



Delegated Report

Householder Planning Application

Planning Application No: 20251274

Location: Ash Cottage Norwood Lane Meopham Gravesend

Description: Installation of a bathroom window to side elevation.

Applicant: Mr C Saunders

Site Visit Date: Desktop Assessment

Preliminary Matters

The applicant was asked to make revisions to the submitted plans as the originally proposed window was not reflective of the character and appearance of the main dwelling and wider conservation area setting. The application agreed to change the window design to reflect that existing fenestrations. Below are the previous and current designs of the window.

Previously Submitted window Design



Revised Window Design



Submitted Documents/Plans

- Application Form
- Drawing No: 7971-P-01 REV B (Existing/Proposed Plans and Elevations and Location Map)

Superseded

- ~~Drawing No: 7971-P-01 Rev A (Existing/Proposed plans and Elevations and Location Map)~~

Supplementary Information

- Example image of proposed window

Relevant Planning History

No relevant planning history.

Development Plan

Gravesham Local Plan Core Strategy (September 2014):

- CS01 – Sustainable Development
- CS02 – Scale & Distribution of Development

- CS18 – Climate Change
- CS19 – Development & Design Principles
- CS20 – Heritage and the Historic Environment

Paragraph 34 of the NPPF (2024) sets out those 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 The review 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 a sufficient land supply exists to meet this need. Whilst saved policies from the Local Plan 1st Review (1994) general conform with the National Planning Policy Framework (2024), the Council will also seek to replace these.

Other material considerations

National Planning Policy Framework (2024)

- Section 2 – Achieving sustainable development
- Section 12 – Achieving Well-Designed Places
- Section 16 – Conserving and enhancing the historic environment

Supplementary Planning Guidance

- SPG2 - Residential Layout Guidelines (2020)
- SPD4 - Householder Extensions/Alterations Design Guide (2021)
- Design for Gravesham – Design Code (2024)
- Gravesham Landscape Character Assessment (2009)
- Conservation Areas Maintenance/Replacement Windows and Doors Guidance Supplementary Planning Document (2020)
- Hook Green, Meopham Rural Conservation Area Appraisal

Consultations, Publicity and Representations

Local Ward Councillors

No comments received.

Meopham Parish Council

No comments received.

GBC Conservation Officer

No comments received.

Neighbouring properties

The application was advertised by way of site notice and letters to 3 surrounding properties. The consultation period expired on 16.01.2026 and no comments were received.

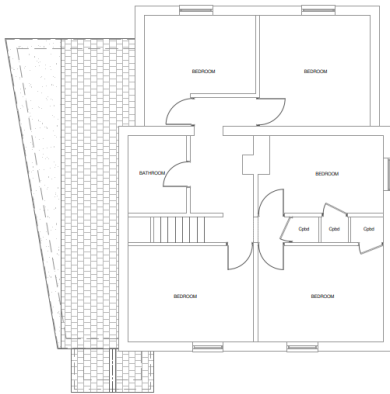
Analysis

Proposal

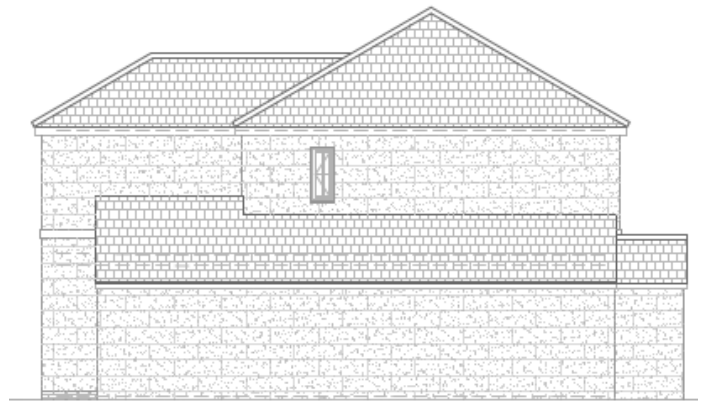
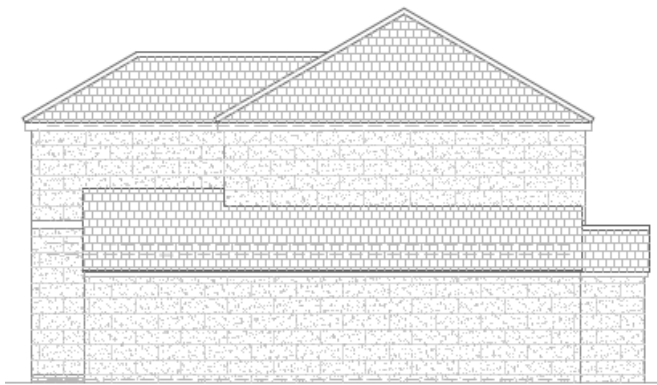
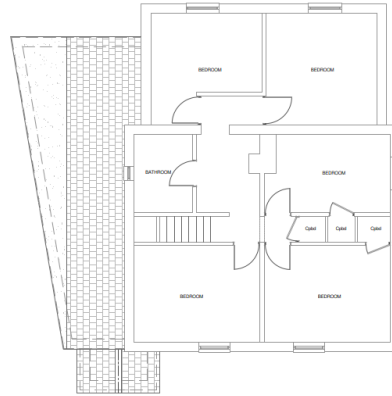
The proposal seeks a modest alteration for the installation of a window to serve a bathroom in the Western

Flank Elevation

Existing



Proposed



Character and Appearance

The application property is a two storey detached house situated within the Hook Green Conservation area which is covered by an Article 4 Direction, it is also located within the setting of a listed building. The principle issue in determining this application is whether the proposed development will preserve or enhance the character and appearance of the Hook Green Conservation Area and whether the proposal would harm or maintain the setting of the listed building.

The proposed development is extremely modest and seeks to introduce a window at first floor level in the western flank elevation of the property. The alteration would not be in the principal elevation, however although despite the window being in the flank there was some visibility from the street scene which is why the applicant was asked to amend the plans.. Overall, the proposal seeks a very modest alteration which would safeguard the setting of the nearby listed building. Furthermore the window would be conditioned so that it matches materials currently used in the property.

The window is acceptably designed and of an appropriate size which is acceptable for a window serving a w/c / bathroom area.



The proposed development is compliant with Policy CS20 (Heritage and the Historic Environment) of the Gravesham Local Plan Core Strategy (2014), saved Policy TC3 (Development Affecting Conservation Areas) of Gravesham's Local Plan First Review (1994) as well as Section 16 of the National Planning Policy Framework (2024).

Amenity of Future Occupiers

The proposal will not impact future occupier amenity and is compliant with SPG2 Residential Layout Guidelines 2020.

Neighbouring Amenity

The window will be in the flank elevation which faces towards Old Nevill Cottage. Whilst this would not impact light or outlook there could be concerns raised regarding privacy. The window will be conditions so that it is obscure glazed as a means of safeguarding neighbouring privacy.

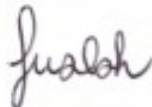
The proposal is compliant with SPG2 Residential Layout Guidelines 2020.

Any Other Material Planning Considerations

Conclusion & Recommendation

The proposal has been fully considered and safeguards the character of the conservation area and complies Policies CS19 and CS20 of the Gravesham Local Plan Core Strategy 2014, Saved Policy TC3 of the Gravesham Local Plan 1994, SPD4 Householder Alterations and Extensions Guidance 2021 and Section 16 of the National Planning Policy Framework 2024.

(For detailed conditions and informatives, see draft Decision)

Case Officer:	Mrs Sharon Sahota	Team Leader:	Mrs Faye Walsh
Signed:		Signed:	
Dated:	25.02.2026	Dated:	26 February 2026