

Kings Hill
Kings Hill

29 September 2016

TM/16/02518/FL

Proposal: Two storey new office building with single storey reception pavilion and associated car parking and landscaping works and ancillary manager's flat

Location: Development Site Between 10 And 70 Churchill Square Kings Hill West Malling Kent

Applicant: Capital Space Ltd

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1. Description:

- 1.1 The proposal seeks planning permission for the erection of a two storey office block, which would house office space for start-up and small businesses as an expansion of the existing office accommodation within Churchill Square.
- 1.2 The proposal is for a T-shaped building, extending into, and acting as an enclosure, into the Square.
- 1.3 The proposal consists of office space, meeting rooms, a central reception area and a manager's flat. A small outdoor gym is proposed adjacent to the building.
- 1.4 Additional parking is shown to be provided within the site, in addition to the spaces that are currently provided to serve the adjacent business units in Churchill Square.

2. Reason for reporting to Committee:

- 2.1 Called in by Cllr Barker due to concerns relating to parking for staff and visitors.

3. The Site:

- 3.1 Churchill Square consists of a group of seven Grade II Listed buildings built as RAF accommodation between the wars, set around an open square. The site lies within the urban settlement confines of Kings Hill. The site lies within land designated under Policy E1(r) within the DLA DPD as a mixed-use employment site, and part of it is allocated as Open Space under Policy OS1A(du) of the MDE DPD.
- 3.2 The site is surrounded by two storey office buildings; those being situated along Gibson Drive are relatively modern. To the south of the site, within the Square, lies car parking in relation to the existing office development.
- 3.3 The site itself consists of further car parking for the existing office buildings, known as the H-block buildings, within Churchill Square and a disused tennis court.

3.4 To the north of the site lie a number of trees. A Tree Preservation Order has been placed on some of these trees (two Thujas and a Yew). This Tree Preservation Order is provisional until 19 March 2017, and has yet to be confirmed.

3.5 The site lies within an Area of Archaeological Potential.

4. Planning History (relevant):

TM/13/02070/LB Approved 28 February 2014

Listed Building Application: Installation of photovoltaic panels to the roofs of 20, 30, 40, 50 and 60 Churchill Square

TM13/02069/FL Approved 28 February 2014

Installation of photovoltaic panels to the roofs of 20, 30, 40, 50 and 60 Churchill Square

TM/05/02548/FL Approved 3 October 2005

New amenities building to serve existing and recently refurbished offices

TM/86/1011 Approved 29 September 1986

Extension to an existing car park and additional car parking laybys.

5. Consultees:

5.1 PC: Object on the grounds of external car parking provision and car park layout.

5.2 KCC (Highways): No objections subject to conditions.

5.3 Historic England: No objection. The application should be determined in accordance with national and local policy guidance, and on the basis of specialist conservation advice.

5.4 KCC (SUDS): KCC will require that the design accommodates the 1 in 100 year storm with a 20% allowance for climate change and an additional analysis undertaken to understand the flooding implication for a greater climate change allowance of 40%. The design may need to be minimally modified but may also need additional mitigation allowances, for example attenuation features or provision of exceedance routes. This will tie into existing designing for exceedance principles. No objection subject to conditions.

5.5 KCC (Archaeology): No response.

5.6 Liberty Property Trust: Object on the following grounds:

- The design of the building has been planned to face into the existing Churchill Square buildings and the principal elevation to Gibson Drive has limited impact on the street scene;
- Whilst the D & A statement refers to other historic buildings not addressing the street and their frontages, the design was for buildings in a different era and for a different purpose. The historic buildings have limitations in their design which do not have to be continued into this new proposal;
- The car parking and vehicle access to the new development is given prominence and the opportunity to provide an active façade onto a key access road into Kings Hill is lost;
- The proposed car parking removes a number of trees which break up the existing car park and soften the area;
- The loss of the Thuja and yew trees on Gibson Drive would lose part of the local character of the original airfield access road and should be incorporated in the design and not removed. A TPO has been applied to these trees;
- There is reference within the predominantly brick buildings to coloured glass panels but no details provided at this stage. The simplicity of the existing buildings and the design will require careful consideration to ensure that the design remains sympathetic;
- The application does not make reference to the 2 bedroom flat for an on-site caretaker. It is unclear whether the provision of this residential accommodation is treated as a stand-alone development and not linked to the outline permissions for residential units already approved for Kings Hill;
- KCC Highways make reference to a possible alteration to the access route to Churchill Square. Further details from the applicant would be welcome so that the access arrangements can be effectively managed from Gibson Drive;

5.7 Private Reps: 136/2S/1X/0R + LB Site Notice: Three letters received, making the following comments:

- Churchill Square is a victim of its own success. The proposal will provide extra capacity, particularly with mid-size suites;
- The proposal would replace the disused tennis courts and improve the amenity of the surrounding locality;
- The design of the building complements the existing office buildings and it will form an integral part of Churchill Square;
- The facilities will provide a much needed central administrative point;

- The improved landscaping will enhance this part of Kings Hill;
- The proposed drawings indicate that there will be 5 new disabled parking spaces made directly outside of this building. The drawings make no mention of disabled spaces near to any of the other existing buildings. It is unreasonable to think that anyone who is disabled should park further away from their building as many disabilities will prevent this;
- The proposal includes a new loading bay outside the new building. There should be a new loading bay closer to other buildings in the square as couriers will not park and walk this distance. Instead they will park their vans in the normal parking spaces outside buildings 10 & 20 and overhang the road;
- The drawing shows a footpath between building 20 and Gibson Drive. It is unclear as to whether this is to be a permanent footpath to replace the unmade track currently there. Currently, there is no provision for pedestrians other than to walk in the road at Gibson Drive to then access the Churchill Square entrance;
- Gibson Drive is a narrow road and many drivers park on the area that is directly behind the proposed building, meaning that traffic can stop, and this causes a bottleneck. Perhaps it would be possible to put parking restrictions that are enforceable to stop this, particularly when parents collect their children from school or nursery;
- Drawings show the new outside seating areas by the proposed building, so that there is no mention of any new seating area near to the existing buildings;
- Is a boules area really necessary?

6. Determining Issues:

- 6.1 Policy CP1 of the TMBCS 2007 sets out the Council's overarching policy for creating sustainable communities. This policy requires, inter alia, that proposals must result in a high quality sustainable environment; the need for development will be balanced against the need to protect and enhance the natural and built environment, and preserve, or where possible enhance the quality of the countryside, residential amenity and land, air and water quality; where practicable
- 6.2 The site lies within land designated under Policy E1(r) within the DLA DPD as a mixed use employment site. In light of this, I am of the opinion that the broad principle of an office development is acceptable.
- 6.3 Saved policy P2/3 of the TMBLP relates to all development within the Kings Hill Policy Area. It states that all development shall be designed and located so as to respect the setting of the site in the wider landscape, and to reduce to the greatest extent possible the visual intrusion of any such development in that landscape.

- 6.4 Policy OS1 of the MDE DPD states that the development which would result in the loss of recreational space will not be permitted unless a replacement site is provided which is equivalent or better in terms of quantity, quality and accessibility. However, I note that there are tennis courts currently situated close-by, further along Gibson Drive, and private ones at David Lloyd Leisure. I also note that the existing tennis courts have not been used for playing tennis for some time, and have instead been used for car-parking. Therefore, in this particular situation I am of the opinion that the loss of the tennis courts would be acceptable.

Impact on Setting of Adjacent Listed Buildings:

- 6.5 The site lies adjacent to the H-block buildings, which are Grade II Listed and within an Area of Archaeological Potential. Section 12 of the NPPF relates to the development and the historic environment. It states at paragraph 131 that when determining applications LPAs should take account of the desirability of sustaining and enhancing the significance of heritage assets.
- 6.6 I am of the opinion that the proposal will not harm the setting of the Listed Buildings within Churchill Square. The applicant has designed the proposal with some elements of the adjacent Listed Buildings, but the proposal has been designed as a stand-alone building to complement the historic buildings.

Trees and Landscaping:

- 6.7 There are a number of trees within the site. An Arboricultural Report has been submitted with the application. This shows the removal of a number of good quality trees to the front of the site, including 2 Thujas and a Yew tree. A Tree Preservation Order was placed on these trees on 19 September 2016. Following a 28 day period of consultation, the Local Authority has 6 months from the date of placing the Order to decide whether to confirm the Tree Preservation Order, in accordance with the Town and Country Planning (Tree Preservation)(England) Regulations 2012. In light of this, the applicant has submitted a detailed landscaping scheme with this application. This landscaping scheme shows that it is proposed to replace the trees covered by a TPO with either a Pinus Wallichiana 'Densa Hill', or a Thuja Standishill. I am of the opinion that either of these species would be acceptable.
- 6.8 The proposal shows limited low level planting for the parking area, to assist in breaking up the large expanse of tarmac, consisting of a beech hedge and 4 Acer Campestre Elsrijk. I am of the opinion that this is acceptable, and whilst it would be preferable to have more planting here, it assists in breaking up the expanse of tarmac.

Design, Layout and External Appearance:

- 6.9 Policy CP24 of the TMBCS relates to achieving a high quality environment. This policy requires that development must be well designed, be of suitable scale,

density, layout, siting, character and appearance and be designed to respect the site and its surroundings. Policy SQ1 of the MDE DPD reinforces this requirement that all new development should protect, conserve and, where possible, enhance (a) the character and local distinctiveness of the area including its historic and architectural interest and the prevailing level of tranquillity; (b) the distinctive setting of, and relationship between, the pattern of settlement, roads and the landscape, urban form and important views; and (c) the biodiversity value of the area, including patterns of vegetation and property boundaries.

- 6.10 I am of the opinion that the proposed siting and layout of the proposal is acceptable, and in accordance with the surrounding locality.
- 6.11 It is proposed to enter the building from within the courtyard, with no entrance proposed from the Gibson Drive elevation. I note the concerns received relating to this. The applicant has responded to these objections by suggesting that, given that the proposed building is needed to address the shortage in accommodation for small businesses and the operation of the Square, the entrance should address the Square and car parking. The applicant is of the opinion that an entrance to the building from Gibson Drive would encourage vehicles to stop on the highway, resulting in potential highway hazards and parking on Gibson Drive, which Liberty is currently attempting to prevent. The applicant suggests that an entrance from Gibson Drive is not characteristic with the surrounding locality and that other buildings on Gibson Drive all have entrances set behind walls and car parking.
- 6.12 I do have concerns with the impact that the rear entrance to the building would have upon the legibility of the building within the surrounding locality. However, the applicant has added a pedestrian path on the east side of the west access into Churchill Square to connect to the pedestrian footpaths, as are currently being reconfigured by Liberty. It is also proposed to install a direct pedestrian level sign to direct pedestrian visitors to reception. On balance, in light of these amendments by the applicant, I am of the opinion that the proposed entrance would be acceptable.
- 6.13 The height of the building is in keeping with the surrounding locality, which predominantly consists of 2 storey buildings.
- 6.14 The south elevation windows have been amended to be of the same diagonal proportions as the existing south facing windows on the H-blocks. The proposed building would consist of a brick palette to be in keeping with the adjacent listed buildings, with snapped headers in a Sussex bond to create a horizontal emphasis in the window band. A pre-patinated zinc standing seam roof and vertical cladding are proposed with a dark matt finish, along with aluminium windows and glazing. I am of the opinion that this design and use of materials are in keeping with the historic setting, and will successfully provide a balance between the more modern units within Gibson Drive and the historic buildings that form Churchill Square.

6.15 I am of the opinion that the proposal would not result in a significant visual intrusion into distant views by virtue of the siting or height of any building or structure, nor will it detract from the character of the site as a high quality business park, in terms of appearance, traffic generation or emissions. The proposal therefore accords with Saved Policy P2/3 of the TMBLP.

Caretaker's Flat:

6.16 A two bedroom caretaker's flat is proposed within the building. This is part of a full planning application and therefore is not related to any outline planning applications on Kings Hill. The applicant suggests that this is required to provide surveillance and security against vandalism of the Churchill Square units. No further justification has been provided for this, and I am of the opinion that the layout and design of the proposed development contributes to this requirement in itself, by enclosing the courtyard. However, the site lies within the settlement confines of Kings Hill and, given that the flat would be part of the proposed building and not standalone, I am of the opinion that the impact of the flat on the surrounding locality would be minimal. Nor does it preclude the requirements of Policy E1(r) of the DLA DPD from being met.

Highways and Parking:

6.17 MDE DPD Policy SQ8 states that, inter alia, development proposals will only be permitted where they would not significantly harm highway safety and where traffic generated by the development can be served by the highway network. In this context the NPPF has a significant bearing; it is now clear that the nationally applied test in terms of highway impact is that an impact must be "severe" in order for the Highway and Planning Authorities to justifiably resist development on such grounds. Development proposals should comply with parking standards which are set out in a Supplementary Planning Document. In this instance, the adopted parking standards set out in Supplementary Planning Guidance 4: Kent Vehicle Parking Standards.

6.18 The applicant is proposing to retain the existing access and exit points around Churchill Square, which provide a one-way system around the Square. It is proposed that the new and relocated bin stores will be accessed in a similar manner to the current bin stores, and therefore larger wheel base vehicles will not need to enter the car parking area. Therefore, I am of the opinion that the proposed access is acceptable.

6.19 Whilst I note the local concerns raised regarding the surrounding local road network, in light of no technical objections to the scheme from the Highway Authority on either a capacity or safety perspective, advice which is given in the context of paragraph 32 of the NPPF, I am of the view that there are no overriding highway grounds to justify the refusal of planning permission in this instance, taking into account the changes being made by Liberty to Gibson Drive, adjacent to the site (TM/16/01518/RD). The proposal accords with KCC VPS. Within the

application site there are currently 130 car parking spaces, which serve the existing office units within Churchill Square. There are 181 spaces proposed. The KCC VPS (Supplementary Guidance Note 4) requires a maximum of 1 parking space per 25sqm. The application proposes 89% of the maximum level of parking. KCC(Highways) is of the opinion that this is not grounds for causing a severe impact and has raised no objection. The applicant has also provided 22 additional car parking spaces to the south-west of the application site, adjacent to Block 50, on land also within their ownership, to allow vehicles to park whilst development is taking place. There may be further scope to make these spaces permanent in the future, although this would need to be subject to a separate application.

- 6.20 I note the concerns raised relating to the fact that it is not proposed to provide disabled parking spaces or delivery spaces close to the existing building. However, there is no requirement for the applicant to provide additional facilities with respect to pre-existing neighbouring units within a planning application.

SUDS:

- 6.21 I note the comments of KCC (SUDS) with respect to surface water drainage scheme and am satisfied that suitable conditions can be placed on any planning permission to ensure that the principles of sustainable drainage are incorporated into this proposal.

Contamination:

- 6.22 A phase 1 and phase 2 ground investigation has been submitted. The site is deemed low risk and therefore only a watching brief is required. On the basis of available data and information, the site, or any adjacent site, is not identified as a site of potential contamination concern.
- 6.23 In light of the above considerations, I am of the opinion that, on balance, the proposal is acceptable.

7. Recommendation:

Grant Planning Permission in accordance with the following submitted details: Email dated 03.11.2016, Letter dated 18.11.2016, Other dated 18.11.2016, Other dated 18.11.2016, Site Plan PL010 B dated 18.11.2016, Proposed Elevations PL408 C South dated 18.11.2016, Elevations PL421 A Illustrative Part South dated 18.11.2016, Artist's Impression PL425 dated 18.11.2016, Artist's Impression PL450 dated 18.11.2016, Certificate B dated 29.09.2016, Ground Investigation Report Appendices dated 28.09.2016, Other Soakaway details dated 03.10.2016, Other Soakaway details dated 03.10.2016, Drainage Layout 15-141-S(SK)401 Rev. 3 dated 03.10.2016, Email dated 25.11.2016, Plant Schedule dated 25.11.2016, Planting Plan dated 25.11.2016, Location Plan PL100-A dated 05.09.2016, Drawing 15-141-S(SK)470 Foul Drainage

Sketch dated 19.08.2016, Drawing 15-141-S(SK)471 Drainage Details Sheet 1 dated 19.08.2016, Drawing ARBTECH AIA 01 Arboricultural Impact dated 19.08.2016, Tree Protection Plan ARBTECH TPP 01 dated 19.08.2016, Site Plan PL003 Existing dated 19.08.2016, Existing Elevations PL040 dated 19.08.2016, Proposed Floor Plans PL105 Ground Floor Plans dated 19.08.2016, Proposed Floor Plans PL106 First Floor Plans dated 19.08.2016, Proposed Roof Plan PL107 dated 19.08.2016, Elevations PL400 Proposed Street dated 19.08.2016, Proposed Elevations PL407 North Elevation dated 19.08.2016, Proposed Elevations PL409 West dated 19.08.2016, Proposed Elevations PL410 East dated 19.08.2016, Proposed Elevations PL420 Illustrative Part North dated 19.08.2016, Section PL505 Proposed AA dated 19.08.2016, Topographical Survey YE/LS/1550-1 Existing Site dated 19.08.2016, Ground Investigation Report Appendix C dated 19.08.2016, Archaeological Assessment Desk Based dated 19.08.2016, Planning Statement And Heritage Statement dated 19.08.2016, Design and Access Statement Capital Space dated 19.08.2016, Ground Investigation Report dated 19.08.2016, Survey Tree dated 19.08.2016, Design and Access Statement dated 29.11.2016.

Conditions

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: In pursuance of Section 91 of the Town and Country Planning Act 1990.

2. No development shall take place until details and a sample panel of materials to be used externally have been submitted to and approved by the Local Planning Authority, and the development shall be carried out in accordance with the approved details.

Reason: To ensure that the development does not harm the character and appearance of the existing building or the visual amenity of the locality.

3. No development shall take place until details of any joinery to be used have been submitted to and approved in writing by the Local Planning Authority and the development shall be carried out in accordance with the approved details.

Reason: To ensure that the development does not harm the character and appearance of the existing building or visual amenity of the locality.

4. The scheme of landscaping and boundary treatment shown on the approved plans shall be carried out in the first planting season following occupation of the buildings or the completion of the development, whichever is the earlier. Any trees or plants which within 10 years of planting are removed or become seriously damaged or diseased shall be replaced in the next planting season with

others of similar size and species, unless the Local Planning Authority gives written consent to any variation.

Reason: Pursuant to Section 197 of the Town and Country Planning Act 1990 and to protect and enhance the appearance and character of the site and locality.

5. The use shall not be commenced, nor the premises occupied, until the area shown on the approved plan as vehicle parking, loading and off-loading and turning space has been surfaced and drained. Thereafter it shall be kept available for such use and no permanent development, whether or not permitted by the Town and Country Planning (General Permitted Development) Order 2015 (or any order amending, revoking or re-enacting that Order) shall be carried out on that area of land or in such a position as to preclude its use.

Reason: Development without provision of adequate accommodation for the parking, loading, off-loading and turning of vehicles is likely to lead to hazardous conditions in the public highway.

6. The development hereby approved shall be carried out in such a manner as to avoid damage to the existing trees, including their root system, or other planting to be retained as part of the landscaping scheme by observing the following:
 - (a) All trees to be preserved shall be marked on site and protected during any operation on site by a fence erected at 0.5 metres beyond the canopy spread (or as otherwise agreed in writing by the Local Planning Authority).
 - (b) No fires shall be lit within the spread of the branches of the trees.
 - (c) No materials or equipment shall be stored within the spread of the branches of the trees.
 - (d) Any damage to trees shall be made good with a coating of fungicidal sealant.
 - (e) No roots over 50mm diameter shall be cut and unless expressly authorised by this permission no buildings, roads or other engineering operations shall be constructed or carried out within the spread of the branches of the trees.
 - (f) Ground levels within the spread of the branches of the trees shall not be raised or lowered in relation to the existing ground level, except as may be otherwise agreed in writing by the Local Planning Authority.

Reason: Pursuant to Section 197 of the Town and Country Planning Act 1990 and to protect the appearance and character of the site and locality.

7. (a) If during development work, significant deposits of made ground or indicators of potential contamination are discovered, the work shall cease until an investigation/ remediation strategy has been agreed with the Local Planning Authority and it shall thereafter be implemented by the developer.

(b) Any soils and other materials taken for disposal should be in accordance with the requirements of the Waste Management, Duty of Care Regulations. Any soil brought onsite should be clean and a soil chemical analysis shall be provided to verify imported soils are suitable for the proposed end use.

(c) A closure report shall be submitted by the developer relating to (a) and (b) above and other relevant issues and responses such as any pollution incident during the development.

Reason: In the interests of amenity and public safety.

8. Development shall not begin until a detailed sustainable surface water drainage scheme for the site has been submitted to (and approved in writing by) the local planning authority. The detailed drainage scheme shall demonstrate that the surface water generated by this development (for all rainfall durations and intensities up to and including the climate change adjusted critical 100yr storm) can be accommodated and disposed of via infiltration within the curtilage of the site. The drainage scheme shall also demonstrate that silt and pollutants resulting from the site use can be adequately managed to ensure there is no pollution risk to receiving waters.

Reason: To ensure that the principles of sustainable drainage are incorporated into this proposal, to ensure ongoing efficacy of the drainage provisions, to protect vulnerable groundwater resources and ensure compliance with the National Planning Policy Framework.

9. No building hereby permitted shall be occupied until details of the implementation, maintenance and management of the sustainable drainage scheme have been submitted to and approved in writing by the local planning authority. The scheme shall be implemented and thereafter managed and maintained in accordance with the approved details. Those details shall include:
- i) a timetable for its implementation, and
 - ii) a management and maintenance plan for the lifetime of the development which shall include the arrangements for adoption by any public body or statutory undertaker, or any other arrangements to secure the operation of the sustainable drainage system throughout its lifetime.

Reason: To ensure that the principles of sustainable drainage are incorporated into this proposal, to ensure ongoing efficacy of the drainage provisions, to protect vulnerable groundwater resources and ensure compliance with the National Planning Policy Framework.

10. No infiltration of surface water drainage into the ground is permitted other than with the express written consent of the Local Planning Authority, which may be given for those parts of the site where it has been demonstrated that there is no resultant unacceptable risk to controlled waters. The development shall be carried out in accordance with the approval details.

Reason: To ensure that the principles of sustainable drainage are incorporated into this proposal, to ensure ongoing efficacy of the drainage provisions, to

protect vulnerable groundwater resources and ensure compliance with the National Planning Policy Framework.

11. The premises shall be used for Class A2 Financial and Professional Services or B1(a) Business use only and for no other purpose (including any other purpose in Class B1 of the Schedule to the Town and Country Planning (Use Classes) Order 1987, or in any provision equivalent to that Class in any statutory instrument amending, revoking and re-enacting that Order).

Reason: To protect the amenities of neighbouring occupiers and to ensure that the development does not harm the character of the area or affect highway safety.

12. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 2015 (or any order amending, revoking and re-enacting that Order) no development shall be carried out within Class I, J, M, O or T of Part 3, or Class H of Part 7, of Schedule 2 of that Order unless planning permission has been granted on an application relating thereto.

Reason: To control development that could otherwise be carried out under permitted development rights that may have the potential to harm the character of the area and highway safety.

13. No retail sales shall take place from the premises.

Reason: To safeguard the character of the area.

14. No development shall take place until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological work in accordance with a written specification and timetable which has been submitted to and approved by the Local Planning Authority.

Reason: To ensure that features of archaeological interest are properly examined and recorded.

15. No development shall commence until details of a scheme for the storage and screening of refuse has been submitted to and approved by the Local Planning Authority. The approved scheme shall be implemented before the development is occupied and shall be retained at all times thereafter.

Reason: To facilitate the collection of refuse and preserve visual amenity.

16. The hereby approved manager's flat shall remain ancillary to the primary B1(a)/A2 use hereby permitted.

Reason: To protect the amenities of neighbouring occupiers and to ensure that the development does not harm the character of the area or affect highway safety.

Informatives

1. During the demolition and construction phase, the hours of working (including deliveries) shall be restricted to Monday to Friday 07:30 hours - 18:30 hours. On Saturday 08:00 to 13:00 hours, with no work on Sundays or Public or Bank Holidays.
2. Adequate precautions shall be taken during the progress of the works to guard against the deposit of mud and similar substances on the public highway. Such proposals shall include washing facilities by which vehicles will have their wheels, chassis and bodywork effectively cleaned and washed free of mud and similar substances.
3. During construction, provision shall be made on the site to accommodate operatives' and construction vehicles, loading, off-loading or turning on the site.
4. Prior to the works commencing on site parking for site personnel, operatives and/or visitors shall be provided and retained throughout the construction of the development.
5. This is a business/trade property and therefore must comply with all Duty of Care regulations.
6. The proposed development is within a road which has a formal street numbering scheme and it will be necessary for the Council to allocate postal address(es) to the new property/ies. To discuss the arrangements, you are invited to write to Street Naming & Numbering, Tonbridge and Malling Borough Council, Gibson Building, Gibson Drive, Kings Hill, West Malling, Kent, ME19 4LZ or to e-mail to addresses@tmbc.gov.uk. To avoid difficulties for first occupiers, you are advised to do this as soon as possible and, in any event, not less than one month before the new properties are ready for occupation.

Contact: Glenda Egerton