

Sevenoaks Town Council

Minutes of the meeting of the Planning & Environment Committee Held on Monday 20 October 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/KAaDwlcW55c>

Meeting commenced: 19:00

Meeting Concluded: 19:45

Present:

Committee Members

Quorum minimum of six members

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

Also in attendance:

Town Clerk

Planning Committee Clerk

1 Member of the Public

PUBLIC QUESTION TIME

None.

400 - APOLOGIES FOR ABSENCE

As above.

401 - REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

402 - DECLARATIONS OF INTEREST

Cllr Wightman declared that he has a non-pecuniary interest in the following application, due to his friendship with the applicant. The recommendation was therefore prepared by Cllr Clayton as neighbouring Ward Member, with Cllr Wightman abstaining from discussions and the vote:

- [Plan no. 4] 25/02164/MMA – 1 Blackhall, Blackhall Lane

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403 - MINUTES

The Committee received the MINUTES of the Planning & Environment Committee Meeting held 6th October 2025.

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

404 - HOLLYBUSH RECREATION GROUND - COMMUNITY ASSET NOMINATION RESULTS

a) The Committee received notice that the Town Council's Community Asset nomination for Hollybush Recreation Ground and the adjacent Knole-access field had been partially successful, with following parcels excluded. The District Council had concluded that these parcels neither currently, nor in the recent past, have been utilised for active community use.

- The upper bowling green;
- The District Council depot;
- The eastern parcel of land lying to the west of Seal Hollow Road; and
- The area of land to the rear of 9-12 The Paddocks

b) The Planning Committee Clerk advised that, upon further examination of the Localism Act 2011, it was now understood that the right to request a review of a Local Planning Authority's decision on a Community Asset nomination lies solely with the owner of the asset – in this case, Sevenoaks District Council.

c) Councillors queried whether District Council Members might be able to initiate a review of the decision, or whether this is solely a matter for Officers. Members also asked whether a detailed explanation had been provided for each excluded parcel, and whether the regulations define a timeframe specifying the maximum number of years to which the term "recent past" may refer.

d) The Planning Committee Clerk clarified that, while there is no statutory definition of "recent past", the legislation requires that an asset which currently does not – but "recently" has – furthered the local community's interests, must be reasonably expected to do so again within the next 5 years. She explained that this provision, together with record of both the Town Council and the Hollybush Residents Association having independently submitted project proposals for the site, had formed one of the key arguments in the Town Council's evidence submission, particularly in relation of the bowling green.

e) It was **RESOLVED** that the Town Council request further details regarding the reasons for the exclusion of each of the four parcels, and seek clarification on whether District Council Ward Members are able to initiate the decision review process.

405 - SEVENOAKS DISTRICT COUNCIL UPCOMING CONSULTATION ON DRAFT LOCAL PLAN

a) Councillors were reminded that Sevenoaks District Council would be launching a

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Regulation 18 public consultation on its revised draft Local Plan on 23rd October 2025. It was noted that this would include newly proposed housing sites.

b) The Planning Committee Clerk advised that she had been compiling a summary document for each of the proposed housing and employment allocations, including planning history, any previous comments submitted by the Town Council to previous consultations, and any relevant recommendations from the Town Council's Neighbourhood Plan or Masterplans.

c) It was agreed that the Planning Committee Clerk would circulate these to Councillors, with each Ward Members to consider the proposed allocations within their Ward and forward any comments to the Planning Committee Clerk. These would then be collated for consideration of the Planning & Environment Committee, with a final response to be agreed by the 1st December 2025.

d) Councillors queried the progress of all existing housing applications granted within Sevenoaks Town, as well as the number of current vacant homes. It was **RESOLVED** that this information be requested from Sevenoaks District Council.

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

The Committee received and noted details within the report, which notified of decisions made by Sevenoaks District Council on applications considered by Sevenoaks Town Council between the six weeks ending 13th October 2025.

407 - PLANNING APPLICATIONS

a) No members of the public registered to speak on individual applications.

b) The Committee considered planning applications received during the two weeks ending 13th October 2025. **It was RESOLVED** that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

408 - PRESS RELEASES

It was **RESOLVED** that the Town Council publish details of how and when it would be considering a draft response to the District Council's Local Plan Consultation.

There being no further business the Chair closed the Meeting.

Signed
Chair

Dated

Planning Applications Considered

Applications considered on 20-10-25

1	Plan Number	Planning officer	Town Councillor	Agent
	25/01086/FUL	Christopher Park 28/10/2025	Cllr Daniell	DMP
Applicant	House Name	Road	Locality	
Mr Ingram	West Heath School	Ashgrove Road	Kippington	
Town	County	Post Code	Application date	
			07/10/25	

25/01086/FUL - Amended plan

Proposed two storey extension to North West elevation of main building, incorporating main hall, 6 new classrooms, servery, WC accommodation and relocation of school main entrance/reception. Installation of PV equipment and mechanical plant at roof level and relocation of boiler flue to existing building. New hard and soft landscaping.

A summary of the main changes are set out below:

Following the comments made by the Conservation Officer, the design of the proposed extension has been amended. Additionally, the applicant has provided further details in relation to the proposed materials.

Comment

Proposed by Cllr Gustard with Cllr Daniell's apologies:

Sevenoaks Town Council recommended approval.

2	Plan Number	Planning officer	Town Councillor	Agent
	25/01447/FUL	Sean Mitchell 03/11/2025	Cllr Michaelides	Studio Anares / Architectu
Applicant	House Name	Road	Locality	
Karatay		8C Eardley Road	Town	
Town	County	Post Code	Application date	
			13/10/25	

25/01447/FUL - Amended plan

Part conversion of a residential building into a commercial (E use) space and construction of a single storey rear extension with rooflight. New external staircase. Alterations to fenestration.

A summary of the main changes is set out below:

Updated acoustic assessment.

Comment

Sevenoaks Town Council recommended approval, provided the Planning Officer is fully satisfied that there will not be a serious impact on local residents from unacceptable noise levels.

Planning Applications Considered

Applications considered on 20-10-25

3	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	25/01825/MMA	Stephanie Payne 27/10/2025	Cllr Dr Dixon	Robinson Escott Planning
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
S Beale		9A Mount Harry Road	St Johns	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			06/10/25	

25/01825/MMA - Amended plan

Amendment to 24/03208/FUL to adjust siting dwelling 500mm north of approved location. Extension of single storey utility room to incorporate a bike store with own access. Creation of loft conversion to be served by rear dormer and two rooflights with height of approved dwelling modestly increased by 230mm. Change first floor rear window to Juliet balcony and windows to serve bedroom. Provision of single window on either side of front door (ground floor level). Change window design on front gable (ground and first floor). Repositioning of side facing dormer on northern flank elevation (to serve dressing room). Minor internal changes. alteration to fenestration; alteration to chimney, new Juliet balcony to rear bedroom

A summary of the main changes are set out below:

A window that was shown on the floor plans but missing on the elevation has been rectified. Additional amendments have been included such as, Juliet balcony, window alteration and revision to the chimney.

Comment

Sevenoaks Town Council recommended approval, providing the Planning Officer agrees that the increase in ridge height and addition of dormer windows does not create an overbearing building in this locale.

4	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	25/02167/MMA	Abbey Aslett 29/10/2025	Cllr Wightman / Cllr Clayton	Scandia-Hus
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mr M & Mrs C Rosser	1 Blackhall	Blackhall Lane	Wilderness	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			08/10/25	

Amendment to 25/00188/FUL with amendments to dwelling position within site, car parking spaces, inclusion of pergola, solar panels, ev charger, internal alterations and associated landscaping.

Comment

Proposed from the Chair with Cllr Clayton's apologies:

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 20-10-25

5	<i>Plan Number</i> 25/02533/FUL	<i>Planning officer</i> Christopher Park 22/10/2025	<i>Town Councillor</i> Cllr Granville	<i>Agent</i> UPP Architects + Town PI
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
LTP Sevenoaks Ltd (Mr Feldma		6, 8, 10 and 10B Victoria Road	Town	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			01/10/25	
Demolition of the existing building and construction of a one-storey plus roof accommodation to facilitate a 2 bedroom dwelling.				

Comment

Sevenoaks Town Council recommended approval, provided that the Planning Officer is satisfied that this is identical in all respects to the conversion granted under 25/00042/FUL and that the Conservation Officer is satisfied with the plans.

6	<i>Plan Number</i> 25/02565/HOUSE	<i>Planning officer</i> Zoe Dommett 29/10/2025	<i>Town Councillor</i> Cllr Granville	<i>Agent</i> Carmen Austin Architectu
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mrs K Phillips		10 Argyle Road	Town	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			08/10/25	
Ground floor rear extension with rooflight, first floor side extension, loft conversion with rear dormer, rooflight and sun tunnels, internal alterations, alterations to fenestration, reconstruction of chimney, summerhouse/store, patio with associated landscaping, boundary fencing, replacement wrought iron railing.				

Comment

Sevenoaks Town Council recommended approval.

7	<i>Plan Number</i> 25/02567/HOUSE	<i>Planning officer</i> Summer Aucoin 03/11/2025	<i>Town Councillor</i> Cllr Gustard	<i>Agent</i> Sevenoaks Plans Ltd
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mr & Mrs Sweeney		25 The Middlings	Kippington	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			13/10/25	
Proposed two-storey front extension; ground-floor side extension; demolition of the existing extension and reconstruction on the same footprint with a square bay window; new fenestration; and installation of an ASHP, air conditioning unit, and solar panels.				

Comment

Sevenoaks Town Council recommended approval, subject to Environmental Officer with the Noise Assessment and that there will be no impact to neighbours from the Air Source Heat Pump and air conditioning unit.

Planning Applications Considered

Applications considered on 20-10-25

8	<i>Plan Number</i> 25/02630/HOUSE	<i>Planning officer</i> Summer Aucoin 23/10/2025	<i>Town Councillor</i> Cllr Clayton	<i>Agent</i> Level Architecture
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs P Alderman			44 Quakers Hall Lane	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				02/10/25
Double storey side extension and single storey rear extension with rooflights. New porch and internal alterations.				

Comment

Proposed from the Chair with Cllr Clayton's apologies:

Sevenoaks Town Council recommended approval, providing the Planning Officer is satisfied that the side extension maintains a full one metre gap to the boundary along its whole length.

9	<i>Plan Number</i> 25/02655/HOUSE	<i>Planning officer</i> Zoe Dommatt 22/10/2025	<i>Town Councillor</i> Cllr Daniell	<i>Agent</i> Offset Architects
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr and Mrs Conway		Thornhill	Oak Lane	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				01/10/25
Part two-storey, part single-storey, side extension. Single-storey rear extension with rooflights. Alterations to roof including raise ridge height, insert dormer windows and rooflights, to enable habitable rooms in loft space. Solar panels. Changes to fenestration. Demolish detached garage to be replaced by new detached garage with room above and dormer windows.				

Comment

Proposed by Cllr Gustard with Cllr Daniell's apologies:

Sevenoaks Town Council recommended refusal on the grounds that the excessive bulk will cause harm both to the significance of the heritage asset - contrary to Policy EN4 - as well as to the streetscene.

10	<i>Plan Number</i> 25/02676/HOUSE	<i>Planning officer</i> Zoe Dommatt 21/10/2025	<i>Town Councillor</i> Cllr Shea	<i>Agent</i> AK-Studios
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
U and E Spindler			25 Bosville Road	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				30/09/25
Loft conversion with dormer extension and rooflights. First floor rear extension.				

Comment

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 20-10-25

11	<i>Plan Number</i> 25/02687/HOUSE	<i>Planning officer</i> Summer Aucoin 24/10/2025	<i>Town Councillor</i> Cllr Gustard	<i>Agent</i> Kent Building Control Ltd
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr S Wright		Hillside House	41B Oakhill Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				03/10/25
First floor rear extension				

Comment

Sevenoaks Town Council recommended approval.

12	<i>Plan Number</i> 25/02750/HOUSE	<i>Planning officer</i> Zoe Dommett 03/11/2025	<i>Town Councillor</i> Cllr Clayton	<i>Agent</i> AK-Studios
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Skinner			2 Pinewood Avenue	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				13/10/25
Single storey rear extension with roof lanterns.				

Comment

Proposed from the Chair with Cllr Clayton's apologies:

Sevenoaks Town Council recommended approval.