

PLANNING COMMITTEE – 13th August 2026**PART 2**

Report of the Head of Planning

PART 2Applications for which **PERMISSION** is recommended

2.1 REFERENCE NO - 26/501448/FULL		
PROPOSAL - Conversion of existing garage into an office replacing the existing flat roof to pitch roof. Infilling of existing front recess. Removal of existing chimney and insertion of 4no. rear roof lights.		
SITE LOCATION Lion Yard Worlds End Lewson Street Norton Kent ME9 9JS		
RECOMMENDATION Delegate to the Head of Planning to grant planning permission subject to appropriate safeguarding conditions as set out in the report, with further delegation to the Head of Planning to negotiate the precise wording of conditions, including adding or amending such conditions.		
APPLICATION TYPE Householder		
REASON FOR REFERRAL TO COMMITTEE The applicant is an employee of a shared service which includes Swale Borough Council.		
CASE OFFICER Julia Marshall		
WARD Teynham And Lynsted	PARISH/TOWN COUNCIL Norton, Buckland And Stone	APPLICANT Mr & Mrs Alder AGENT Refine Architecture Ltd.
DECISION REGISTERED 15.04.2026		TARGET DATE 11.06.2026
BACKGROUND PAPERS AND INFORMATION: Documents referenced in report are as follows: - All drawings submitted. The full suite of documents submitted pursuant to the above application are available via the link below: - https://pa.midkent.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=TDJLUBTYJ6800		

1. SITE LOCATION AND DESCRIPTION

- 1.1 Lion Yard is a semi-detached chalet bungalow with an attached garage to the front of the property. The front amenity area has hardstanding covering the entire frontage allowing for several parking spaces.
- 1.2 The property lies within the Lewson Street conservation area and within the Local Plan defined built-up area boundary for Lewson Street, which at this point runs down the centre of Worlds End. The grade II listed Thatch Cottage is located approximately 38m to the south west of the application site, with the grade II listed 'World's End' located approximately 63m to the north east. The surrounding street scene comprises of properties with varying designs and styles.

2. PLANNING HISTORY

- 2.1 None relevant.

3. PROPOSED DEVELOPMENT

- 3.1 This application seeks planning permission for the conversion of the existing garage into an office, and the replacement of the existing flat roof to the garage with a pitched roof. As a result, the roof height would be increased from 2.6m to 3.3m. The existing recessed area to the front of the property will also be infilled, bringing the entrance to the property in line with the main front elevation. The proposals also include the removal of existing chimney and insertion of 4no. rear rooflights, both on rear facing roof slopes of the existing property.

4. CONSULTATION

- 4.1 **Norton, Buckland And Stone Parish council** – No comments received.
- 4.2 **SBC Heritage Officer** – No objection, subject to conditions.

5. REPRESENTATIONS

- 5.1 One round of consultation has been undertaken, during which letters were sent to neighbouring occupiers, a site notice was displayed in the area and a notice placed in the newspaper.
- 5.2 No comments were received.

6. DEVELOPMENT PLAN POLICIES

- 6.1 **Bearing Fruits 2031: The Swale Borough Council Local Plan 2017** - policies:

ST3 The Swale settlement strategy

CP4 Requiring good design

DM7 Vehicle Parking

DM14 General development criteria

DM16 Alterations and extensions

DM32 Development involving listed buildings

DM33 Development affecting a conservation area

6.2 **Supplementary Planning Guidance/Documents**

Supplementary Planning Guidance - Designing an Extension – A Guide for Householders and Conservation Areas

Supplementary Planning Document - Swale Parking Standards

7. ASSESSMENT

7.1 This application is reported to the Planning Committee as the applicant is an employee of a shared service which includes Swale Borough Council. Considering the scheme that has been submitted, the Committee is recommended to consider the following points:

- The Principle of Development
- Character and appearance / Heritage
- Living Conditions
- Highway safety and parking

Principle

7.2 Section 38 (6) of the Planning and Compulsory Purchase Act 2004 sets out that the starting point for decision making is the development plan unless material considerations indicate otherwise.

7.3 The National Planning Policy Framework provides the national policy context for the proposed development and is a material consideration of considerable weight in the determination of the application. The NPPF states that any proposed development that accords with an up-to-date local plan should be approved without delay. At the heart of the NPPF is a presumption in favour of sustainable development and for decision-taking this means approving development that accords with the development plan.

7.4 The site is located in the built up area boundary of Lewson Street where policy ST3 of the Local Plan supports development in principle. In addition, policy DM16 of the Local Plan supports alterations to existing dwellings providing, amongst other relevant criteria, they are of an appropriate design and maintain or enhance the character of the street scene.

- 7.5 The principle of the development is therefore considered acceptable subject to certain criteria being met. These matters and other relevant material planning considerations are discussed below.

Character and appearance / Heritage

- 7.6 The National Planning Policy Framework attaches great importance to the design of the built environment and that design should contribute positively to making places better for people.
- 7.7 Policy CP4 of the Local Plan requires proposals to be of a high quality design that is appropriate to its surroundings in respect of materials, scale, height and massing. Policy DM16 sets out that alterations and extensions to existing properties will respond positively to style and character of the building being extended, will be appropriately scaled and maintain or enhance the character of the streetscene.
- 7.8 Policy DM32 of the Local Plan requires the setting of listed buildings to be preserved. Policy DM33 of the Local Plan requires proposals to preserve or enhance the special character or appearance of the conservation area.
- 7.9 Starting on the rear of the property, the removal of the existing chimney and insertion of four conservation style rooflights to the rear roof slope of the property would ensure that the character and appearance of Lion Yard would not be affected as viewed from Lewson Street. In addition, these works would not in themselves require planning permission and in any case, are considered to be acceptable alterations. The Council's Conservation Officer has recommended a condition seeking details of the rooflights, however, as they could be installed without the need for planning permission, and as they are located on the rear of the property, this is not considered to be necessary.
- 7.10 The changes to the front of the property involve removing the garage door and replacing it with brickwork and a window, and the replacement of the garage's flat roof with a pitched roof. The proposal also involves bringing the main entrance to the property forward to align with the main existing front wall. In respect of the roof extension, the Council's SPG related to householder development states that prominent extensions are normally better for having pitched roofs. As a result, the proposal would align with this. In addition, pitched roofs are a feature of existing properties in the streetscene and would appear appropriate in this context. In terms of replacing the front elevation of the garage with brickwork and a window, this would use materials to match the existing property. As a result, this element of the scheme is considered acceptable. Finally, infilling the front recessed area would bring the entrance to the property in line with the main existing front elevation, which would have a

minimal impact on the property itself or the wider area and would therefore be acceptable.

- 7.11 Overall, the proposals would result in a modest change to the appearance of the dwelling. They would have sufficient regard for the character, setting and context of the site and appear both appropriate and sympathetic to the location. They would also maintain the visual quality of the street scene and would as a result preserve the special character and appearance of the conservation area.
- 7.12 The grade II listed Thatch Cottage is located approximately 38m to the south west of the property and the grade II listed 'World's End' is located approximately 63m to the north east. However, due to the small scale of the proposals and the intervening buildings, it is considered that the scheme would preserve the setting of these listed buildings.
- 7.13 Taking the above into account the scheme is considered to comply with policies CP4, DM16, DM32 and DM33 of the Local Plan.
- 7.14 In considering the impact of this proposal upon designated heritage assets, officers have had regard to the Council's obligations pursuant to the Planning (Listed Building and Conservation Areas Act) 1990.

Living conditions

- 7.15 The Local Plan requires that new development has sufficient regard for the living conditions of neighbouring occupiers. Specifically, policy DM14 states that any new proposed developments should not cause significant harm to the amenities of surrounding uses or areas and due consideration will be given to the impact of the proposed development upon neighbouring properties. Any new proposed schemes should not result in significant overshadowing through a loss of daylight or sunlight. Policy DM16 also requires that alterations or extensions to existing buildings protect residential amenity.
- 7.16 The only element of the proposal that would extend the building would be the introduction of a pitched roof on the front elevation. This would be located immediately adjacent to the garage located on the adjacent property, 'Blairveen'. There are windows located at first floor level in this adjacent property, however, the proposed roof is of a limited height. Therefore, any impact upon outlook from this window or upon available light would be minimal. The proposal would also introduce a ground floor window into the front elevation, however, this would face towards the highway and therefore it is not considered to give rise to any overlooking. Overall, given the nature, scale and location of the proposals, they would not give rise to any unacceptable impact on the living conditions of any neighbours.

- 7.17 Taking the above into account the proposal is in accordance with policies DM14 and DM16 of the Local Plan 2017.

Highway safety and parking

- 7.18 Local Plan policy DM7 requires development to be in accordance with the Council's Parking SPD.
- 7.19 As the proposal includes the conversion of the garage, an assessment is required as to the impact of this on the parking available to serve the property.
- 7.20 The Council's Parking SPD includes minimum size requirements for garages, which, in the case of a single garage is 7m x 3.6m. The existing garage measures 4.9m in depth x 2.45m wide. It is comfortably undersized when compared to the SPD and therefore it is not considered that a vehicle would be able to be parked within it. As such, the loss of part of the garage has no impact upon the available parking at the property.
- 7.21 Notwithstanding the above, the property has space for multiple vehicles to park to the front of the site, which would be in excess of the amount required for a property of this size in this location, as set out in the Council's Parking SPD. In addition, the conversion of the garage as a standalone matter, would not appear to require planning permission as there is no evidence to show that the space within it is controlled by a planning condition.
- 7.22 In view of the above it is considered that the proposal would not give rise to any adverse impact on highways safety or convenience. As such, the scheme complies with policy DM7 of the Local Plan.

Ecology

- 7.23 From April 2024, minor developments are required to provide at least 10% Biodiversity Net Gain (BNG). There are exemptions to this, including applications made by householders as defined within article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015. This application amounts to householder development, and as such is exempt from the need to provide BNG.

Conclusion

- 7.24 On the basis of the above, the scheme is considered to be in compliance with policies ST3, CP4, DM7, DM14, DM16, DM32 and DM33 of the Local Plan. It is recommended that planning permission is granted.

CONDITIONS

- (1) The development to which this permission relates must be begun not later than the expiration of three years beginning with the date on which the permission is granted.

Reason: In pursuance of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

- (2) The development hereby permitted shall be carried out in accordance with drawings:

25.56-PL01 - Site Location and Block Plans

25-56-PL0-04 - Proposed Plans

25-56-PL05 - Proposed Elevations

Reason: For the avoidance of doubt and in the interests of proper planning.

- (3) The materials to be used in the construction of the external surfaces of the development hereby permitted shall match those on the existing building in terms of type, colour and texture.

Reason: In the interests of visual amenity.

The Council's approach to the application

In accordance with paragraph 38 of the National Planning Policy Framework (NPPF), 2023 the Council takes a positive and proactive approach to development proposals focused on solutions. We work with applicants/agents in a positive and creative way by offering a pre-application advice service, where possible, suggesting solutions to secure a successful outcome and as appropriate, updating applicants / agents of any issues that may arise in the processing of their application.

The application was considered by the Planning Committee where the applicant/agent had the opportunity to speak to the Committee and promote the application.

