



Little Ridge, Rectory Lane
Design & Access Statement January 2025

Contents

1.0

Introduction

2.0

Site

3.0

Use

4.0

Layout

5.0

Appearance

6.0

Scale

7.0

Amount

8.0

Landscape

9.0

Access

10.0

Existing Trees

11.0

Sustainability

12.0

Ecology

13.0

Sustainable Drainage

Rev	Amendments	By	Checked By	Date
P01	First Issue	LT	PF	03.10.25
P02	Revised to comment	LT	PF	06.10.25
P03	Images updated	LT	PF	18.10.25
P04	Final Draft Planning Submission Issue	LT	MG/PF	07.01.26
P05	Final Planning Submission Issue	LT	MG/PF	11.01.26
P06	Planning Submission	LT	MG/PF	15.01.26

1.0 Introduction

This Design and Access Statement has been prepared to identify and explain the design decisions that have resulted in the submission of this Full Planning Application.

The application seeks Planning Permission for:

- A c.10m² GIA single-storey rear extension to serve as the main entrance to the dwelling and provide a new utility space.
- Changes to the external materiality
- Internal layout reconfiguration to accommodate the changing needs of the occupants.



Little Ridge



Aerial Plan - Little Ridge, Rectory Lane

2.0 Site

The site is located at Little Ridge, a dwelling situated along Rectory Lane, Pulborough.

Little Ridge a single storey dwelling sits within the middle of the site with a driveway extending northwards to gain access from Rectory Lane. The site is sloping in nature, with the top of the drive being at higher level, providing views above the ridge of the property, southwards towards the South Downs. The garden area to the south of the site is also tiered down towards the southern boundary.

The neighbouring context along Rectory Lane is characterised by detached and semi-detached, single and two storey properties. These properties are constructed from red stock brick, render, mock Tudor style, brick features and ornamental, terracotta detailing.

Little Ridge is a detached single storey dwelling, brick clad, with concrete interlocking roof tiles, white UPVC windows and adjoining ‘conservatory’ structures. Adjacent to the dwelling is a double garage, with stepped side access and is linked to the main house with a lean-to canopy. There is a retaining structure running alongside the garage and driveway to pick up the level change from the adjacent property ‘New Elms’ sitting off of Rectory Lane.

Existing GIA is approximately 146.5m2



View south west along the driveway leading down to the dwelling



View from the garden terrace south across towards the Downs.



View towards the covered external link between the dwelling and garage



View towards the rear of the dwelling from the garden terrace



View of the existing side / ancillary entrance into the Kitchen

3.0 Use

Existing Use.

Currently, Little Ridge is a three-bedroom dwelling, all of which are served by a separate bathroom and shower room. The property includes an oversized laundry room and has separate kitchen, living, and dining spaces. There is also an adjoining office 'pod' located on the western elevation

4.0 Layout

Existing Layout.

The existing layout is typical of a 1960s bungalow, with reasonably sized bedrooms and separate bathroom, kitchen, and living spaces. The principal bedroom and main habitable rooms benefit from windows along the southern elevation, providing access onto the terrace.

Access to the property is convoluted: the first apparent point of entry on approach is via the conservatory on the north-east corner, which leads directly into the kitchen. The formal main entrance is recessed and less legible, located under the leanto canopy connecting the dwelling to the garage.

The dwelling also has a limited amount of built-in storage, which no longer adequately meets the changing needs of the occupants



Existing Ground Floor
1:100 @A3

3.0 Proposed Use

The proposed extension and revised layout will enable a more contemporary and efficient use of space. The new single-storey extension will replace the existing lean-to link to the garage, creating a clearly defined main entrance and a new utility room. The existing office ‘pod’ on the western elevation will be converted into a new master bedroom ensuite.

Overall, the proposed internal alterations are intended to improve the functionality of the family home and to futureproof the property, ensuring it can better accommodate the changing needs of the occupants over time.

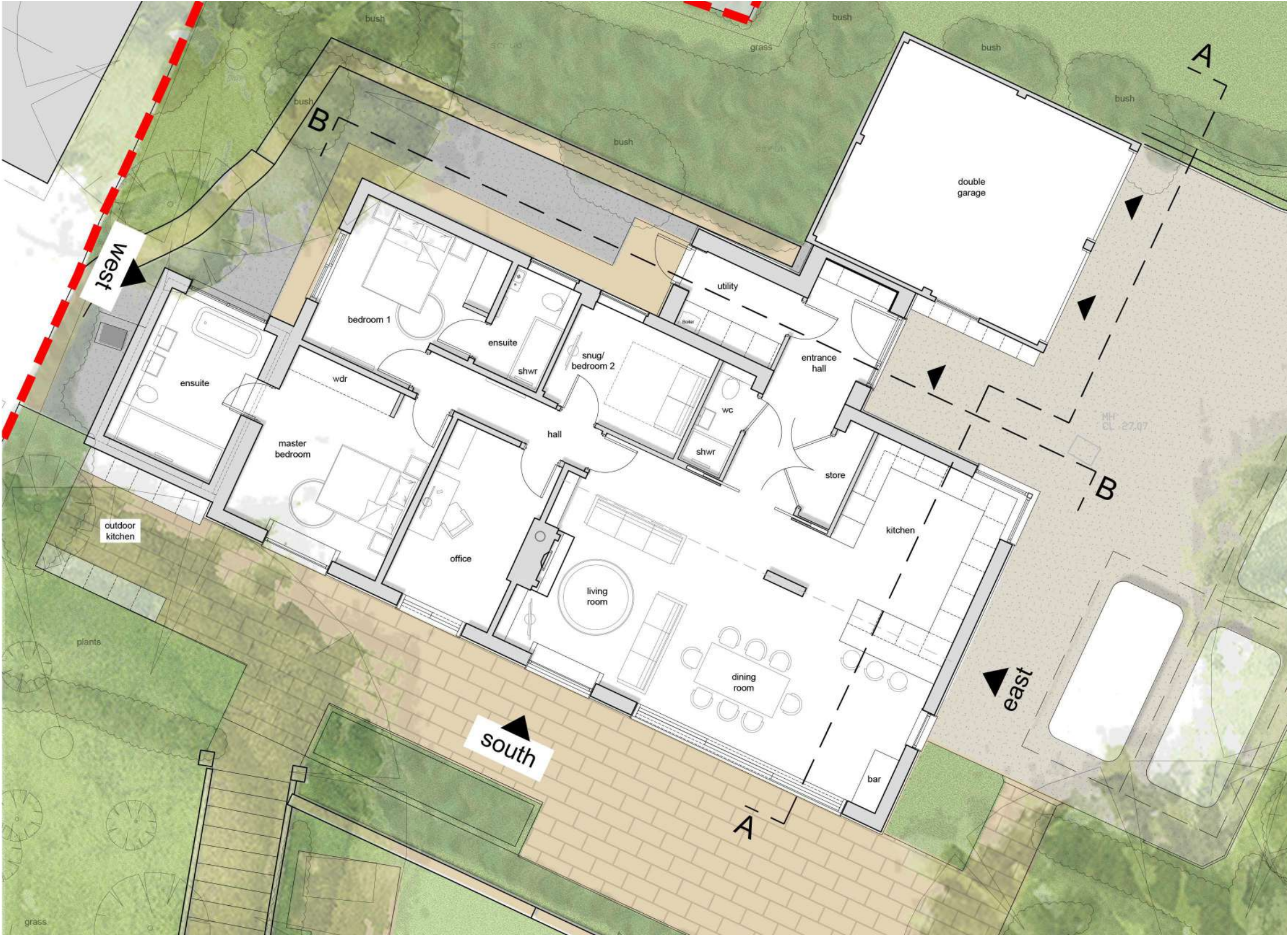
4.0 Proposed Layout

The proposed extension will be located to the north of the property, forming a new dedicated main entrance and providing a clear focal point on approach to the dwelling. The design intent is to create a welcoming and functional entrance sequence that enhances both the external appearance and the internal circulation of the property.

As part of the proposal, the entrance will incorporate a gently ramped approach to achieve a level threshold, ensuring stepfree access for all users and improving overall accessibility in line with current best practice. The ramp will be designed to integrate seamlessly with the surrounding landscape and the architectural form of the extension.

A new utility room is also proposed as part of the extension, positioned adjacent to the entrance. This space will serve a primarily functional role, providing a discrete and practical area separated from the main living spaces. Its location has been selected to ensure operational efficiency while maintaining the quality and character of the principal accommodation.

The proposed internal layout has been designed to support future whole-life living and to provide a modern, high-quality arrangement of spaces that responds to the evolving needs of the household. The kitchen, dining, and living areas are combined to form an open-plan configuration, creating a light, spacious, and flexible environment suited to contemporary family life. This space will benefit from a large sliding door opening directly onto the southern terrace, strengthening the relationship between indoor and outdoor spaces and maximising natural light throughout the day



Proposed Ground Floor
1:100 @A3

4.0 Proposed Layout

A new corner window is proposed to the kitchen, establishing a visual connection to the approach along the driveway and allowing for passive surveillance of the property. This feature will enhance the quality of the internal environment while contributing to a greater sense of security and awareness of the surroundings.

Within the existing footprint, Bedroom 1 will be reconfigured to create a main bedroom suite, incorporating the former office pod to provide an en-suite wet room and improved amenity, offering comfort and convenience for long-term use. The second front bedroom will be converted into a dedicated home office, reflecting the occupants' changing working patterns and the need for a defined workspace. A WC/shower room is proposed adjacent to the new entrance, serving both residents and guests efficiently.

To the north of the plan, Bedroom 2 and Bedroom 3/snug are retained and positioned to offer flexibility and adaptability for the family's changing needs. Additional storage has been integrated throughout the layout, including a dedicated services cupboard, ensuring the home remains both functional and uncluttered in day-to-day use.

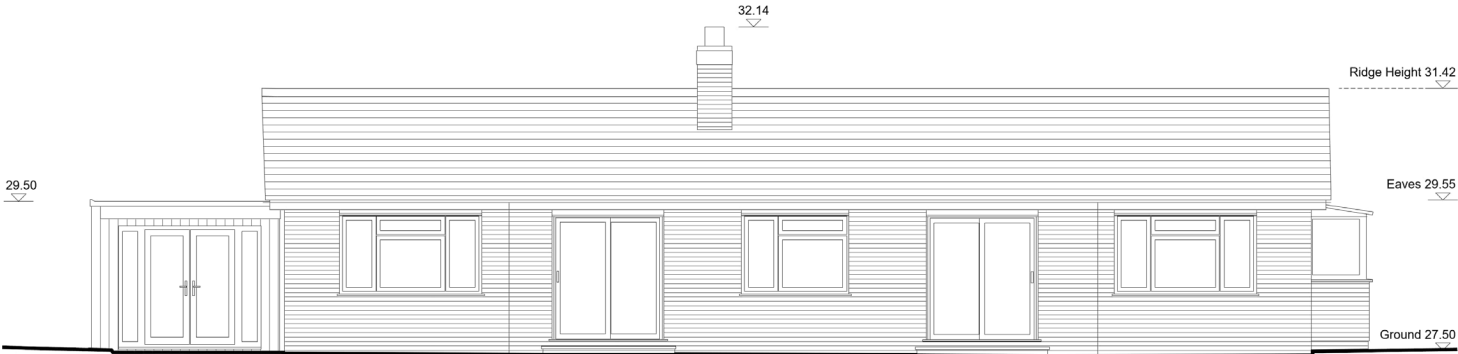
5.0 Apperance

Existing Elevations.

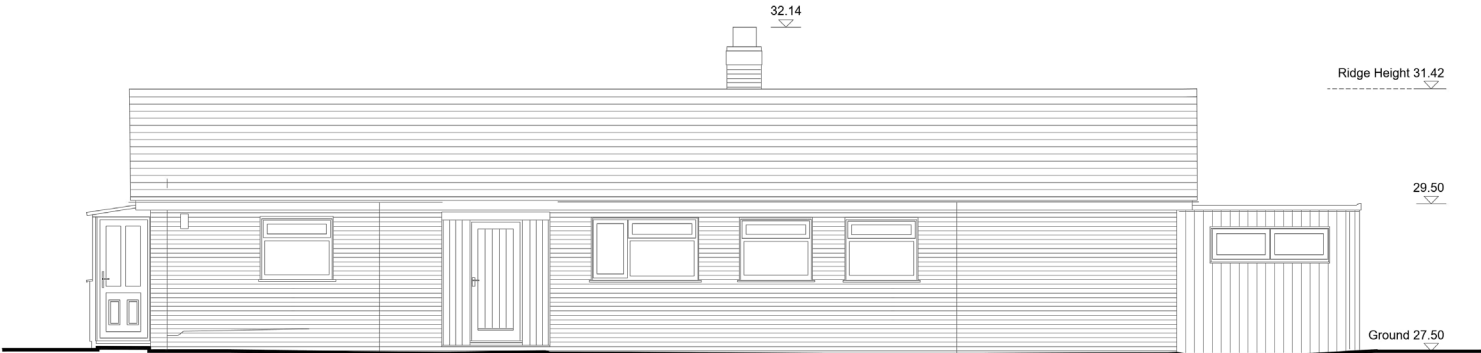
The existing external walls are finished in a red/brown multistock brick with a light-coloured mortar. Windows are white uPVC, generally with relatively high cills, and those on the northern elevation are set at a higher level and/or fitted with obscure glazing.

The current main entrance is distinguished from the primary elevation by lightly stained timber canopy, providing a modest degree of visual contrast.

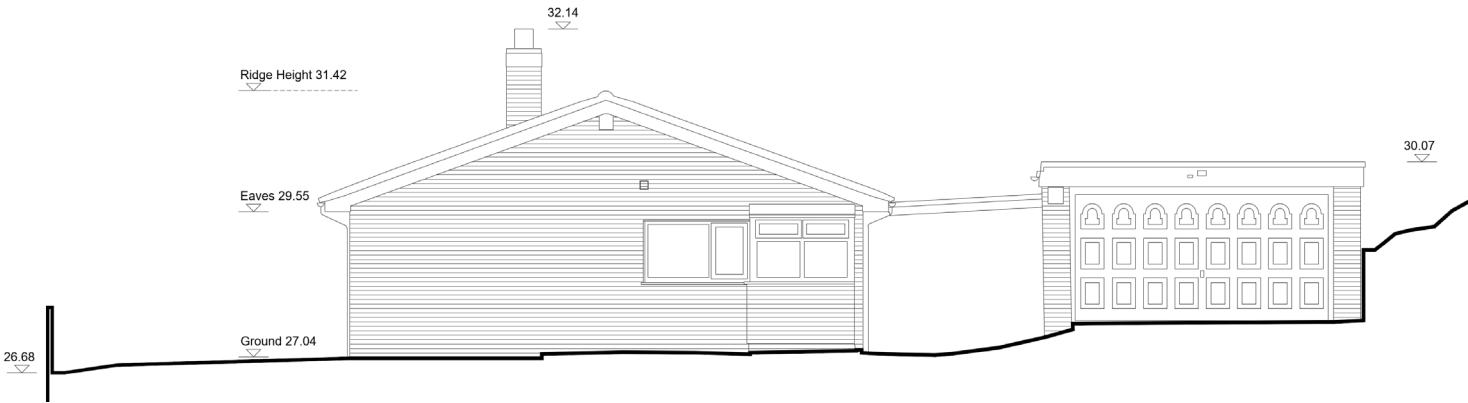
The dwelling has a low-pitch roof finished with interlocking concrete tiles, with pronounced eaves and white uPVC fascia boards. A matching brick chimney stack rises through the centre of the roof, terminating in a simple flue detail.



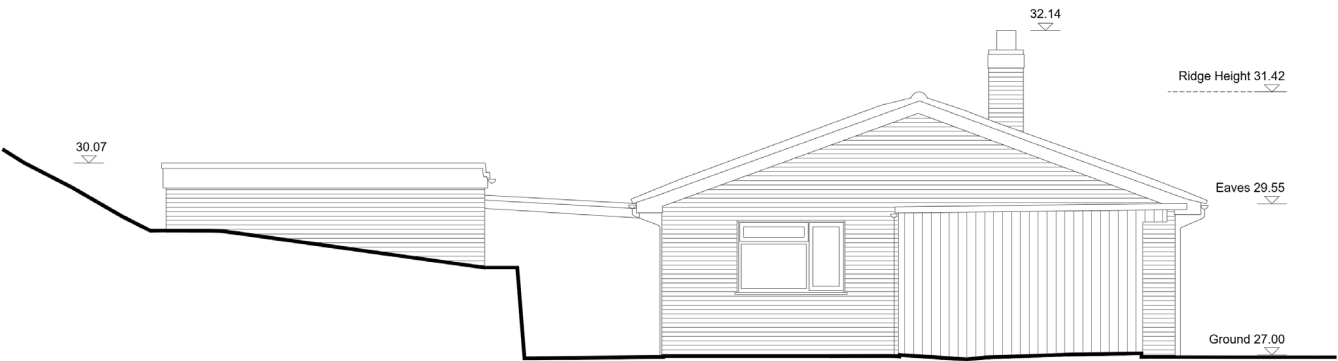
South Elevation



North Elevation



East Elevation



West Elevation

5.0 Apperance

Proposed Elevations.

The proposed design seeks to give the property a more contemporary appearance, introducing a modern material palette and refined detailing to the elevations. The existing house is to be overclad with dark-stained timber, while the current roof tiles are retained. New energy-efficient windows, set in more contemporary proportions, will be installed throughout. Together, these measures will significantly upgrade the building envelope, helping to future-proof the property by improving both thermal performance and overall energy efficiency.

The new extension is proposed to be clad in dark-stained vertical timber, with additional battens introduced to create variation in depth and shadow, adding visual interest and contrast to the façade. This differentiation will help to define the new main entrance and establish a clear focal point on approach to the dwelling.

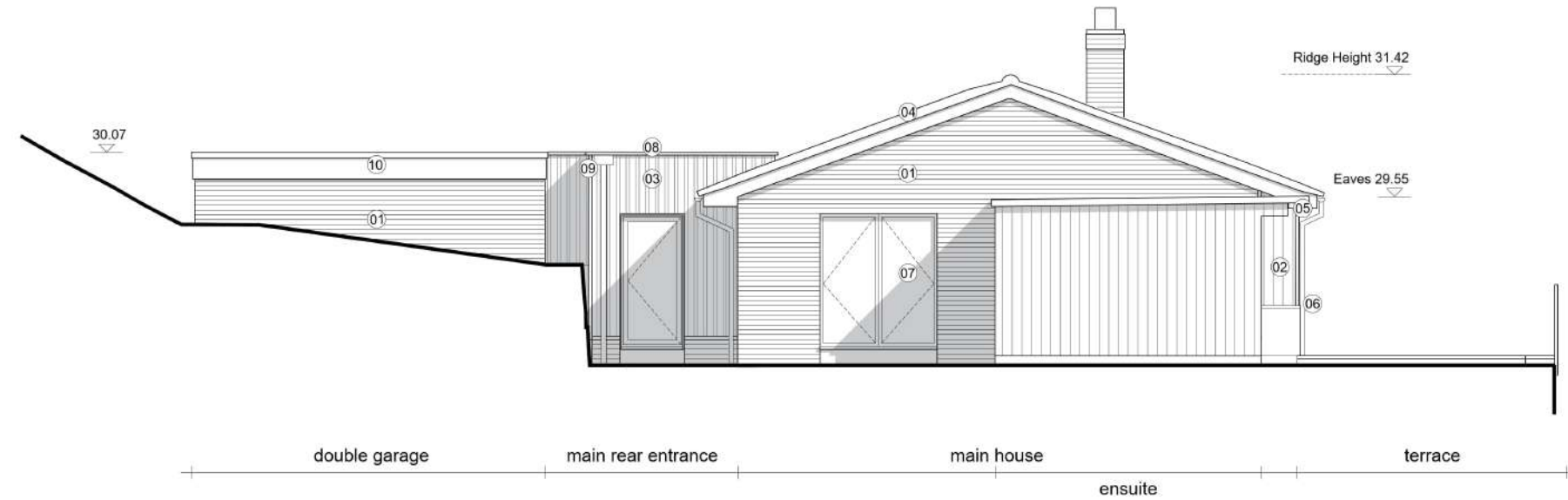
The external walls of the new extension have been designed with sufficient thickness and insulation to meet or exceed the current energy efficiency standards set out in Approved Document Part L.

Any existing brickwork not overclad in vertical timber will be painted grey to complement the proposed cladding and reinforce the modern character of the conversion.

- aterial notes:-
- Existing brickwork - painted grey
 - Dark stained vertical timber
 - Dark stained vertical timber with additional battens.
 - Existing roof retained
 - Grey metal gutters
 - Grey metal rainwater down pipes
 - Drak grey composite windows and doors
 - Grey metal coping
 - Grey metal hopper
 - Dark grey fascia



Proposed South Elevation
1:200 @A3



Proposed West Elevation
1:200 @A3

6.0 Scale

The proposed extension has an overall footprint of approximately 3.3m x 5.1m, narrowing to 2.2m in width at the utility room. It is single-storey in height, with a parapet height of around 3m above ground level. The scale and height of the existing house will remain unchanged.

7.0 Amount

The proposed extension will provide an additional 13.77m² GEA of floor area. It will occupy approximately the same footprint as the existing external canopy that currently links the house and garage.

8.0 Landscape

The surrounding landscape will be broadly retained as existing, with the proposed design capitalising on the large southern terrace to maximise views towards the countryside. Any new hard or soft landscape works associated with the extension will match or be sympathetic to the existing treatment and will be of high quality.

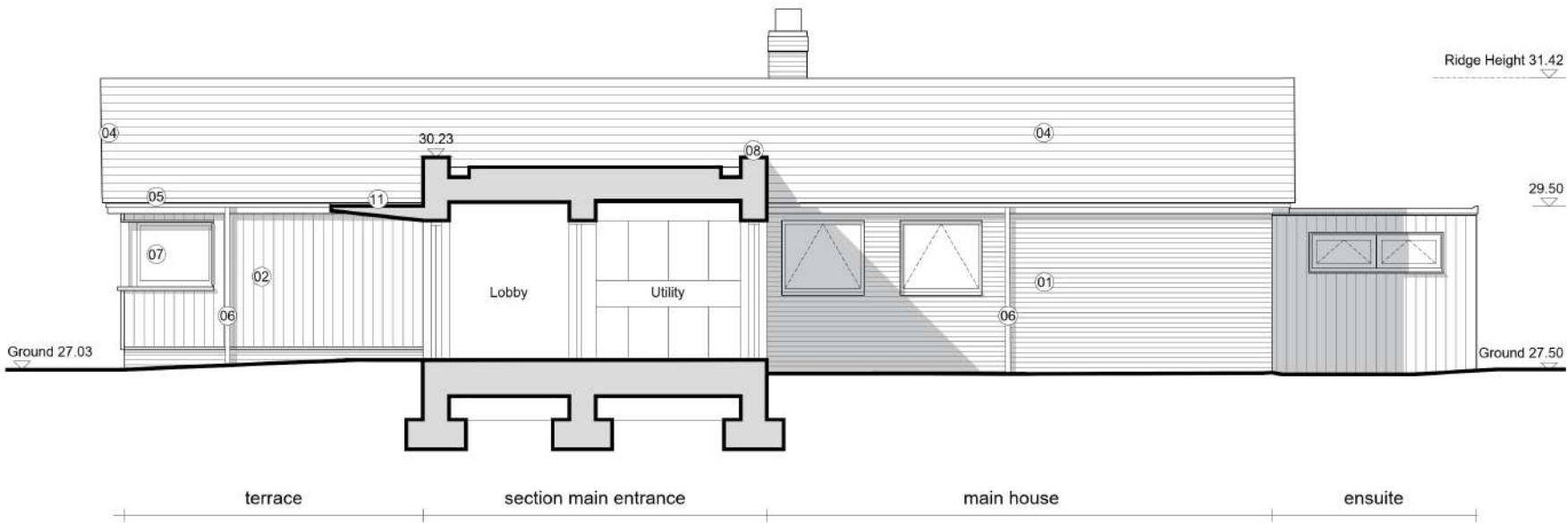
Any proposed planting will use species selected to complement the existing garden character and setting.

9.0 Access

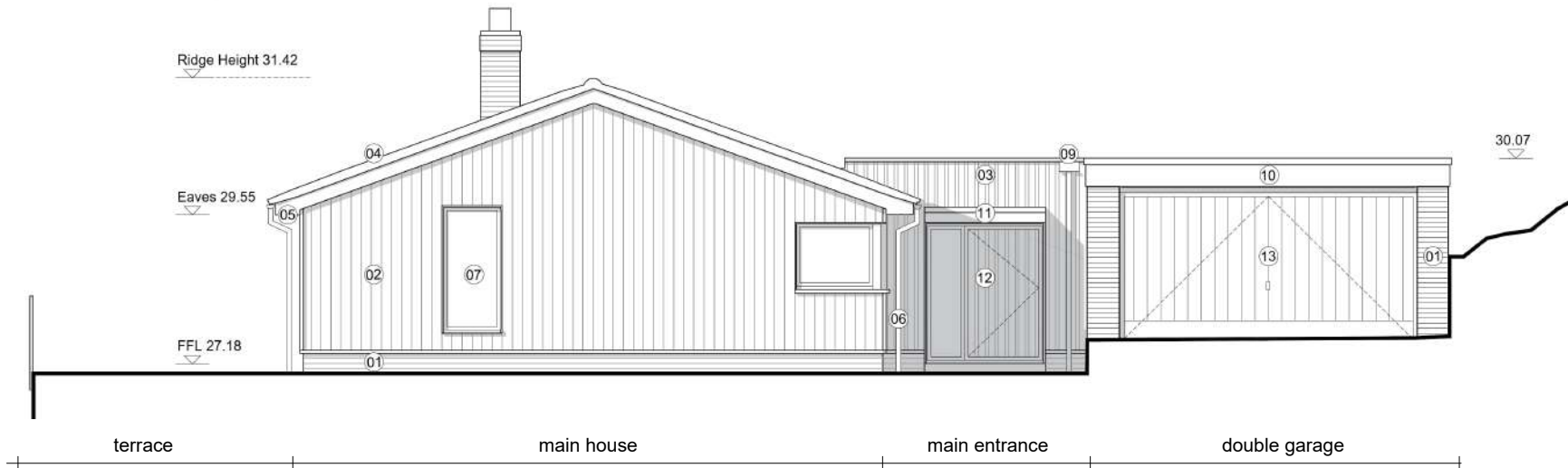
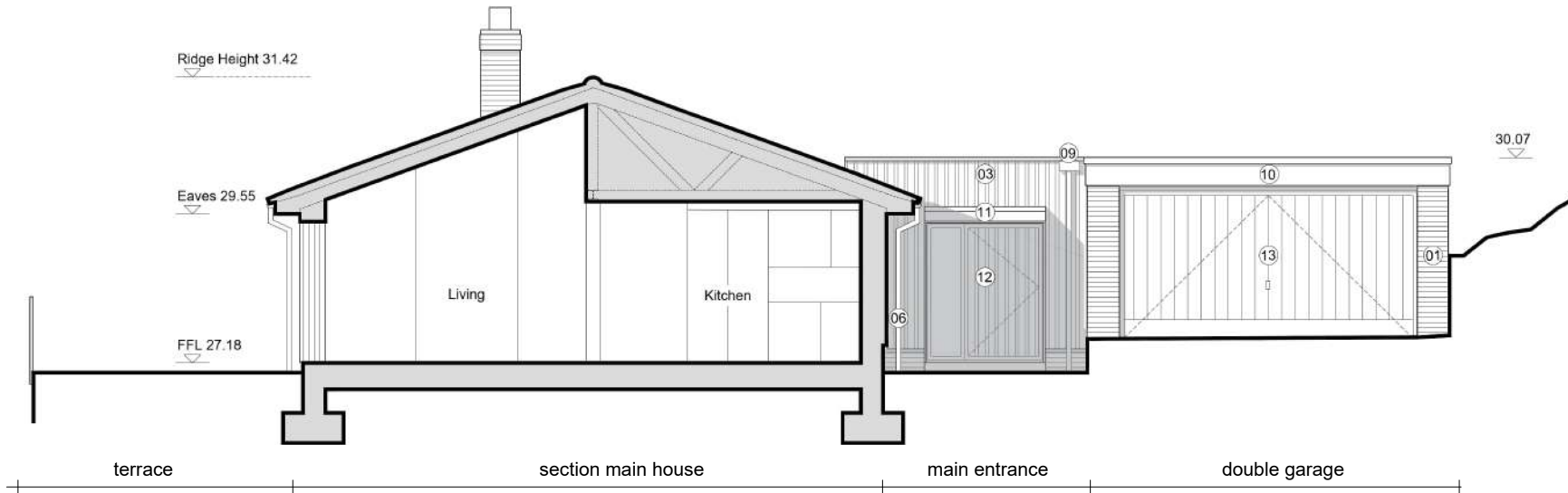
Access to the property will remain as existing from Rectory Lane. Access to the south of the house will also be maintained from the end of the driveway via the existing gated entrance.

The principal access to the house will be via the new main entrance, with an additional rear access to the north of the property provided through the new utility room. This arrangement creates a secondary route to the garden from the north, via the existing external space to the north of the house and around the current office pod, which is to be refurbished to form the en-suite to the master bedroom.

A dedicated bin store will be located along the private drive, providing a convenient and unobtrusive area for residents to store their bins and present them for collection on refuse days.



- terial notes:-
- Existing brickwork - painted grey
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 - Existing roof retained
 - Grey metal gutters
 - Grey metal rainwater down pipes
 - Drak grey composite windows and doors
 - Grey metal coping
 - Grey metal hopper
 - Dark Grey Fascia
 - Dark metal canopy entrance
 - Timber door to match cladding
 - Timber garage door



10.0 Existing Trees

The site benefits from a number of established trees and hedgerows that contribute positively to the character of Rectory Lane and the wider setting. None of these trees are subject to Tree Preservation Orders, and the proposed works will not require the removal of any mature specimens.

The proposed extension is located on previously developed land immediately adjacent to the existing dwelling and garage, ensuring there is no direct encroachment into root protection areas. Care will be taken during construction to avoid ground compaction and damage to existing planting, with protective fencing installed where appropriate. The development will therefore preserve the site’s existing green infrastructure, ensuring that the mature landscaping continues to provide both amenity and ecological value.

11.0 Sustainability

The proposed alterations and extension have been designed to incorporate sustainable principles in both construction and operation. Key features include:

- Improved building fabric performance through high-quality insulation to walls, roof and floors, and thermally broken openings to reduce heat loss.
- High-performance, energy-efficient glazing in contemporary proportions to maximise useful solar gain while limiting heat loss.
- Improved airtightness, with controlled natural ventilation (and/or mechanical extract where required) to minimise uncontrolled heat loss.
- The open-plan living, dining, and kitchen area presents an opportunity to provide underfloor heating using an electric pad system. This could be powered by a new air source heat pump (ASHP), in combination with the existing gas supply serving the space heating and hot water systems, with efficient controls and zoning to help reduce overall energy use.

- Optimised orientation and layout to maximise daylight penetration and passive solar gain to main living spaces, reducing reliance on artificial lighting and heating.
- Low-energy LED lighting and efficient appliances specified throughout.
- Water-efficient fittings, including dual-flush WCs and low-flow taps and showers, to reduce potable water consumption.
- Provision for sustainable transport, such as an external socket/EV charging point on the driveway (subject to final specification).
- Use of durable, responsibly sourced materials, including timber from certified sources and low-VOC internal finishes where possible, to reduce environmental impact and improve internal air quality.
- Sustainable drainage measures, such as permeable surfacing and on-plot surface water management where required, to reduce run-off and pressure on existing drainage infrastructure.

Together, these measures will help reduce the overall energy demand and operational carbon of the property, while future-proofing it against rising energy and environmental performance standards.



12.0 Ecology

The site comprises an established residential garden that is already managed as domestic curtilage. While the existing ecological value is limited, the retention of all mature trees and boundary planting will ensure the continued provision of habitat for nesting birds and small mammals.

Additional measures could be proposed to enhance ecological value, including:

- Incorporation of native and wildlife-friendly planting within the garden to strengthen ecological connectivity.

Collectively, these measures will ensure that the development delivers a net biodiversity gain, in line with relevant national and local policy guidance

13.0 Sustainable Drainage (SuDS)

The proposed extension will result in a minor increase in impermeable area. To mitigate any impact on surface water run-off, the scheme incorporates sustainable drainage measures, including:

- Permeable paving, where feasible, to promote on-site infiltration.
- Rainwater harvesting via water butts for re-use in garden irrigation.

Collectively, these measures will ensure that surface water is managed effectively on site, reducing pressure on the existing drainage infrastructure and helping to mitigate potential local flood risk.



14.0 Conclusion

The proposal seeks full planning permission for a modest, single-storey rear/side extension and associated internal and external alterations to upgrade and future-proof Little Ridge. The new extension replaces the existing lean-to link between the house and garage, creating a clearly defined, step-free main entrance and a functional utility space, while maintaining the overall scale and height of the existing 1960s bungalow. Internally, the layout is rationalised to provide open-plan kitchen/dining/living accommodation focused on the southern terrace, improved bedroom provision including a new main bedroom suite incorporating the former office pod, and a dedicated home office to meet evolving working patterns.

Externally, the scheme introduces a contemporary yet sympathetic material palette, with dark-stained timber cladding, repainted brickwork and new energy-efficient windows, delivering a coherent and modernised appearance without altering the fundamental form of the dwelling. The extension is clearly articulated as the primary entrance element, with refined detailing and a new corner window providing passive surveillance and an improved relationship with the driveway and approach.

The development has been designed to be accessible, sustainable and environmentally responsible. Level access is provided via a gently ramped approach; the extension fabric is designed to meet or exceed current Part L standards; and the scheme incorporates an upgraded building envelope, low-carbon heating via an air source heat pump. The established garden character is retained, with no loss of mature trees or encroachment into root protection areas, and ecological value is enhanced through native planting, bird and bat boxes, and other wildlife-friendly features.

Overall, the proposals represent a high-quality, well-considered enhancement to the property that improves functionality, accessibility, appearance and environmental performance, while respecting the character of Rectory Lane and the wider setting. The scheme is therefore considered to be acceptable in planning terms and to accord with relevant national and local policy objectives

