



Mrs Dawn Appleton  
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Rowan House  
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PO19 1UA

**Stonepits Manor Marringdean Road Billingshurst West Sussex  
Use of the land for the siting of 3no. glamping pods for tourist accommodation.**

Your application DC/25/1993 has now been determined and I enclose the decision notice. The decision notice contains important information. Please take a moment to read it as further action may be required.

**Conditions**

Before you start work, information must be submitted for any conditions that require discharge before development can begin. The decision notice will set out what information need to be sent.

**Biodiversity Net Gain Condition**

Please note the requirement within the Environment Act 2021 for development to deliver a minimum of 10% net gain in biodiversity may be applicable to your development. In the event your development is required to achieve a minimum 10% net gain in biodiversity then a Biodiversity Net Gain Condition (separate to the main list of conditions) will appear on your decision notice requiring the submission of a Biodiversity Gain Plan for approval prior to development commencing.

**Failure to discharge conditions before commencing development could result in the development being unlawful or enforcement action being taken.** You can notify us of your intention to initiate development by completing a pre-commencement notification which will help us to monitor your development. There is no fee to use this service. To do this, or for further information about discharging planning conditions, visit us online at [horsham.gov.uk/planning/discharging-a-planning-condition](https://horsham.gov.uk/planning/discharging-a-planning-condition)

**Community Infrastructure Levy (CIL)**

If this development is CIL liable, the requirements of CIL must be met before you start work. Failure to do so could result in additional financial penalties. For further information relating to CIL visit [horsham.gov.uk/planning/planning-policy/community-infrastructure-levy/cil-charges-and-how-to-pay](https://horsham.gov.uk/planning/planning-policy/community-infrastructure-levy/cil-charges-and-how-to-pay)

If you have any questions about the decision notice, you can call us and speak to a member of the team on 01403 215187 between 9AM - 5PM, Monday to Friday.

If you are acting as the planning agent for this application, please ensure that the applicant is given a copy of the decision notice and this letter.

Yours Sincerely,  
Development Management





Mrs Dawn Appleton  
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PO19 1UA

Application Number: DC/25/1993

TOWN AND COUNTRY PLANNING ACT, 1990 (as amended)  
TOWN AND COUNTRY PLANNING (Development Management Procedure) (England) Order 2015

On behalf of: Mr and Mrs Sheward/Clarke-Sheward

In pursuance of their powers under the above-mentioned Act and Order, the Council hereby notify you that they PERMIT the following development, that is to say:

**Use of the land for the siting of 3no. glamping pods for tourist accommodation.**

**Stonepits Manor Marringdean Road Billingshurst West Sussex**

to be carried out in accordance with Application No. DC/25/1993 submitted to the Council on 10/12/2025 and subject to compliance with the plans/documents and conditions specified hereunder.

Emma Parkes  
Head of Development and Building Control

Date: 24/02/2026

- 1 **Plans Condition:** The development hereby permitted shall be carried out in accordance with the approved plans listed in the schedule below.

**SCHEDULE OF PLANS/DOCUMENTS**

| Plan Type              | Description                      | Drawing Number | Received Date |
|------------------------|----------------------------------|----------------|---------------|
| Elevation & Floor plan | Proposed                         | NONE           | 03.12.2025    |
| Block plan             |                                  | NONE           | 03.12.2025    |
| Location plan          |                                  | NONE           | 03.12.2025    |
| Supporting Statement   | Planning, Design and Access      | NONE           | 03.12.2025    |
| Supporting Docs        | Biodiversity Impact Calculation  | NONE           | 03.12.2025    |
| Supporting Docs        | Preliminary Ecological Appraisal | NONE           | 03.12.2025    |
| Supporting Docs        | BNG Metric                       | NONE           | 03.12.2025    |

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

- 2     **Standard Time Condition:** The development hereby permitted shall begin before the expiration of three years from the date of this permission.

Reason: To comply with Section 91 of the Town and Country Planning Act 1990.

- 3     **Pre-Commencement Condition:** No development shall commence until a drainage strategy detailing the proposed means of foul and surface water disposal has been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved scheme.

Reason: As this matter is fundamental to ensure that the development is properly drained and to comply with Policy 38 of the Horsham District Planning Framework (2015).

- 4     **Pre-Commencement Condition:** The development hereby permitted shall not commence until a Habitat Management and Monitoring Plan (the HMMP), prepared in accordance with the Biodiversity Gain Plan and including:
- a)     a non-technical summary;
  - b)     the planned habitat creation and enhancement works to create or improve habitat to achieve the biodiversity net gain in accordance with the Biodiversity Gain Plan; and
  - c)     the management measures to maintain habitat in accordance with the Biodiversity Gain Plan from the completion of development.

has been submitted to, and approved in writing by, the Local Planning Authority.

The habitats and management measures specified in the approved HMMP shall be implemented and thereafter managed, monitored and maintained in accordance with the approved details for the duration specified in the HMMP. Any proposed or retained planting, which within a period of 5 years after the completion of development, dies, is re-moved, or becomes 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: To ensure the development delivers a biodiversity net gain on site in accordance with Schedule 7A of the Town and Country Planning Act 1990 and Policy 31 of the Horsham District Planning Framework (2015).

- 5     **Pre-Commencement (Slab Level) Condition:** Prior to the development commencement above slab floor level, a Biodiversity Enhancement Layout for the biodiversity enhancements listed in the Preliminary Ecological Appraisal (The Ecology Co-op, September 2025) shall be submitted to and approved in writing by the local planning authority.

The content of the Biodiversity Enhancement Layout shall include the following:

- a)     detailed designs or product descriptions for biodiversity enhancements; and
- b)     locations, orientations and heights for biodiversity enhancements on appropriate drawings.

The enhancement measures shall be implemented in accordance with the approved details prior to occupation and all features shall be retained in that manner thereafter.

Reason: To enhance protected and Priority species & habitats and allow the Local Planning Authority to discharge its duties under paragraph 187d of the NPPF 2024 and s40 of the NERC Act 2006 (as amended).

- 6 **Pre-Occupation Condition:** Prior to first occupation of the development, details of the biodiversity enhancement measures identified within the Preliminary Ecological Appraisal (The Ecology Co-op, September 2025) shall be submitted to and approved in writing by the Local Planning Authority. The approved enhancement measures shall be implemented prior to occupation and shall thereafter be retained and maintained in perpetuity.

Reason: To secure measurable biodiversity enhancements in accordance with Policy 31 of the Horsham District Planning Framework (2015) and the National Planning Policy Framework.

- 7 **Pre-Occupation Condition:** Prior to the first occupation of any part of the development hereby permitted, details of secure and covered cycle parking facilities for the occupants of, and visitors to, the development shall have been submitted to and approved in writing by the Local Planning Authority. No Holiday cabin hereby permitted shall be occupied until the approved cycle parking facilities have been fully implemented and made available for use. The provision for cycle parking shall thereafter be retained for use at all times.

Reason: To ensure that there is adequate provision for the parking of cycles in accordance with Policy 40 of the Horsham District Planning Framework (2015).

- 8 **Pre-Occupation Condition:** No part of the development hereby permitted shall be occupied until details for the provision for the storage of refuse and recycling facilities have been submitted to and approved in writing by the Local Planning Authority. These facilities shall be provided prior to occupation of the development hereby permitted and thereafter be retained for use at all times.

Reason: To ensure the adequate provision of recycling facilities in accordance with Policy 33 of the Horsham District Planning Framework (2015).

- 9 **Pre-occupation Condition:** No part of the development hereby permitted shall be occupied until a plan showing the provision of car parking spaces for vehicles, including the use of the existing parking area shown on Drawing 'Site Block Plan (un-numbered)' has been submitted to and approved in writing by the Local Planning Authority. The development hereby permitted shall not be brought into use until the parking spaces associated with it have been provided in accordance with the approved details. The area of land so provided shall thereafter be retained for the parking of vehicles.

Reason: To ensure that adequate and satisfactory provision is made for the parking of vehicles clear of all highways in accordance with Policy 40 of the Horsham District Planning Framework (2015)

- 10 **Regulatory Condition:** All ecological mitigation measures and/or works shall be carried out in full accordance with the recommendations and mitigation measures contained within the Preliminary Ecological Appraisal (The Ecology Co-op, September 2025), including the precautionary method statement for reptiles, unless otherwise agreed in writing by the Local Planning Authority.

Reason: To conserve protected and Priority species and allow the Local Planning Authority to discharge its duties under the Conservation of Habitats and Species Regulations 2017 (as amended), the Wildlife & Countryside Act 1981 (as amended) and s40 of the NERC Act 2006 (as amended).

- 11 **Regulatory Condition:** No external lighting or floodlighting shall be installed other than with the permission of the Local Planning Authority by way of formal application.

Reason: To protect the character of the rural area and safeguard biodiversity in accordance with Policies 31 and 33 of the Horsham District Planning Framework (2015).

- 12 **Regulatory Condition:** The development shall be carried out using the external materials specified on the approved drawings unless otherwise agreed in writing by the Local Planning Authority.

Reason: To enable the Local Planning Authority to control the development in detail in the interests of visual amenity and in accordance with Policy 33 of the Horsham District Planning Framework (2015).

- 13 **Regulatory Condition:** The accommodation hereby permitted shall be occupied and managed in accordance with the following:-
- i. The accommodation shall be occupied for holiday and short-term let purposes only;
  - ii. The accommodation shall not be occupied as a person's sole, or main place of residence;
  - iii. The accommodation shall not be occupied by any one person for a period exceeding 28 days in any calendar year;
  - iv. The owners / operators shall maintain an up-to-date register of the names of all owners / occupiers of the accommodation on the site, and of their main home addresses, and shall make this information available to the Local Planning Authority upon request.

Reason: To maintain the availability of the site as short term holiday tourist accommodation in accordance with Policies 10, 11, 26 and 33 of the Horsham District Planning Framework (2015).

#### **Note to Applicant - Biodiversity Net Gain**

Paragraph 13 of Schedule 7A to the Town and Country Planning Act 1990 states that planning permission is deemed to have been granted subject to the "biodiversity gain condition" which means development granted by this notice must not begin unless:

- (a) a Biodiversity Gain Plan has been submitted to the planning authority, and
- (b) the planning authority has approved the plan.

The planning authority, for the purposes of determining whether to approve a Biodiversity Gain Plan if one is required in respect of this permission is Horsham District Council.

**This permission will require the submission and approval of a Biodiversity Gain Plan before development is begun.**

For guidance on the contents of the Biodiversity Gain Plan that must be submitted and agreed by the Council prior to the commencement of the consented development please see the link:  
Submit a biodiversity gain plan - GOV.UK ([www.gov.uk](http://www.gov.uk)).

#### *Statutory exemptions and transitional arrangements*

There are statutory exemptions and transitional arrangements which mean that the biodiversity gain condition does not always apply. These can be found at Paragraph: 003 Reference ID: 74-003-20240214 of the Planning Practice Guidance, which can be found at <https://www.gov.uk/guidance/biodiversity-net-gain>

#### *Irreplaceable habitat*

If the onsite habitat includes irreplaceable habitat (within the meaning of the Biodiversity Gain Requirements (Irreplaceable Habitat Regulations 2024) there are additional requirements for the content and approval of Biodiversity Gain Plans.

### **Note to Applicant – Environment Agency**

The applicant is advised that separate approval may be required from the Environment Agency under the Environmental Permitting Regulations for any sewage or effluent discharge. The granting of planning permission does not remove the need to obtain any other consents or approvals.

### **Note to Applicant - Private Water Supply Requirements**

The applicant is advised that as the development includes the use of a private water supply, the Council will require the submission and approval of detailed information to demonstrate compliance with the Private Water Supplies (England) Regulations 2016 (or any superseding equivalent) before the development is first brought into use, and prior to development progressing above ground floor slab level.

This should include, but is not limited to, the following:

#### **1. Mitigation and Treatment Scheme**

A mitigation scheme must be prepared by a suitably qualified and competent consultant demonstrating how harvested rainwater will be treated to meet the standards in Schedule 1 of the Private Water Supplies (England) Regulations 2016.

The treatment components must be compliant with Regulation 31 of the Water Supply (Water Quality) Regulations 2016 and with the Water Regulations Approval Scheme (or any superseding equivalent).

The approved scheme will be required to be installed, operational, and maintained for the lifetime of the development.

#### **2. Private Water Supply Management Plan (PWSMP)**

A PWSMP will need to be submitted and approved, setting out the ongoing management and maintenance of the system. This should include:

- A sampling and testing regime in accordance with the Private Water Supplies Regulations, including procedures for investigation and response to any failed samples;
- Maintenance and servicing arrangements for all elements of the rainwater harvesting and treatment system, including measures for dealing with system failures and re activation after periods of non use;
- Full specification and schematic details of the water supply system, including treatment stages, storage, and means of recording consumption;
- Arrangements for keeping records of sampling, analysis, inspection, maintenance and cleaning, and for providing these records to the local authority on request;
- A named 24/7 contact responsible for responding to any issues with the private water supply.

The PWSMP must be implemented, maintained for the lifetime of the development, and reviewed annually, with updated versions submitted for approval as required.

#### **3. Sampling and Verification Prior to Occupation**

Before the development is brought into first use, the applicant must provide evidence that water taken from the tap has:

- been sampled by a person certified under the Drinking Water Inspectorate's scheme for sampling private water supplies;

- been analysed by a laboratory accredited to the ISO 17025 Drinking Water Testing Specification; and
- been demonstrated to meet the requirements of Schedule 1 (Prescribed concentrations or values) of the Private Water Supplies Regulations.

#### 4. Risk Assessment Requirements

The use cannot take place until sufficient information has been provided to enable the Local Planning Authority to undertake a Regulation 6 Risk Assessment under the Private Water Supplies Regulations (or any superseding equivalent).

**Applicants are reminded that these measures are fundamental to ensuring that no unacceptable risks arise to human health from unwholesome drinking water, in accordance with Regulation 4 of the Private Water Supplies (England) Regulations 2016.**

For further information / discussion, please contact the Council's Environmental Health and Licencing Team:

01403 215 641

[ehl@horsham.gov.uk](mailto:ehl@horsham.gov.uk)

#### **Note to Applicant**

Statement pursuant to Article 35 of the Town and Country Planning (Development Management Procedure) (England) Order 2015. The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received, in order to be able to, where possible, grant permission.

#### **ADDITIONAL INFORMATION**

##### **Planning Permission – Important Provisos**

If planning permission has been granted, please note that your Notice of Decision refers only to consideration of your proposal under the Town and Country Planning Acts. It is not a building regulations approval and does not mean that you can disregard other Acts of Regulations or avoid any other legal obligations. Some of these obligations, of particular relevance to your proposal are referred to elsewhere in this note. Before you proceed with your proposal you should ensure that a Building Control application is not required or has been submitted. The Building Control Department can be contacted on 01403 215151.

If this permission relates to new dwellings, commercial premises or other buildings which will require a new postal address you should contact the Council's Street Naming & Numbering Department as soon as possible or before work commences on site. Further details are available on the Street Naming page on the Council's website or alternatively e-mail [streetnaming@horsham.gov.uk](mailto:streetnaming@horsham.gov.uk) or telephone 01403 215139.

It is the responsibility of the developer to provide bins for the development. If you are a developer and need to purchase bins, please email [hops.admin@horsham.gov.uk](mailto:hops.admin@horsham.gov.uk).

It must be stressed that the information included on this Notice of Decision may not include all your legal obligations, and it does not grant you rights to carry out works on or over lands, or to access land that is not within your control or ownership.

## **Amendments**

Should alterations or amendments be required to the approved plans, it will be necessary to apply either under Section 96A of the Town and Country Planning Act 1990 for non-material alterations, or under Section 73 of the Act for minor material alterations. An application must be made using the standard application form and you should consult with us, to establish the correct type of application to be made.

## **Monitoring**

Horsham District Council monitors the implementation of planning permissions. Please be aware that monitoring officers may visit the application site at various stages of the development to ensure compliance with the approved plans and conditions.

## **Right of Appeals**

If you are aggrieved by the decision to refuse permission for the proposed development or to grant it subject to conditions, then you can appeal to the Secretary of State under Section 78 of the Town and Country Planning Act 1990.

You must appeal within 12 weeks of the date of the decision notice for a householder application or 'minor commercial' (shop front) development, and within 6 months for other types of planning applications. There are different timescale – usually 28 days – if an enforcement notice is/has been served for the same (or very similar) land and development. Please note, only the applicant possesses the right of appeal.

Appeals can be made online at: <https://www.gov.uk/planning-inspectorate>. If you are unable to access the online appeal form, please contact the Planning Inspectorate to obtain a paper copy of the appeal form on tel: 0303 444 5000.

The Secretary of State can allow a longer period for giving notice of an appeal but will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal.

The Secretary of State need not consider an appeal if it seems to the Secretary of State that the local planning authority could not have granted planning permission for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory requirements, to the provisions of any development order and to any directions given under a development order.

If you intend to submit an appeal that you would like examined by inquiry then you must notify the Local Planning Authority and Planning Inspectorate ([inquiryappeals@planninginspectorate.gov.uk](mailto:inquiryappeals@planninginspectorate.gov.uk)) at least 10 days before submitting the appeal. Further details are at <https://www.gov.uk/government/collections/casework-dealt-with-by-inquiries>.