

Delegated Report

Householder Planning Application

Planning Application No: 20250703

Location: 28 Huntingfield Road Meopham Gravesend Kent

Description: Demolition of existing side extension and erection of single storey side extension to provide residential annexe.

Applicant: Colin Tuttle

Site Visit Date: 11 September 2025

Submitted Documents/Plans

Householder Application for Planning Permission form;
Drawing no. 01 Existing and proposed block plans, location plan and 3D visuals received 11 September 2025;
Drawing no. 02 Existing and proposed layouts and elevations received 11 September 2025;
Planning Statement; and
Email from the agent received 10 September 2025.

Superseded Documents/Plans

~~Drawing no. 01 Existing and proposed block plans, location plan and 3D visuals received 23 July 2025;
and
Drawing no. 02 Existing and proposed layouts and elevations received 23 July 2025.~~

Procedural Issues

Following a request from the case officer, the proposal was amended to include an internal door between the proposed annexe and the main dwelling and to correct/clarify the submitted drawings. In addition, further details of the proposed occupiers/use of the annexe were provided.

Relevant Planning History

None.

Development Plan

Gravesham Local Plan Core Strategy (2014)

- CS01 – Sustainable Development
- CS02 – Scale & Distribution of Development
- CS11 – Transport
- CS12 – Green Infrastructure
- CS18 – Climate Change
- CS19 – Development & Design Principles
- CS20 – Heritage and the Historic Environment

Gravesham Local Plan: First Review (1994)

- T1 – Impact of Development on Highway Network
- P5 – Exceptions to the Vehicle Parking Standards – Change of Use of Buildings
- TC7 – Other Archaeological Sites

Paragraph 34 of the NPPF (2024) sets out that policies within adopted local plans should be reviewed to assess whether they need updating at least once every five years, and should then be updated as necessary. Such reviews are also a legal requirement as set out in Regulation 10A of the Town and Country Planning (Local Planning) England Regulations 2012.

The Council undertook such a review in September 2019 and found that the adopted Local Plan Core Strategy is in need of a partial review in terms of Policy CS02, due to the increased need for housing since the Local Plan Core Strategy was adopted and the need to ensure that a sufficient land supply exists to meet this need. Whilst saved policies from the Local Plan 1st Review (1994) generally conform with the NPPF (2024), the Council will also seek to replace these.

National Planning Policy Framework (2024)

- Section 2 – Achieving Sustainable Development
- Section 12 – Achieving Well-Designed Places

Supplementary Planning Guidance

- SPG 2 – Residential layout guidelines including Housing Standards Policy Statement October 2015 Adopted 1996 – amended June 2020
- Technical Housing Standards – Nationally Described Space Standard (2015)
- SPG 4 – KCC Parking Standards (2006)
- Gravesham Householder Extensions/Alterations Design Guide (2021)
- Design for Gravesham – Design Code (2024)
- Gravesham Landscape Character Assessment (2009)

Consultations, Publicity and Representations

GBC Environmental Protection Team (Regulatory Services)

There is no objection to this application, but due to the proximity of other houses, it's recommended that a condition requiring a Code of Practice on Construction to be submitted is attached to any permission.

Dickens' Country Protection Society

The Society is concerned that the extension has no connecting door to the main dwelling and there is no evidence of need and no evidence that the extension is intended for a family member.

The Society would suggest that, if granted, conditions are imposed controlling the occupancy and tying it to the main dwelling.

Meopham Parish Council

No response received.

Neighbouring properties

The application was publicised to 12 neighbouring properties by letter and the overall consultation period expired on 13 August 2025. One representation (in support) has been received and is summarised as follows;

- Ancillary residential annexes, when appropriately designed and integrated, make efficient use of existing residential plots and support flexible living arrangements, including multigenerational households.
- We note the ancillary nature of the proposed annexe and encourage careful attention to its scale, layout, and access to ensure it remains subordinate to the main dwelling and does not risk future

separation.

Officer's Analysis

Principle of a Residential Annex

The site is located within the village of Meopham, which is defined as a rural settlement inset from the Green Belt on the Policies Map of the Gravesham Local Plan Core Strategy (2014). Policy CS02 of the Core Strategy highlights that development will be supported in such rural settlements. As such, there is no objection to the broad principle of extending/altering the application property, subject to the proposed development meeting the detailed requirements of the national and local development plan policy framework.

Residential annexes are an increasingly common form of development that are normally proposed in order to allow relatives to live with their family but to retain some degree of independence. To remain ancillary accommodation and not be considered as a separate unit of accommodation, the use of annex must be closely tied to the main dwelling.

The proposed development would provide ancillary residential accommodation by the erection of a single storey side extension incorporating a bedroom/living room, kitchen area and a w.c./shower room. The annex would be occupied by the occupier's parents. The applicant has set out that the annex occupier would share utilities, storage, washing/tumble drying facilities and some meals with the main house. Therefore, there would be a familial and functional relationship between the occupier of the outbuilding and the main house.

Whilst the proposed ancillary residential accommodation would provide facilities that might allow for independent day to day living, the applicant has applied specifically for an annex. Furthermore, it is noted that the annex would be connected to the main house via an internal door, be located within the same curtilage as the main house and there would be no separate garden or parking area. In addition, the overall floor area of the annex would be well below the minimum for a one person, one bedroom, single storey dwelling set out in the Nationally Described Space Standard (2015). As such, the occupier would be likely to need to share living activities with the occupiers of the main dwelling. Therefore, it is considered that the proposed development would provide a residential annex and would not constitute a separate dwelling.

The comments of the Dickens' Country Protection Society and a local resident are noted.

Overall, provided that any planning permission granted was conditioned to ensure that the use and ownership of the annexe remains linked to the main dwelling and that no separate garden or curtilage area can be created in future, then the proposal would be acceptable in principle.

Notwithstanding the above, the following sections will assess the detail of the proposal.

Design, Character and Appearance

Policy CS19 of the Gravesham Local Plan Core Strategy September 2014 sets out that new development will be visually attractive, fit for purpose and locally distinctive. It should conserve and enhance the character of the built environment and take account of the scale, height, building lines and other architectural features of buildings. Account should also be taken of strategic views, site topography, the significance of heritage assets and features of townscape and landscape value which contribute to local character and sense of place.

In relation to side extensions, the Householder Extensions/Alterations Design Guide (2021) sets out that care is needed when considering the relationship between the proposal and the boundary with the neighbouring property, as the separation between properties can provide access routes to the rear of the property and in some locations be part of the character of the area. In addition, side extensions should appear subservient to the original building; be no greater than half the width of the original building; incorporate roof designs to reflect the main roof; and window designs and proportions to reflect those existing and local character.

The proposed development would be of a design and materials that would match with the existing building and those in the surrounding area. Although the front wall of the extension would have a width greater than half that of the dwelling, the rear wall would not and there are various examples of single storey side extensions with similar front widths. Despite its width, the extension would be subservient in appearance to the existing building and an external access route to the rear garden would be retained. The proposed flat roof would not match with the existing pitched roof but it would not look out of place in the surrounding street scene.

The application site is located in the Meopham Downs Landscape Character Area (LCA) and as such, Policy CS12 of the Gravesham Local Plan Core Strategy September 2014 is relevant. This policy states that the overall landscape character of the Borough will be conserved, restored and enhanced and that the Gravesham Landscape Character Assessment will be taken into account in determining applications. The Meopham Downs LCA is characterised by a mixture of grazed pasture and arable land, with field shape and size being varied because of the topography of the area. Tree belts and native hedgerows with mature hedgerow trees form distinct boundaries.

The application site is located within a village and the proposed development would be within an existing residential curtilage. The proposal would result in an increase in the amount of built development but would not adversely affect the overall landscape character of the surrounding area.

Overall, the proposed development would be appropriate in terms of design and would not have an adverse impact on the character or appearance of existing building or the surrounding area. Therefore, the proposal would be in line with Policies CS12 and CS19 of the Gravesham Local Plan Core Strategy (September 2014). It would be broadly in line with the Householder Extensions/Alterations Design Guide SPD (2021).

Amenity of Future Occupiers

The proposed development would provide a bedroom/living room that has a floor area in excess of the minimum requirement for a single bedroom in the Nationally Described Space Standards. There would be no alteration to the rear garden area or depth (which exceed the minimum requirements for a dwelling with four or more bedrooms. As such, the living conditions for future occupiers would be acceptable.

It is noted that the overall floor area of the proposed annex (23 square metres) would be well below the minimum (37 square metres) for a one person, one bedroom, single storey dwelling set out in the Nationally Described Space Standard (2015). However, as the future occupier would have access to all the facilities in the main dwelling, there would be no adverse impact to residential amenity.

In order to prevent a loss of privacy for future occupiers, the proposed shower room/w.c. window should be conditioned to be permanently obscure glazed.

Overall, the proposal would not be detrimental to the amenity of future occupiers and would be in line with Policy CS19 of the Gravesham Local Plan Core Strategy (September 2014).

Neighbouring Amenity

Due to the design of the proposed development, to the screening provided by boundary treatments and to the layout and orientation of the surrounding properties, there would be no adverse overlooking, overshadowing or overbearing impacts to the occupiers of the surrounding dwellings.

The comments of the GBC Environmental Protection Team (Regulatory Services) are noted and a construction informative can be attached to any planning permission granted. Due to the proposal being a small scale, domestic extension, it would be unreasonable to require a Code of Practice on Construction to be submitted and approved.

Overall, the proposed development would not be detrimental to the residential amenity of surrounding occupiers and would be in line with Policy CS19 of the Gravesham Local Plan Core Strategy (September 2014).

Parking and Highways

Policy CS11 of the Gravesham Local Plan Core Strategy (2014) requires new development to mitigate its impact on the highway and public transport networks and to provide sufficient parking in accordance with adopted parking standards.

Saved Policy T1 of the Gravesham Local Plan First Review (1994) requires consideration of the traffic impact of development on the transport system and environment and seeks to ensure all development is adequately served by the highway network.

Saved Policy P5 of the Gravesham Local Plan First Review (1994) allows for a relaxation of the vehicle parking standards for changes of use of buildings, the sub-division of existing dwellings and minor extensions in certain circumstances and provided that existing on-street parking problems are not unduly exacerbated.

The application property is a three bedroom dwelling. The proposed development would add a bedroom to the property but would retain an existing frontage parking area. There is on-site parking for at least two vehicles on an existing driveway, which would not be altered and which can be retained permanently via a condition attached to any planning permission granted.

As a four or more bedroom property, the adopted Vehicle Parking Standards require a maximum provision of three parking spaces. However, it is noted that KCC Highways & Transportation have provided more recent guidance (as yet unadopted) that requires a minimum of two spaces to be provided for a four or more bedroom property in a village location.

It is noted that the application site is located in a sustainable location, relatively close to local shops and services and a bus route. There are no parking restrictions in Huntingfield Road and on street parking appears readily available. Therefore, even if the proposed development would result in a small increase in demand for on-street parking in the surrounding area, this would not exacerbate any existing parking issues and would not undermine highway safety.

Overall, the proposed development would cause no adverse highway safety impacts and as such, the proposal would be in line with Policy CS11 of the Gravesham Local Plan Core Strategy (2014) and Saved Policies T1 and P5 of the Gravesham Local Plan First Review (1994).

Any Other Material Planning Considerations

The application site is located within an area of multi-period archaeological potential and Groundwater Source Protection Zone 2. However, as the proposed development is within the confines of an existing residential garden and only a relatively small amount of groundworks would occur, then it is considered that there would be no adverse impacts to groundwater or archaeology. As such, the proposal would be in line with Policies CS19 and CS20 of the Gravesham Local Plan Core Strategy (September 2014) and Saved Policy TC7 of the Gravesham Local Plan First Review November 1994.

Suggested Conditions

Time Limit

Development in accordance with the approved plans

Materials to match existing

Obscure glazing to en-suite/w.c. windows

Use as an annexe only

No subdivision of curtilage

Retention of interconnecting door to annexe

Retention of existing frontage parking area

Conclusion

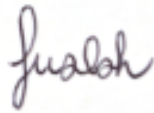
The proposal would comply with local and national planning policies and subject to the conditions set out

above, the proposal would be acceptable.

Recommendation

Planning permission subject to conditions is recommended.

(For detailed conditions and informatives, see draft Decision)

Case Officer:	Mrs Kelly Joyce	Team Leader:	Mrs Faye Walsh
Signed:		Signed:	
Dated:	17th September 2025	Dated:	19 September 2025