

Planning Committee – Supplementary agenda No.1

A meeting of the Planning Committee will be held on:

Date: 3 June 2026

Time: 6.30pm

Venue: St George's Centre, Pembroke, Chatham Maritime, Chatham
ME4 4UH

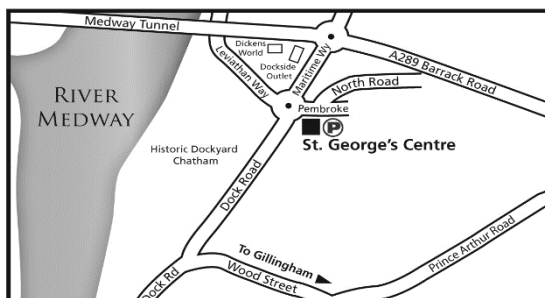
Items

- 12 Additional Information - Supplementary Agenda Advice Sheet (Pages 3 - 20)

For further information please contact Julie Francis-Beard, Democratic Services Officer on Telephone: 01634 332012 or Email:

democratic.services@medway.gov.uk

Date: 3 June 2026



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Medway Council
Planning Committee – 3 June 2026
Supplementary Agenda Advice Sheet

Page 18 – Planning application MC/26/0282 13 Park Avenue, Gillingham, ME7 4AS

Alteration to the Description

Change of use from Class C3 Dwellinghouse into a 7-bedroom, 8-person House in Multiple Occupation (HMO) (Sui Generis) with improved communal living space and amended internal layout; Reinstatement of front balcony, wood. Existing woodwork to front to be repaired, refurbished and painted. To the rear, to install 3 x rooflights and install cycle store within existing side garage. (revised scheme). following removal of permitted development rights (Lawful Development Certificate ref: MC/25/0950).

Page 32 – Planning application MC/26/0483 Ridgeway, 11 Park Avenue, Gillingham

Recommendation

Updated floor plans have been submitted and, therefore, condition 2 is to be amended as follows:

- 2 The development hereby permitted shall be carried out in accordance with the following approved plans:

Received 10 March 2026:

Site Location Plan
4AS.11.PR0.002 - Proposed Block Plan

Received 1 June 2026:

4AS.11.PR0.001 REV A - Proposed Floor Plans

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

Representation

A response letter has been received from the agent for the applicant dealing with a number of the objections, this letter does not affect the officer's

recommendation in relation to this application. This response letter is set out in full and attached to this supplementary report.

The response letter does not raise any additional considerations beyond the matters contained within the original Officer Report.

Page 70 – Planning Application MC/26/0221 58 York Avenue, Gillingham, Medway, ME7 5JG

Recommendation

The SAMMS Bird fee has now been paid and, therefore, this has overcome the 2nd reason for refusal, which is recommended to be deleted.

Page 80 – Planning Application MC/26/0606 98 Grove Road, Strood, Rochester, Medway, ME2 4BY

Recommendation

Revised plans for cycle parking have been submitted and the conditions below need to be varied to make reference to the new plans.

- 2 The development hereby permitted shall be carried out in accordance with the following approved plans:

Received 01 June 2026:

A.01 - Site Location Plan

A.02 - Existing and Proposed Site Plan

A.04 - Proposed Floor Plans

A.06 - Proposed Elevations

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

- 5 Prior to the first occupation of the property as a five bedroom HMO, the cycle facilities as shown on approved drawing A.02 Proposed Site Plan and A.07 Proposed Cycle Parking received 01 June 2026 shall be implemented in accordance with these details and thereafter retained.

Reason: In the interests of sustainability and to encourage cycle use with regard to Policy T4 of the Medway Local Plan 2003.

- 6 Prior to the first occupation of the property as a five bedroom HMO, the refuse storage as shown on approved drawing A.02 Proposed Site Plan received 01 June 2026 shall be implemented in accordance with these details and thereafter retained.

Reason: In the interests of sustainability and to encourage cycle use with regard to Policy T4 of the Medway Local Plan 2003.

Recommendation

Additional Condition 5 (See representations section below for reasoning)

- 5 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 2015 (or any order amending, revoking and re-enacting that Order with or without modification) the self-contained flats hereby approved shall remain in use as self-contained falling within Class C3 only of the Town and Country Planning (Use Classes) Order 1987 (as amended) (or any order amending, revoking and re-enacting that Order with or without modification) and no change of use shall be carried out unless planning permission has been granted on an application relating thereto.

Reason: To enable the Local Planning Authority to control such development in the interests of amenity, in accordance with Policy BNE2 of the Medway Local Plan 2003.

Representations

Four additional representations have been received following the publication of the agenda, and these are appended to this supplementary agenda. In summary, the only new material planning considerations raised by these objections are as follows:

- Concerns that the property would be used as an HMO and not as two separate flats as only one kitchen is labelled across the two flats.
- The revised parking layout would be unsuitable for use from the private access track.

Officer Comment

The application is for the use of the extended property as two 2-bedroom self-contained flats and is not for the use of the property as a House of Multiple Occupancy (HMO). Whilst there is only one kitchen labelled on the plans, within the upper flat, it is expected that the 'Living Room' shown on the ground floor flat would be an open plan kitchen/living area which is not an uncommon arrangement for flatted development. The property, once in use as two self-contained flats, could not be operated as one HMO without applying for planning permission, however, each of the flats could be converted into separate HMOs, which could accommodate a total of seven individuals across the two flats, three within the ground floor flat and four within upper flat. It is, therefore, recommended that an additional condition be added to remove permitted development rights for each of the flats if members are minded to approve the application.

The amended parking proposals propose the removal of the existing garage and replace this with a hardstanding area to provide for one additional off-street parking space, in addition to the existing space at the front of the property. Whilst this would be accessed via an unmade track, it is considered that these access arrangements would be suitable for vehicles associated with residential properties. This track accesses a number of properties on Howard Avenue and Delce Road, many of which have existing garages and/or hardstanding areas which are regularly used by residents of these properties. Whilst the existing garage is not large enough to be considered a parking space under the council's parking standards, vehicles could use this garage under the existing arrangements. In addition, the existing garage could be demolished and replaced with a hardstanding area without planning permission.

Appendices

- A) Planning application MC/26/0483 Ridgeway, 11 Park Avenue, Gillingham – representations
- B) Planning Application MC/26/0385 98 Howard Avenue, Rochester, Medway, ME1 2AN - representations

Medway Council
Planning Department

June 2026

Response to Neighbouring Objections

Property Address: 11 Park Avenue, Gillingham, Kent, ME7 4AS

Proposal: Change of Use of Vacant Care Home (C2) to a 7no Room HMO (Sui Generis).

This statement has been prepared in advance of the planning committee hearing for this application due to take place on 3rd June, to respond to the neighbouring objections. 7no comments were submitted by neighbours, objecting to this development. This statement outlines the concerns raised by the neighbours and explains how this submission has been carefully considered to address all of these concerns. The representations raise concerns about parking/traffic, character of the conservation area, loss of a care home, neighbour amenity (noise, privacy, waste, ASB), and HMO saturation. Each is addressed below in turn, using planning policy and the evidence in our submission.

Parking and Traffic

Objection: No on-site parking; extra cars from the HMO (and the adjoining 13 Park Avenue) will overload street parking, worsen congestion (especially opposite Gillingham Park), and create safety hazards. Neighbours also argue the submitted parking surveys are unreliable.

Response: No car parking is provided on-site. However, this is proposed as a car-free scheme. The application site is located less than a 10no minute walk away from Watling Street, home to all key local amenities such as a supermarket, cafes and restaurants, a pharmacy and a post office. Medway Maritime Hospital and Gillingham Train Station are easily reachable via public transport from the application site. As such, it is expected that the tenants won't require private cars.

Bike storage is also provided on site to encourage tenants to utilise this sustainable mode of transport.

Please see the attached Transport Note, produced by Crosby Transport Planning. The report details the Lambeth Survey which was undertaken on site to assess the parking stress levels of the nearby area and

the findings of the survey that there is not a high level of parking stress. The report also estimates the proposed number of parking spaces required by the HMO and demonstrates that it would be similar to the existing C2 use and that there is plenty of spare capacity on the street for these spaces. As such, it is anticipated that the proposal won't have a negative effect on on-street parking and should therefore be deemed acceptable in this regard.

No highway authority objection was raised. The parking survey was prepared according to the accepted Lambeth Methodology, which is relied upon by all councils.

Conservation Area and Local Character

Objection: A 7-bed HMO next to another HMO will harm the character of the Gillingham Park Conservation Area, introducing features out of keeping with the historic street (e.g. bike racks, bin stores). Park Avenue is mainly family housing/care homes, an HMO cluster is intrusive.

Response: Policy DM10 requires development in a Conservation Area to “contribute positively to the conservation and enhancement of the character, appearance and distinctiveness of the area”. The submitted Heritage Statement (supported by current guidance) finds no substantial harm to heritage assets. Converting the vacant care home into a residential use maintains the building in active use, which national guidance says is the best way to avoid neglect and decay. No historic features are removed, and external changes are minimal. A modest bicycle rack and bins are needed to comply with Policy T8 HMO waste/cycle standards and these have been sensitively sited. The proposal respects local character (no inappropriate alterations to the façade) and ensures the building's ongoing maintenance. This approach is entirely consistent with conservation policy; preserving its contribution to the street rather than leaving it empty or deteriorating.

No objection from the heritage officer was raised.

There are only 2no HMO's located on Park Avenue, with the rest of the character of the street being single-family accommodation. The introduction of a third HMO does not therefore change the character of the area or result in an oversaturation of HMO's as the overwhelming majority and character of Park Avenue will remain single-family accommodation.

Loss of Care Home and Housing Need

Objection: The loss of a care home worsens the shortage of C2 (care) beds. There is demand for small residential care (families want choice), and the Council should upgrade the existing care home instead of allowing an HMO.

Response: The submitted viability evidence shows no realistic demand for continued use of this small care home. This site no longer meets the operational needs of the care home sector. These limitations are identified within the report, including its arrangement across multiple floors, narrow corridors, the absence of lift access, shallow and narrowing staircases serving the upper floors, and the lack of en-suite bedroom facilities. While the applicant explored various adaptations measures in an attempt to modernise the property and facilitate continued operation, owing to the structural limitations and internal configuration of the building, such measures were ultimately found to be impractical and unfeasible. In contrast, larger care facilities are being delivered elsewhere (e.g. ~210 new beds under construction) to meet acute need. The NPPF and planning guidance emphasise that keeping heritage buildings in active use is vital. Converting to a well-managed HMO preserves the property's residential function and it avoids the greater harm of vacancy and disrepair. It also addresses identified local housing needs (for single affordable households) without undermining larger-scale social care provision. In our planning balance, this change of use secures a viable use of the building and enables necessary reinvestment in maintenance (consistent with heritage guidance).

Neighbour Amenity (Noise, Privacy, ASB)

Objection: A large HMO will generate excessive noise, disturbance and anti-social behaviour (especially with more day visitors, gatherings, etc.), and will overlook neighbours (invasion of privacy). In particular, a resident's disabled child requires a quiet, stable home.

Response: Policy T8 requires HMOs to "not adversely affect the character and amenity of the area". Our design specifically safeguards amenity: all bedrooms and communal rooms meet or exceed the National Space Standards, ensuring no overcrowding. Shared living spaces (kitchen, living room) limit noise to a single communal area rather than multiple family units. Importantly, the rear and front balconies will be bolted shut, as noted in our statement, eliminating any overlooking or loud outdoor activity. Vehicle movements are minimal as this will be a car-free scheme. The evidence is that well-managed HMOs can integrate without undue disturbance; indeed Policy T8 encourages HMOs that meet amenity standards. The intensity of occupation is comparable to that of a large family home, and there will be no significant impact on light, outlook, or privacy for adjoining residents.

To ensure responsible operation, a detailed Management Plan will be prepared and adhered to. This will include:

- 24-hour contact details for neighbours,
- clear refuse collection arrangements, and

- regular property inspections by the managing agent.

These controls, alongside HMO licensing requirements, provide a robust framework for ongoing management and accountability and will ensure that this scheme protects neighbour privacy, safety and rights to a peaceful life.

Waste, Refuse and Storage

Objection: Eight people will create large volumes of waste; bins stored on the street will be unsightly or lead to vermin, affecting neighbour health and local environment.

Response: The proposal provides a purpose-built bin store on the front forecourt (for 4 wheelie bins) and a bike store, addressing waste and cycle needs in line with Policy T8. Unlike ad hoc bin placement, our design integrates refuse provision so bins are contained when not out for collection. Design guidance notes that refuse bins visible from the street should be housed in a well-designed enclosure. In practice, neighbours will see no more bins than before as any bins will be neatly stored, not left overflowing. Regular waste collection schedules will prevent long-term build-up. The development makes appropriate provision for storage of waste and bicycles, avoiding the nuisance described by objectors.

HMO Saturation and Community Impact

Objection: Gillingham (and Park Avenue) has too many HMOs already – a “detrimental cluster”. Allowing two large HMOs side-by-side (up to 16 people total) will erode community character, destabilise neighbours, and set a bad precedent. Other recent HMO applications (Arethusa Centre, Stafford St, etc.) have been refused for being over-intensive. Property values may suffer.

Response: There are only 2no HMO’s located on Park Avenue, with the rest of the character of the street being single-family accommodation. The introduction of a third HMO does not therefore change the character of the area or result in an oversaturation of HMO’s as the overwhelming majority and character of Park Avenue will remain single-family accommodation.

Any concerns about property prices or social trends (beyond planning criteria) are not material planning considerations.

Management Plan and Mitigation Measures

Objection: Neighbours doubt whether the HMO will be properly managed. They request guarantees (e.g. a contact person) and enforcement of any conditions to prevent ASB, noise, litter, etc.

Response: A robust management plan will be provided in due course and will be scrupulously followed. The HMO will be professionally managed by an experienced operator who will be responsible for tenant conduct. The management plan will include:

- 24-hour contact details for neighbours.
- clear refuse collection arrangements.
- regular property inspections by the managing agent.
- house rules to be followed. All occupants of the HMO will sign their agreements to follow the house rules in the tenancy. Eviction will be enforced for those who fail to follow the rules.

Conclusion

All neighbour concerns have been carefully considered. The development is consistent with planning policy: Policy T8 (HMOs) is satisfied – the proposal preserves character and amenity, provides the required internal and external facilities, and avoids excessive parking. Policy DM10 (Conservation Areas) is satisfied – the house remains in use, no significant historic fabric is lost, and the changes respect the area’s character. National guidance supports keeping heritage buildings in active residential use. Taken together, the Planning Statement and supporting documents demonstrate that the points raised by neighbours are either already addressed by the design (e.g. waste/cycle provision, car-free design, amenity protection) or not substantiated. We therefore respectfully submit that the application should be approved with conditions, as it meets the requirements of the development plan and the NPPF without causing harm to local amenity or character.

EA Town Planning LTD

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simon, jonathon

From: [REDACTED]
Sent: 01 June 2026 10:05
To: simon, jonathon
Subject: Fwd: Urgent MC/26/0385

You don't often get email from [REDACTED]

Sent via BT Email App

From: [REDACTED]
Sent: 1 June 2026 10:03:04 BST
To: planning.representations@medway.gov.uk
Cc: teresa.murray@medway.gov.uk
Subject: Fwd: Urgent MC/26/0385

I have tried to send this to Jonathon.simon@medway.gov.uk but bounced back .

Sent via BT Email App

From: [REDACTED]
Sent: 1 June 2026 09:52:38 BST
To: jonathan.simon@medway.gov.uk
Subject: Urgent MC/26/0385

Good morning.

I am emailing as I cannot add to my objection on the portal and have been told by Teresa Murray that this planning application is being considered at the full planning committee meeting on the 3rd of June .

My neighbours have informed me that there has been another alteration to the application for MC/26/0385 which has been made to the plans . I believe this has been done in response to the online objections with regards the parking. I do not believe that this will be used as a viable alternative to the parking at the front of the property due to it's location and ability to gain access. I would also like to point out that this application is for two self contained flats , the plans show one kitchen for the whole building so this is not two self contained flats unless one lives on takeaway meals and washes up in the bathroom. This is an application for an HMO (house of multiple occupancy) not two separate flats . Howard ave is a road of family houses and bungalows not HMO accommodation.

Please add my objections to the application for discussion by the planning committee to be considered. The late revised plans have caught local residents out who had already submitted objectives on the portal on the now superceded plan .

Gary Rigden
76 Howard Avenue

Rochester
Kent
ME1 2AN

Sent via BT Email App

simon, jonathon

From: Julia Knight [REDACTED]
Sent: 30 May 2026 13:49
To: simon, jonathon
Cc: Councillor Teresa Murray; representations, planning
Subject: MC/26/0385

You don't often get email from [REDACTED]

Dear Jonathon,

I have been told by a neighbour who was looking at the above planning application that the application has again been altered to show an area of hard-standing at the rear of the property instead of side on at the front of the property as previously shown. None of us who live in the surrounding properties were informed of the change. To park at the back of the property the occupant of the flats will have to negotiate the un-made up track which runs steeply down the side of the property and turn sharply on to the hard standing. The previous owners of the bungalow had to install metal protective barriers at the top and bottom of the track because of repeated damage to their garden wall and fence.

The difficulty of the access will mean that there will be a need for more vehicles to park on Howard Avenue, which is already a problem for residents. It seems the developer has 'tweaked' the plans again in an effort to have them accepted.

The proposed building will loom over the rear of the bungalows on Delce Road, being considerably larger than the surrounding properties and because of its position higher up the hill. I hope the Committee understand that we are not just being awkward, but are genuinely concerned about the problems with access and parking, and the change from a family dwelling into flats, which will not be in keeping with the area and local community. Thank you for your consideration,

Yours sincerely, Julia Knight. (37, Delce Road.)

simon, jonathon

From: Judy Woodall [REDACTED]
Sent: 30 May 2026 18:18
To: simon, jonathon
Subject: RE Mc/26/0385

You don't often get email from [REDACTED]

I am writing as it seems this case for 98 Howard Avenue cannot be accessed via the on line system.

I understand from a neighbour that the planning application has been changed. I had previously objected and should have been informed directly by the council planning department of the change.

I would again object to the application to triple the living space of this small bungalow. The proposed building would be totally out of keeping with neighbouring properties and would overlook my property resulting in a loss of privacy.

Further the only access is down an unmade, unadopted track which cannot accommodate lorries that would be needed to get materials to the site.

For these reasons I object to the application.

Judith Woodall

simon, jonathon

From: thelma donnelly [REDACTED]
Sent: 03 June 2026 08:08
To: simon, jonathon; membersplanningenq
Subject: Fwd: Comment on request for alterations to 98 Howard Avenue to become 2 flats with parking spaces via hazardous unadopted road, and accommodating 2 families (Mc/26/0385... ?)

You don't often get email from [REDACTED]

----- Forwarded message -----

From: [REDACTED]
Date: Wed, 3 Jun 2026 at 08:00
Subject: Comment on request for alterations to 98 Howard Avenue to become 2 flats with parking spaces via hazardous unadopted road, and accommodating 2 families (Mc/26/0385... ?)
Cc: <jonathon.simon@medway.gov.uk> [REDACTED]
<planning.representations@medway.gov.uk>

Please see below sent today:

Good morning Councillor Murray

I am sending my comments and concerns to you as I seem to have no other viable access for the communication of my objection to the above ongoing planning application.

When the very first proposal was published I entered my objection via the portal but when I reviewed the site at a later date to check any decisions/updates my letter was nowhere to be found. Please see a copy of it below.

I have found this whole process very frustrating apart from the initial proposal itself. It feels as if the council are keen for objectors to not have a voice - apart from the first notice at the very beginning we have not been furnished with any other information as to the changes and developments as time has gone on, and we have had to rely on the goodwill of neighbours to know anything.

Now we learn that the development officer himself is in favour of pushing this through - why - what gain is it to the council causing even more congestion and lack of road safety to a very dangerous area for residents. The decisions councils make are so important for residents who have lived in an area for most of their lives.

When my husband and I first moved to City Way we, along with our neighbours, had numerous parked cars written off (4 cars for us alone) because of the dangerous junction at Howard Avenue/City Way junction.

Once the council understood the dangers the thoughtful change to parking/yellow lines means that in the recent years I have not witnessed accidents nor been involved with my stationary parked cars being written off. Thank you.

The council has a huge responsibility towards its loyal residents and I would like to feel that the councillors in this area will fight for decent consideration towards the people who are long standing supportive residents. We deserve a safe environment for our families and increasing the inevitable number of people and vehicles on one residential plot will add to a worrying scenario.

Thank you for your consideration

Regards

Thelma Donnelly

56 City Way (backs onto plot in question)

My first objection letter below: (submitted through the very questionable 'portal' - which is one of the most frustrating barriers ever encountered!)

Comments for Planning Application MC/25/2093

Application Summary

Application Number: MC/25/2093

Address: 98 Howard Avenue Rochester Medway ME1 2AN

Proposal: Prior approval for the enlargement of a dwelling by construction of additional storeys,

The maximum height proposed is 8.3m

Case Officer: Jonathon Simon

Customer Details

Name: Mrs Thelma Donnelly

Address: 56 City Way, Rochester ME1 2AB

Comment Details

Commenter Type: Neighbour

Stance: Customer objects to the Planning Application

Comment Reasons:

Comment:wish to object to the application at 98 Howard Avenue, ME1 2AN.

The property is at the end of an unadopted access road that joins Howard Avenue on a sharp right-angle bend. The junction already poses serious visibility and manoeuvring problems.

Vehicles (including large white vans) frequently drive over my concrete slope to negotiate the bend - the unadopted road surface is very uneven and unstable. I do not object to neighbours using the slope, but the limited width and drop on the opposite side (into the front garden of 98 Howard) make this area unsafe for increased traffic.

Vehicles often edge very close in to the slope fearful of a risk of slipping or damage to their own vehicles.

Howard Avenue and the adjoining access road are already heavily congested with parked cars and vans serving nearby dwellings on both sides of HA. **Extra vehicles would obstruct access for**

residents, emergency, and service vehicles.

At 8.3 m high, the proposed extension would be out of scale with the surrounding bungalows and alter the established character of the area. The height also raises concern that it could effectively create three storeys, inconsistent with neighbouring properties and potentially leading to overdevelopment or future use as a House in Multiple Occupation (HMO).

For reasons of highway safety, traffic impact, and scale, I respectfully request that the application be refused or amended to protect the safety and character of the area.

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