



Delegated Report

Planning Application

Listed Building Consent

Application Nos:	20250944 – Planning Application 20250945 – Listed Building Consent
Location:	Tudor Cottage, Nash Street, Meopham, Gravesend, Kent, DA13 9AA
Description:	20250944 - Conversion of outbuilding to form an annexe. 20250945 - Application for Listed Building Consent; Conversion of outbuilding to form an annexe.
Applicant:	Mr and Mrs Booth
Site Visit:	11 th March 2026

Submitted Documents/Plans

Site Location Plan – V1;

31055A-CLA-DM-GF-PD-A-0001-P02 – Demolition Ground Floor Plan;

31055A-CLA-DM-00-PD-A-0001-P02 – Demolition Site Plan;

31055A-CLA-DM-ZZ-ED-A-0002-P02 – Demolition North and South Elevations;

31055A-CLA-DM-01-PD-A-0001-P01 – Demolition First Floor and Roof Plan;

31055A-CLA-EX-GF-PD-A-0001 - Existing Ground Floor Phasing Plan;

31055A-CLA-EXSL-00-PD-A-0001-P01 – Existing Block Plan;

31055A-CLA-EX-00-PD-A-0001-P01 – Existing Site Plan;

31055A-CLA-EX-01-PD-A-0001-P01 – Existing First Floor and Roof Plan;

31055A-CLA-EX-ZZ-ED-A-0002-P01 – Existing North and South Elevations;

31055A-CLA-EX-ZZ-ED-A-0001-P01 – Existing East and West Elevations;

31055A-CLA-PRSL-00-PD-A-0001-P01 – Proposed Block Plan;

31055A-CLA-PR-00-PD-A-0001-P05 – Proposed Site Plan;

31055A-CLA-PR-ZZ-ED-A-0002-P06 – Proposed North and South Elevations;

31055A-CLA-PR-01-PD-A-0001-P04 – Proposed First Floor and Roof Plan;

31055A-CLA-PR-GF-PD-A-0001-P07 – Proposed Ground Floor Plan; and

31055A-CLA-PR-ZZ-ED-A-0001-P04 – Proposed East and West Elevations.

1805_R06_Bat Survey Report – Prepared by Native Ecology – Issued 24th July 2025

1805_R05_PEA – Prepared by Native Ecology – Issued 24th July 2025

Supporting Planning Statement – Prepared by Bloomfields – Dated August 2025

Heritage Impact Statement – Prepared by Clague Architects – Dated August 2025

Cover Letter- Dated 26th November 2025

N.B - Originally as submitted the applicant proposed a rear extension to the outbuilding and a larger kitchen area but upon advice from the Local Planning Authority (LPA) that this would not be supported due to the harm to the architectural and historic importance of this listed building, the applicant withdrew this element from the proposal. The applicant also agreed to amend the application descriptions so that they no longer reference the rear extension.

Relevant Planning History

Reference	Description	Decision	Decision Date
20250943	Change of use of land to equestrian, with the erection of a stable block.		17.11.2025
20200723	Application for the approval of conditions 4, 5 and 6 attached to planning permission reference number 20191062 relating to (4), prior to the installation of the new kitchen. Details of layout, service runs, drains, existing and proposed floor finish and relationship of counter tops to window sills. (5) Prior to the installation of the new bathroom at first floor level. Details of size and appearance of all vents including vent covers, service runs and floor finish. (6) Prior to installation and prior to the water cylinder in the attic space first coming into use, details of the design including pipe runs.	Approval of details	17.09.2020
20200722	Application for the approval of condition 3 attached to planning permission reference number 20191062 relating to the submission of a sample and details of the glazing with the leadwork prior to the installation of any of the timber framed single glazed diamond leaded light windows	Approval of details	16.09.2020
20191062	**REVISED DESCRIPTION** Application for Listed Building Consent for the creation of a new internal doorway opening to provide access between the living room and playroom and other internal alterations including installation of new bathroom at first floor level, adaptations to existing bathroom and conversion of the existing living room into a kitchen; removal, refurbishment and reinstallation of the leaded light windows in the north, south and east elevations; replacement of metal frame and timber windows in the north elevation with timber single glazed windows of the same design to existing and replacement of metal frame and timber windows and porch door and large adjoining window in the west elevation with timber single glazed windows of diamond leaded light design to match original windows; replacement of large timber frame window on north elevation with new rear porch door and installation of set of new French doors; works to chimney stack and roof including repointing, replacement flashing, re-bedding of chimney pots, installation of a new chimney pot, replacement of sand and cement fillet at junction of the roof and chimney and removal of redundant flue and replace opening with clay peg tiles and repair works to the front elevation of the property following removal of the conservatory.	Permitted	10.06.2020
20180836	Application for Listed Building Consent for the creation of a new internal doorway opening to provide access between the living room and playroom; removal, refurbishment and reinstallation of the leaded light windows in the north, south, and east elevations; replacement of all other metal	Application Refused	08.04.2019

	frame and timber windows in the north, south, east and west elevations with timber double glazed windows, replacement of rear porch door with a timber and double glazed door and alteration of the existing window in the west elevation to a set of timber double glazed French doors; works to chimney stack and roof including repointing, replacement flaunching, re-bedding of chimney pots, installation of a new chimney pot, replacement of sand and cement fillet at junction of the roof and chimney and removal of redundant flue and replace opening with clay peg tiles and repair works to the front elevation of the property following removal of the conservatory.		
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Development Plan

Gravesham Local Plan Core Strategy (2014)

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

Gravesham Local Plan: First Review (1994)

- P3 – Vehicle Parking Standards
- TC2 – Listed Buildings

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
- Section 13 – Protecting Green Belt Land
- Section 15 – Conserving and Enhancing the Natural Environment
- Section 16 – Conserving and Enhancing the Historic Environment

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)
- Gravesham Landscape Character Assessment (2009)

Other Material Considerations

Section 16 (2) of the Planning (Listed Buildings and Conservation Areas) Act 1990 requires special regard to be had to the desirability of preserving the listed building or its setting or any features of special architectural or historic interest which it possesses when considering whether to grant listed building consent.

Under Section 66(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990, as amended, the Council has a statutory duty in considering whether to grant planning permission for development which affects a listed building or its setting to have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses.

Section 72(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended which states that, with respect to buildings or other land in a conservation area, special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area.

Consultations, Publicity and Representations

Consultees

Dickens' Country Protection Society

The Society notes the site is in an area within which Green Belt Policies apply. The proposal would result in the creation of a new dwelling in the Green Belt contrary to Green Belt policy.

The introduction of a parking area in front of Tudor Cottage at the western end would, in the Society's view, adversely impact on the setting of a listed building.

Thank you for your letter of 19th January 2026 concerning the above. Further to the Society's letter of 11th and 17th October 2025, the Society notes the site is in an area within which Green Belt policies apply. The Society further notes that Tudor Cottage is a Grade II listed building and that the main Tudor Cottage appears little changed, and as a result does not give rise to comment.

With reference to the Stable building there is a question regarding the conversion of the building and the creation of a new dwelling in the Green Belt and the serviceability of the existing building. Despite the revised drawings there is little information regarding the existing structure.

How is the roof held up? Are there frames and trusses which should be retained? What contribution do the existing internal walls make?

There are details of what is proposed but little save a few photographs of existing. If a new dwelling is to be permitted on the basis of a conversion there should be details of the structure that is being converted not just a floor plan and elevations. The existing building is of some antiquity and despite its dilapidated state, if serviceable the structure should be retained.

With reference to the Stable building, it is clear from the demolition drawing that the proposal is to remove the internal and replace them and form openings in the outside walls to facilitate the insertion of windows.

In view of the proximity of the listed building no consideration should also be given to withdrawing the permitted development rights since any significant changes could impact the setting of the listed building.

Conservation Officer

The size of the extension on the rear which starts to domesticate the building further.

Neighbouring properties

Three surrounding properties were consulted, a site notice displayed and the application was also



advertised in the local paper. The consultation deadline was 09.02.2026 and one representation has been received in support of the proposal.

Officer's Analysis

Site Description

The application site is a residential property, located on the northern side of Nash Street. The site contains a Grade II listed building (Tudor Cottage) and an ancillary outbuilding to the front (which is currently in use as a stable).



Figure 1 – Case Officers Site Photos (taken 11/03/26)

The application site is located within the Green Belt and the Meopham Downs Landscape Character Area.

Proposed Development

The application seeks permission for the conversion of the existing outbuilding to form an annexe.

The two existing lean-tos to the rear of the outbuilding would be removed as a part of the proposal, there would be changes to the fenestration and new internal partition walls would be erected.

Internally, there would be a kitchenette and a living area, a bathroom and two bedrooms. The main bedroom would have an internal floor area of approximately 13.15m² and the second bedroom would have an area of 7.5m². The kitchen and living area would be approximately 33.5m². The annexe would have a total internal floor area of approximately 66.5m².

The applicant has confirmed that the annexe would be used by a member of their family.

Principle of Development

The application site is located to the north of the village of Meopham, and is located within the Metropolitan Green Belt. Policy CS02 of the Core Strategy highlights that development outside of the boroughs settlements, including affordable housing and proposals to maintain and diversify the rural economy, will be supported where it is compatible with national policies for protecting the Green Belt and policies in the plan.

Paragraph 154(c) of the NPPF 2024 states that the extension or alteration of a building provided that it does not result in disproportionate additions over and above the size of the original building would be acceptable within the green belt. The proposed development would utilise an existing building and would not result in any enlargement of its footprint or volume. It is therefore considered that the proposed development would be acceptable in the green belt.

Local Planning Authorities should regard the construction of new buildings as inappropriate in the Green Belt (paragraph 154 of the National Planning Policy Framework (2024)). However, there are exceptions to this which, as in the case of this proposal, and as set out in paragraph 154 of the National Planning Policy Framework (2024), include:

(d) the re-use of buildings provided that the buildings are of permanent and substantial construction.

There is no pertinent evidence to suggest the building is not of permanent or substantial construction.

Openness can be perceived spatially and visually. The building would not change in size or extent, so the proposed development would have no effect on spatial openness. Given the proposed use would be integral to that of the main dwellinghouse, any additional residential paraphernalia associated with the annexe would be limited, such that it would not materially harm visual openness. Therefore the openness of the Green Belt would be preserved. For the same reasons, the proposal would not conflict with the Green Belt's purpose, at paragraph 143c) of the Framework, of safeguarding the countryside from encroachment. There is no suggestion the proposal would conflict with any of the other purposes listed in Framework paragraph 143.

Residential annexes are an increasingly common form of development that are normally proposed in order to allow relatives to live with their family whilst retaining 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 through the conversion of the existing outbuilding to the front of the main dwelling, the annexe would include two bedrooms and a kitchenette/living area and a bathroom. The annexe would be occupied by relatives of the applicant.

Whilst the annexe would not be physically attached to the main dwelling they would have a close relationship, the annexe would only be accessible through the private driveway and would share garden areas with the main house. There would be a familial and functional relationship between the occupier of the annexe and the main house.

Officers do note that the annexe would provide facilities that allow for independent day to day living, whilst the annexe would not be physically connected to the main house, the siting of the building and the shared amenity areas and access points would mean that the annexe would not be suitable for use as an independent dwelling.

It is noted that the Dickens Protection Society have raised concerns that the proposal would provide a new dwelling within the green belt, however as assessed above, the proposal would be permissible within the green belt. Officers have carried out a detailed assessment of the principle of the annexe and given the relationship with the main dwelling, it is considered acceptable. The applicant's agent has also provided reasoning for its need via email.

Design, Character and Appearance and Impact on Listed Buildings

Policy CS19 (Development and Design Principles) of the Gravesham Local Plan Core Strategy (2014) states that new development will be visually attractive and locally distinctive. It should also conserve and enhance the character of the local built and natural environment and integrate well with the surrounding area.

The NPPF (2024) also places great significance on the desirability of sustaining and enhancing heritage assets, and on new development making a positive contribution to local character and distinctiveness (paragraph 210). This is echoed in Policy CS20 (LPCS), which states that the significance of the Borough's heritage assets and their setting should always be preserved or enhanced. Saved Policy TC2 of the Local Plan 1994 sets out that for development involving alterations to listed buildings, the primary consideration is the maintenance of the integrity of the original listed building, and whether the character or appearance of the listed building will suffer as a result. Proposals must be sympathetic in terms of their appearance and materials.

Tudor Cottage is a Grade II listed building, the official listing lists it as being 18th century or earlier. Two-storey timber-framed house with curved braces. Red brick infilling. Hipped tiled roof. Four casements. Diamond paned windows. Flat hood on shaped wooden brackets over door. Substantial central brick chimney stack. The outbuilding which this application seeks to convert is located to the front of Tudor Cottage, it is single storey with a hipped roof over it, the building is timber framed with timber cladding. The building is curtilage listed. Directly to the south of the site is Nash Street Farmhouse which is also grade II listed.

Externally, the two lean-to structures to the rear of the annexe building would be removed. To the rear of the annexe there would be two new windows with external timber shutters. There would be a glazed double door and a stable door to the rear elevation, whilst there would be two high level windows and one window with external timber shutters to the rear elevation. There would be a single window to each side elevation. There would be no enlargement of the outbuilding. The applicant has not provided any details of the windows and doors which are proposed here. Due to the heritage significance of the outbuilding and the proximity to the primary listed building, the windows and doors would need to be sympathetic to both buildings. As such, it is necessary to impose a condition requiring further details of the proposed windows, doors and materials to be used in the conversion of the outbuilding.

The lean-to's to be removed are later 20th Century additions to the building, their removal would not significantly harm the historic character of the outbuilding, and the main original structure would be unaffected, as the proposed internal walls would be timber partition walls. It is considered that the proposal presents an opportunity to improve the condition of the outbuilding, and the removal of the lean-to structures would improve views to the principal listed building.



Figure 2 – Case Officers Site Photos (taken 11/03/26)

Following a visit to the site and various discussions that have taken place between officers and the applicant the proposal has now been modified and the previously proposed rear extension has been removed from the proposal, and the size of the kitchen reduced. It is considered that the proposal would now protect the architectural and historic interest of this grade II listed building. It is noted that the proposed plans show a post and rail fence will be installed around the outbuilding to form a courtyard. Post and rail fencing is a common feature within rural sites and there are examples of such fencing within the application site itself. Whilst the fencing is likely to be acceptable, the applicant has not provided details of the fencing, as such a condition would be placed on the decision requiring further details to be submitted by the applicant.

Overall, subject to conditions, the proposal would not cause harm to the character or architectural or historic interest of the primary Grade II Listed Building or the setting of the neighbouring Farmhouse and in this respect would be compliant with Policies CS19 and CS20 of the Local Plan Core Strategy (LPCS) (2014) and saved Policy TC2 of the Local Plan First Review (1994).

Amenity of Future Occupiers

Policy CS19 of the Gravesham Local Plan Core Strategy (2014) requires that all development should be 'fit for purpose' and be 'adaptable to allow changes to meet the need of users' and that 'the design and layout of new residential development, including conversion, will accord with the adopted Residential Layout Guidelines' (RLG) (2020).

The proposed annexe would have two bedrooms and would have a gross internal floor area of approximately 66.5m², this would exceed the minimum internal floor area requirement of 61m² for a two bedroom unit. It would be provided with a private courtyard approximately 72m in area, the rear garden of the main dwelling would still be accessible to occupant of the annexe through a gate along the rear boundary of the courtyard.

Neighbouring Amenity

Policy CS19 of the Gravesham Local Plan Core Strategy (2014) seeks to protect amenity and ensure acceptable future living conditions. Section 12 of the NPPF (2024) also assists and seeks to ensure developments will function well, do not undermine quality of life and create attractive and comfortable places to live, work and visit and seeks to "secure high-quality design and a good standard of amenity for all existing and future occupants of land and buildings".

As the development would not result in any enlargement of the existing outbuilding there would be no overshadowing or overbearing impact to neighbouring properties. The proposed windows would be sufficiently separated from neighbouring properties to ensure the development does not result in any loss of privacy. The proposed development is therefore considered to comply with Policy CS19 of the Gravesham Local Plan Core Strategy (2014) in regard to its impact on the amenity of neighbouring occupants.

Parking and Highways

Any proposals would need to be considered against saved policy T1 (LPFR) (1994) and Policy CS11 of the Gravesham Local Plan Core Strategy (2014). These policies ensure that development provides an acceptable amount of parking in accordance with the adopted KCC Parking Standards and the access and parking arrangements do not have a detrimental impact on highway safety.

The maximum required off street parking provision for a dwelling with three or more bedrooms is two spaces. The application property benefits from a generous front hardstanding with space for a minimum of two vehicles. There is also an existing hardstanding to the side of the outbuilding which has space for one vehicle. It is considered that the parking provision for the main dwelling and the annexe would be acceptable. As such there are no highway issues related to the proposal.

Any Other Material Planning Considerations

Biodiversity and Ecology

The NPPF 2024 at Paragraph 187 states that planning decisions should contribute to an enhance the natural and local environment by minimising impacts on and providing net gains for biodiversity. Policy CS12 of the Core Strategy 2014 reflects this stance and states that there will be no net loss of biodiversity in the Borough, and opportunities to enhance, restore, re-create and maintain habitats will be sought.

The application falls under the BNG de minimis exemption, the development would not impact a priority habitat and impacts less than 25 sqm of habitat, as such the biodiversity gain condition does not apply here. In any case, the annexe would be provided through the conversion of an existing building, and hardstanding.

The applicant has also submitted a Bat Survey Report in support of the application, the emergence surveys on the building did not record any roosting bats, the report concludes that roosting bats are unlikely to be present at the site.

As such, given the nature of the proposed development and the findings of the Bat Survey, it would not result in harm to local biodiversity and is therefore compliant with Policy CS12 of the Gravesham Local Plan Core Strategy (2014) in this regard.

Impact on the Landscape

In addition to being located within the Metropolitan Green Belt, the property is located within the Meopham Downs Landscape Character Area. This area is characterised by gently undulating topography with a mix of arable and pasture farmland, three large settlements located along the A227 and traditional architecture surrounding village greens providing local vernacular.

Policy CS12 of the Gravesham Local Plan Core Strategy (2014) seeks to protect the Green infrastructure within the Borough and states at 5.7.26 the overall landscape character and valued landscapes will be conserved, restored and enhanced.

The development hereby proposed will not impact on the Meopham Downs Landscape Area as the building already exists within the site and the proposal would not introduce any additional built form.

Conclusion

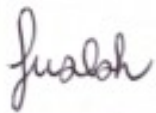
The proposal would comply with local and national planning policies subject to the conditions set out above, the proposal would be acceptable.

Recommendation

20250944 – Permission

20250945 – Permission

(For detailed conditions and informatives, see draft Decision)

Case Officer:	Mr Ade Lawal	Team Leader:	Mrs Faye Walsh
Signed:		Signed:	
Dated:	16 th March 2026	Dated:	20 March 2026