrs Matson			63A Oakhill Road	Kippington
Town		County	Post Code	Application date
				09/05/25
Change of Use of land and buildings from Educational to residential C3				

Comment

Proposed by Cllr Skinner with Cllr Gustard's apologies:

Sevenoaks Town Council recommended approval.

DRAFT