

Minutes of a meeting of Halstead Parish Council Planning Committee held at The Parish Room Church Road, Halstead TN14 7HG at 09:30am on Wednesday 2 September 2026

Present: Cllr Sue Gardner (Chair), Cllr Jean Peel, Cllr Liz Meaton, Cllr Cally Couchman, Ms Pip Nott (Clerk)

Minute number: PL260902:

1. No apologies for absence were received. Members noted that Cllr Tony Marshall was absent without apology.
2. Declarations of interest – Cllr Meaton declared interest in Yearling Coppice. Cllrs Peel and Gardner declared interest in Mapledene.
3. Minutes of the Planning Committee meeting held on 21st July 2026 were approved as a true record and signed by the Chair.
4. Public participation forum – two members of the public were in attendance.
5. The Working Group - The Committee received an update on the Neighbourhood Priority Statement and questionnaire analysis from Cllr Meaton. Members agreed the questionnaire results accurately reflected residents' views. It was agreed that supporting evidence and photographs should accompany the final document.

Actions:

- a. Cllr Meaton to re-circulate the draft Priority Statement and supporting documentation.
 - b. Councillors to review the draft Priority Statement and submit comments to the Clerk and Cllr Meaton by Friday 4 September.
 - c. Clerk to put on HPC agenda on 14 September 2026 for approval.
6. Clarks Lane development - No substantive update had been received from Sevenoaks District Council regarding the proposed affordable housing scheme. Concerns were expressed regarding the lack of response from both planning and housing officers. Members noted ongoing uncertainty regarding the roles of English Rural Housing Association and West Kent Housing.

Action: Clerk to contact Alison Salter and Liz Crockford at SDC planning requesting clarification on:

- a. Progress of the Clarks Lane scheme
 - b. Current involvement of English Rural Housing Association.
 - c. Affordable housing delivery proposals
7. Fort Halstead – to be discussed under applications section.

8. Broke Hill development update - Members noted that the Broke Hill application is expected to be considered by the Development Management Committee on 24 September 2026. Discussion took place regarding public participation rights at the committee meeting.

Action: Clerk to contact Democratic Services to:

- a. Confirm the committee date.
- b. Clarify how many residents may submit representations and/or speak.
- c. Confirm whether written submissions from residents will be accepted as suggested during the public meeting held on 1 September 2026 by Kent County Councillor.

9. Update about SDC local plan Regulation 19 - Members discussed preparation of the Parish Council response. A working session was arranged for 9 September 2026 to finalise comments to then be on HPC agenda on 14 September for approval. It was agreed to prepare guidance information for residents highlighting key issues including Green Belt impacts and infrastructure concerns.

Action:

- a. Clerk to arrange working meeting documentation and circulate draft response material.

10. Applications considered:

SDC Reference	Site Address	Summary Description of Application/Consultation	SDC Deadline	HPC response/Actions
26/01027/FUL	Mapledene Otford Lane Halstead Kent TN14 7EF	Conversion of Coach House from storage incidental to the main house to self contained self-contained dwelling. Erection of garden room containing bat loft. Associated Landscaping.	12.08.2026 (decision deadline 15.09.2026)	The applicant attended the meeting and answered members' questions. Members requested further clarification regarding: Future use of the existing garages. Parking arrangements. Future ownership and management arrangements for the coach house and associated land.

				The Committee agreed that additional information was required before forming a final view. Action Clerk: Request SDC delay determination pending submission of further information by the applicant.
26/01984/LDCPR	Fairfields, Church Road Halstead Kent TN14 7HG	Residential Outbuilding	not available, determination deadline 21.09.2026	Members agreed that previous objections remain applicable. The Committee objected on the basis that permitted development allowances associated with the property had already been utilised. Action Clerk: Submit objection referencing previous Parish Council comments.
26/01832/HOUSE	30 Southdene Halstead Kent TN14 7HB	Demolition of conservatory and wall and fence. Single storey rear extension 3m in length with change from sloping roof to flat roof to existing outrigger. Single storey extension rear of the hall area. Alterations to fenestration.	27.08.2026	Members noted the amended plans replacing the previously proposed pitched roof with a flat roof. No objection
26/02168/HOUSE	40 Station Road Halstead Kent TN14 7DJ	Alterations to the front elevation comprising the erection of a porch, replacement of three windows, and application of off-white render at ground-floor level.	24.08.2026	No objection

25/01753/FUL	Land West Of 41 And Woodland North Of 4 - 7 Fort Road Halstead	Removal of six existing garages located at Woodland North Of 4 - 7 Fort Road. Erection of six replacement garages with access to Land West of 41 Fort Road, Halstead. Creation of hardstanding.	SDC DMC 03.09.2026	Object to relocation due to confined space to access garages and for impact on residents of increased traffic through small residential area. Use for garages unclear – clarity required.
26/01066/VAR106	DSTL Fort Halstead Crow Drive Halstead Kent TN14 7B	Application for Deed of Variation of Section 106 Agreement dated 01.12.2023 in respect of hybrid planning permission 19/05000/HYB. Amendments sought in relation to affordable housing, heritage, highways/public rights of way and school services as set out in Schedule 1	SDC DMC 03.09.2026	It was noted that the application had been withdrawn from the Development Management Committee agenda for 3 September 2026. Action: Clerk to write to SDC Planning requesting confirmation of the withdrawal and advising when the application will next be presented, together with any revised consultation deadlines.
5/01285/REM	DSTL Fort Halstead Crow Drive Halstead Kent TN14 7B	Reserved matters application (details relating to appearance, landscaping, layout and scale) pursuant to condition 5 of hybrid planning permission (in outline) 19/05000/HYB for Phase 1 (RM01) works	03.09.2026	No objection.

		comprising Polhill Roundabout and a section of Crow Drive, with associated infrastructure including landscaping, to comply with conditions 2, 7 and 9, and to discharge condition 18. The applicant has submitted revised drawings and documents in response to comments from the Highway Authority relating to the treatment for the shared footway /cycleway and road layout to the residential roads (see applicant covering letter for details). The revised submission includes the following revised and additional details: - o Covering letter (dated 31 July 2026, updated 11 August 2026) - o Planning Compliance Statement; Revised Site Plan - o General Arrangement Plans - o Adoption Plans - o Geometric Layouts - o Kerbing and Surfaces Plans; Levels Layout - o Refuse Vehicle Tracking - o Highways Statement (30 July 2026) - o Landscape General Arrangement Plans		
26/00836/FUL	QinetiQ Enclave At Fort Halstead Crow	Development: Construction of a Ground-Mounted Solar	03.09.2026	Noted as withdrawn.

	Drive Halstead Kent TN14 7BP	Photovoltaic array and associated infrastructure.		
25/03468/REM	DSTL Fort Halstead Crow Drive Halstead Kent TN14 7BU	A revised ecological enhancement plan has been provided as well as a lighting report.	01.09.2026	No objection.

b. To note decisions made:

SDC Reference	Site Address	Summary Description of Application/Consultation	HPC response	SDC Decision
26/01151/HOUSE	The View Church Road Halstead Kent TN14 7HG	Erection of detached garage including demolition of existing outbuilding.	No objection	Refused
26/01188/HOUSE	Colgates Cottages Shoreham Lane Halstead Kent TN14 7BY	Demolition of outbuilding. Part single storey, part two storey side extension and porch. Rooflights. Alterations to fenestration. Landscaping.	No objection	Granted
26/01454/LDCEX	Wilkins Farm Shoreham Lane Halstead Kent TN14 7DE	Confirmation that the formation of a chalk farm track running from the farm entrance on Shoreham Lane to the main agricultural barn is lawful	Disappointed that this was retrospective	Refused
26/01831/PAE	30 Southdene Halstead Kent TN14 7HB	Prior notification of a single storey extension which extends 5.64m beyond the rear wall of the original dwelling house with a maximum height of 3.62m and eaves height of 3.26m	Object to height of extension	Refused
26/01860/ELEC	Land South Of 66 Station Road Halstead Kent TN14 7DN	Install a new pole and stay wire to extend the low voltage overhead line which will enable the diversion of the service cables to no. 66 and no. 68 Station Road. This will allow for a greater clearance between the		No objection

		building and overhead electricity cables.		
26/01362/DETAIL	The Granary Lamberhurst Farm Shoreham Lane Halstead Kent TN14 7BY	Details pursuant to condition 4 (Biodiversity enhancement) of 26/00321/FUL.		Granted
26/01323/LDCPR	Ivy Cottage Stonehouse Road Halstead Kent TN14 7HN	Conversion of garage to habitable room		Granted

11. The planning log was noted

12. Additional Clerk Actions Arising:

- a. Review recent Planning Committee attendance and apology records as requested by Members.
- b. Chase SDC regarding parish boundary enquiries and previous requests relating to Yearling Coppice.
- c. Place future discussion of the relationship between the Parish Council and Halstead Future Group on the October Planning Committee agenda.
- d. Circulate draft resident guidance for Regulation 19 representations once prepared
- e. Include Cllr Couchman in Planning Committee invitations
- f. Include Cllr Meaton in H&A Committee meeting invitations.
- g. Include Yearling Coppice stables on next planning agenda.
- h. Write to Hannah Godden at SDC planning to advise HPC in reference to the Infrastructure Delivery Plan:
 - i. Transport/Rail: Knockholt station wrongly attributed location to Knockholt when in fact is in Chelsfield which is a London Borough of Bromley.
 - ii. To explain improvements listed to be step-free access to platform 2. Does this mean that a lift will be built to enable mobility impaired users to access platform 2 for trains to Sevenoaks and beyond? HPC is greatly concerned that without such a lift, access for current and future residents of Halstead parish is prevented.

Meeting concluded at 1145am

Date of next meeting: 24th September 2026 at 09.30am