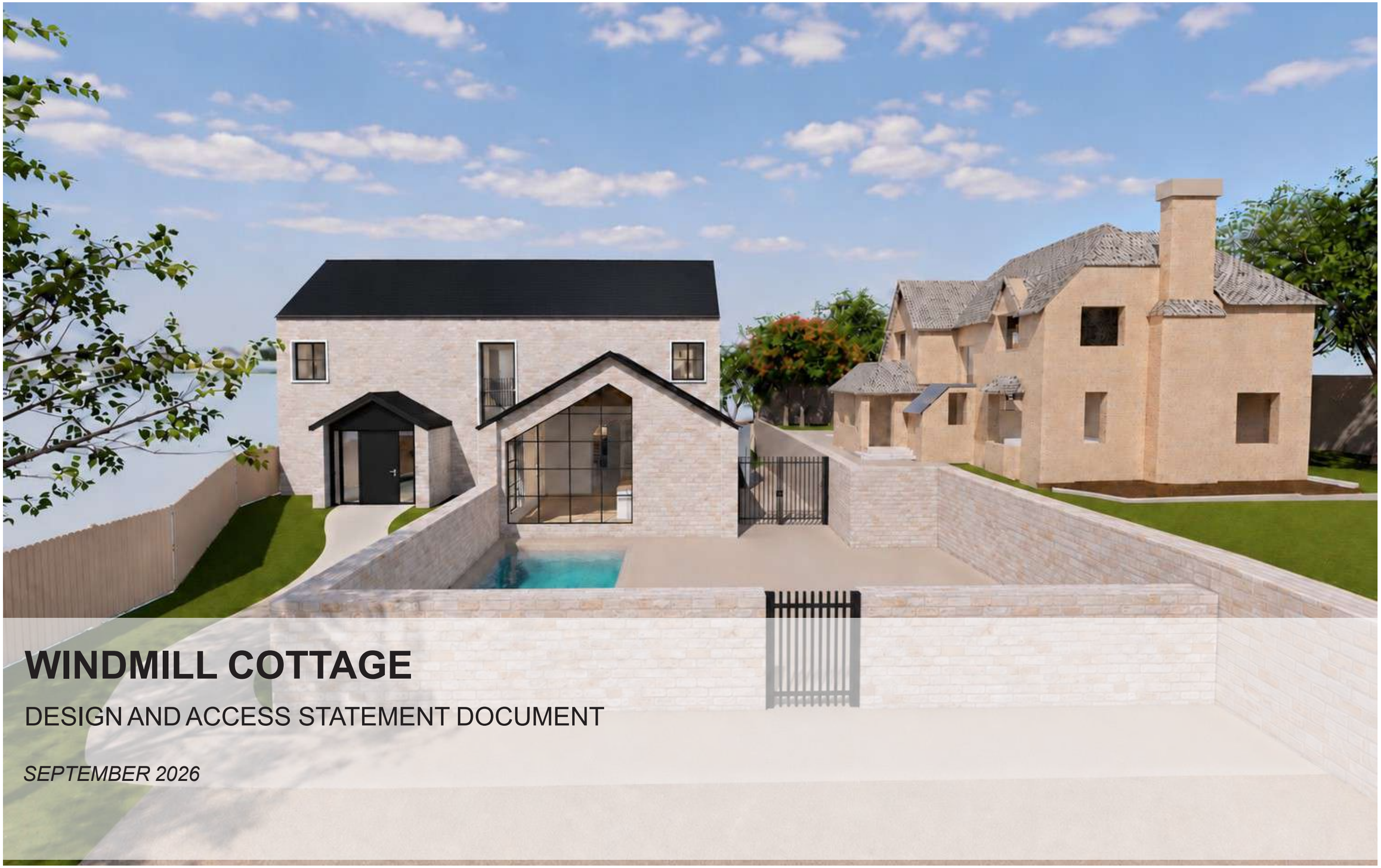

WINDMILL COTTAGE

DESIGN AND ACCESS STATEMENT DOCUMENT

SEPTEMBER 2026

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ra.

INTRODUCTION

This Design and Access Statement has been prepared in support of a Full Planning Application for the erection of single detached two-storey residential dwelling on vacant garden land, with outdoor swimming pool and detached garage/car port ‘A’ adjacent to Windmill Cottage, Old Mill Place, Pulborough, West Sussex, RH20 2DR ~ with a new small garage/storage proposed to host dwelling (Carport ‘B’)

The Statement has been prepared having regard to the requirements of Horsham District Council and, in particular, the Council's published guidance for the preparation of Design and Access Statements.

Horsham District Council identifies the purpose of a Design and Access Statement as explaining the design process that has led to a development proposal and demonstrating how the proposal responds to its context. For detailed applications, the Council's guidance requires consideration of the development's use, amount, layout, scale, landscaping, appearance and access, together with the context within which the development is proposed.The proposal has also been developed having specific regard to the Pulborough Design Statement, which provides locally specific guidance concerning the character of Pulborough and principles for the design of new development.

The Statement should be read alongside the submitted architectural drawings, site and location plans, landscape proposals and any supporting technical reports.

2. PURPOSE OF THE STATEMENT

The purpose of this Statement is to:

- explain the design principles and concepts applied to the proposal;
- demonstrate how the site’s physical and contextual characteristics have been assessed;
- explain how the surrounding character of Pulborough has informed the design
- explain the proposed use and amount of development;
- explain the proposed layout and relationship with neighbouring properties;
- demonstrate the sustainable aspect of utilising renewable energy opportunities;
- explain the scale, massing and appearance of the dwelling;
- explain the landscape strategy;
- explain the proposed access and movement arrangements;
- demonstrate how residential amenity has been considered;
- explain the approach to inclusive access;
- explain the approach to natural open landscape, biodiversity and drainage; and
- demonstrate that the proposal represents an appropriate and high-quality form of development.

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3. THE APPLICATION

The application proposes the development of vacant garden land adjacent to Windmill Cottage to provide:

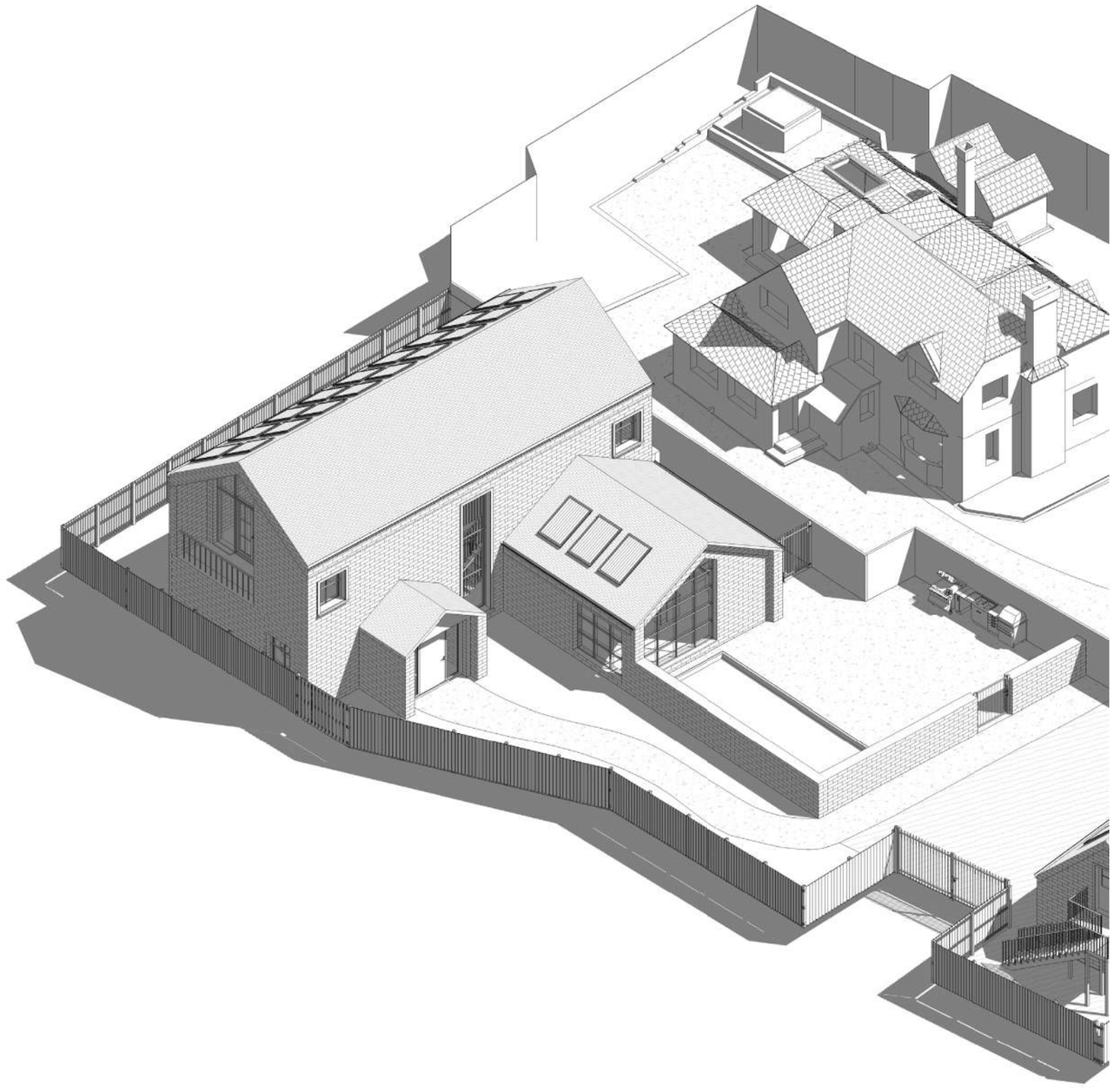
- **a single detached two-storey residential dwelling;**
- **‘carport A’ - a detached off-road parking/garage building;**
- **private family outdoor swimming pool;**
- **‘carport B’ - a detached off-road parking/garage building, for the host dwelling Windmill Cottage;**
-
- associated vehicular and pedestrian access;
- private residential garden and amenity areas;
- hard and soft landscaping;
- boundary treatments;
- refuse and cycle storage; and
- associated drainage and external works.

The proposal is conceived as a single, comprehensively designed residential development for a family to provide current standard of living within a open residential area

The adjacent existing dwelling is donating the large garden space to their immediate family which this application will provide a new family home for family members to enjoy and not as an open market housing.

The detached parking building and swimming pool are intended to serve the proposed dwelling as
ancillary domestic facilities and will not constitute separate residential or commercial uses.

The development has been designed as a coordinated composition, with the dwelling, ancillary building, pool, parking, gardens, landscaping and boundary treatments considered together.



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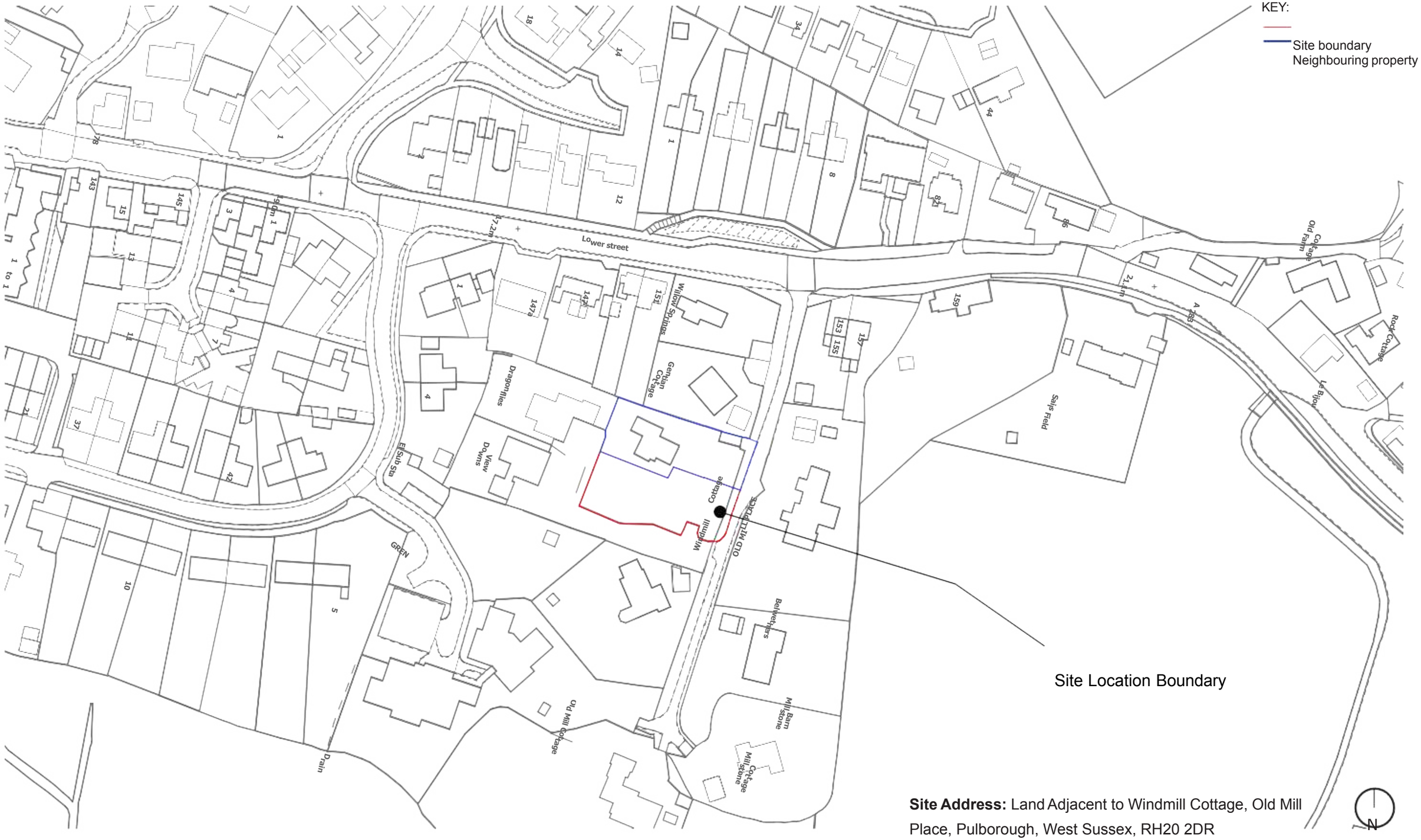
SITE LOCATION



Site Address: Land Adjacent to Windmill Cottage, Old Mill Place, Pulborough, West Sussex, RH20 2DR

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SITE AND SURROUNDING CONTEXT

The site is situated within the established settlement of **Pulborough.**

Pulborough is an historic village which has developed considerably over time and contains a mixture of historic buildings, traditional residential development and more recent housing.

The settlement benefits from a range of local services and facilities and has established transport connections.
The site is located within an existing residential area and is therefore visually and functionally associated with the built-up part of Pulborough.

The surrounding built form is not characterised by a single uniform house type. Instead, the local character derives from:

- detached and semi-detached residential buildings;
- pitched roof forms;
- traditional masonry construction;
- varying building widths and heights;
- domestic-scale architectural detailing;
- landscaped frontages and gardens;
- mature trees and hedging;
- varied boundary treatments; and
- an informal relationship between buildings, gardens and roads.







Stopham Bridge c. 1850



New Swan Bridge





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SURROUNDING CONTEXT, CHARACTER AREAS AND MATERIALITY

The site is in close proximity to three character areas identified within the Pulborough Design Statement — Old Mill Place, Rectory Lane and East Lower Street. The proposal will therefore be informed by the characteristics and guidance associated with each area.

Old Mill Place

Historic rural cul-de-sac with mature planting and generous plots. Detached low-rise dwellings using local stone, clay roof tiles, dormers and porches.
Design Consideration: retain the rural character, historic layout and local material palette.

Rectory Lane

Varied and informal character shaped by sloping topography and views towards the Brooks.
Mix of historic buildings and infill, with local stone, tile hanging, brick detailing, porches and dormers.
Design Consideration: respond sensitively to scale, topography, local materials and parking.

East Lower Street

Mixed historic streetscape containing traditional buildings, later infill and redevelopment.
Varied scale and character, with established local materials and a strong village setting.
Design Consideration: remain in keeping with the surroundings and reflect the area's mixed historic character.



Old Mill Place



Old Mill Place

Rectory Lane



Rectory Lane

East Lower Street



East Lower Street



East Lower Street c.1910

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WIDER PLANNING CONTEXT











St Marys C of E Primary School,

Aluminium Seam Cladding, Red brick walls Four single storey extensions



Rydon Community College, Exisiting brick

Refurbishment and two storey extension



Storrington Library,

Installation of Solar PV Panels, ASHP, replace-ment of existing windows, rooflights

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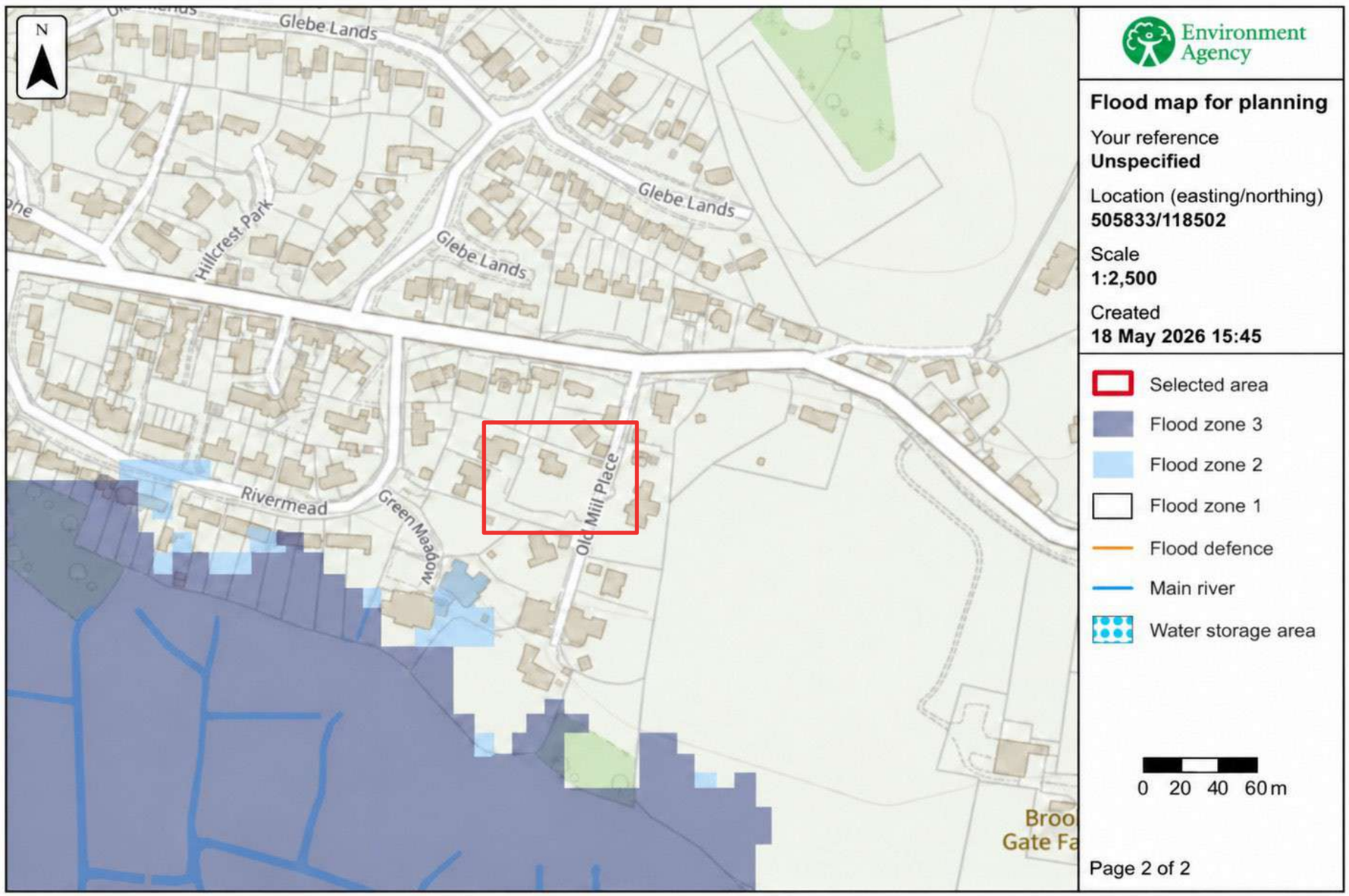
and doors around

WIDER PLANNING CONTEXT

FLOOD RISK ASSESSMENT

The site is located in flood zone 1, therefore, a flood risk assessment is not required for this application.



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SITE AERIAL VIEW



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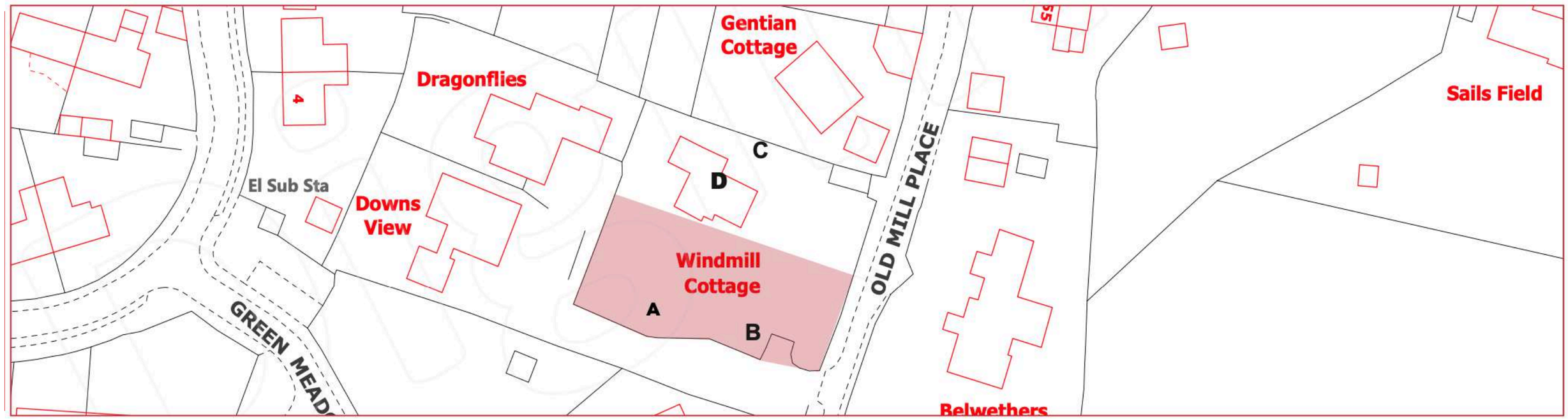
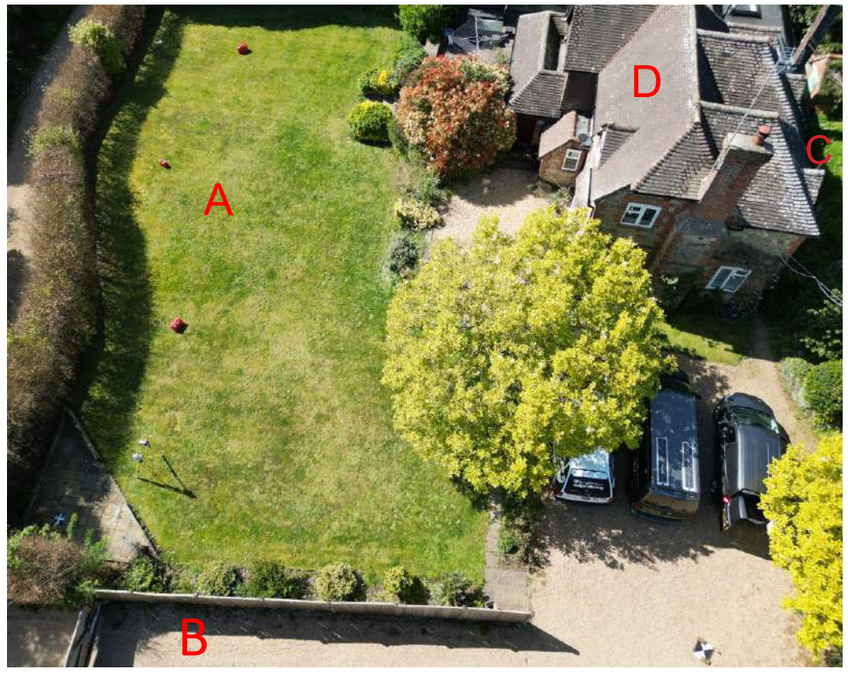
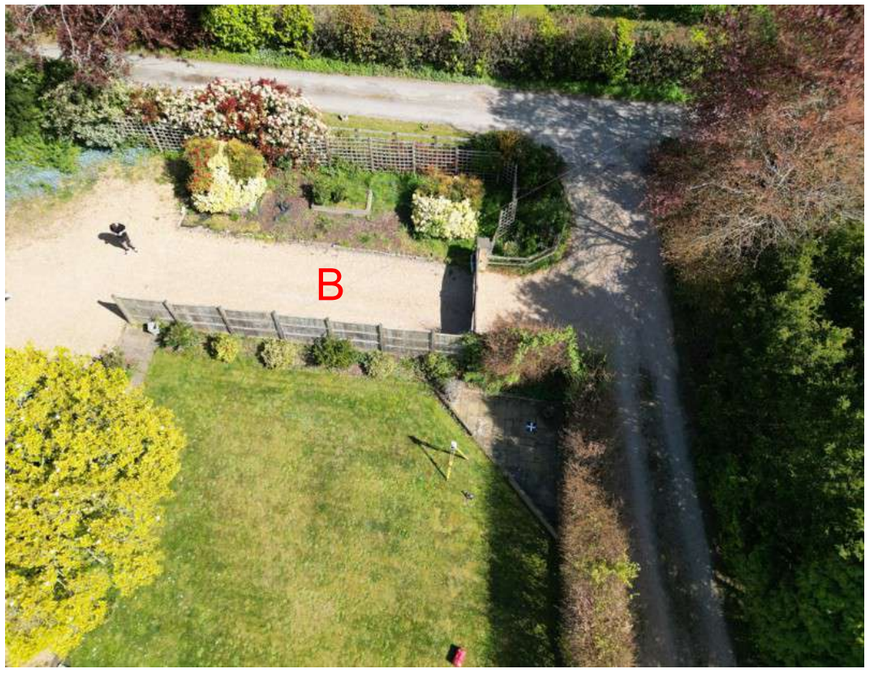
SITE PLAN AND PHOTOS





The Site - Vacant Garden Land adjacent to Windmill Cottage



The Site - Entrance through the private lane



Neighbour/Host Property

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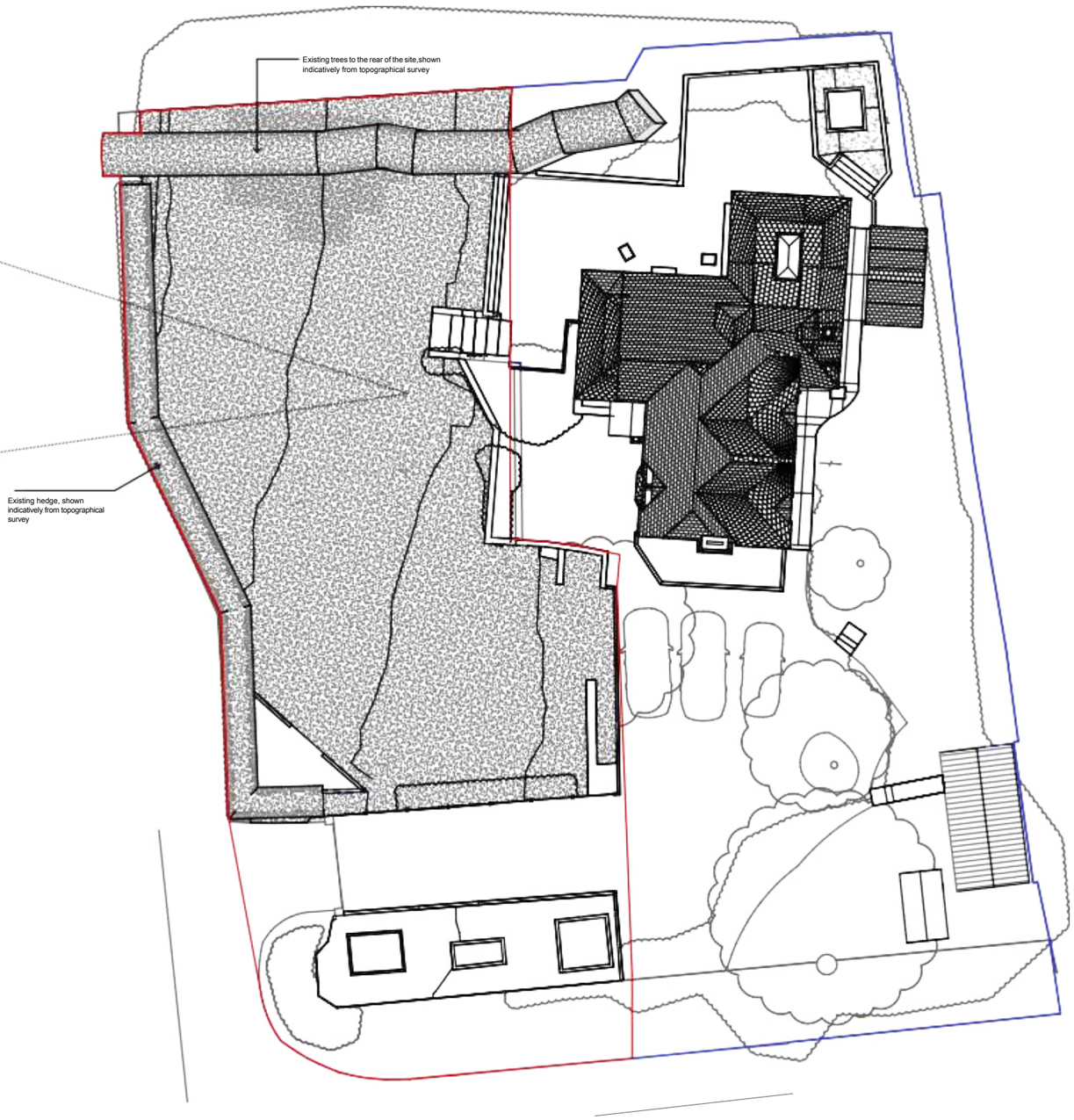
SITE PLAN AND PHOTOS





SITE PLAN

The application site comprises vacant open garden land adjacent to Windmill Cottage.

The site is enclosed by existing residential development and established boundary features.

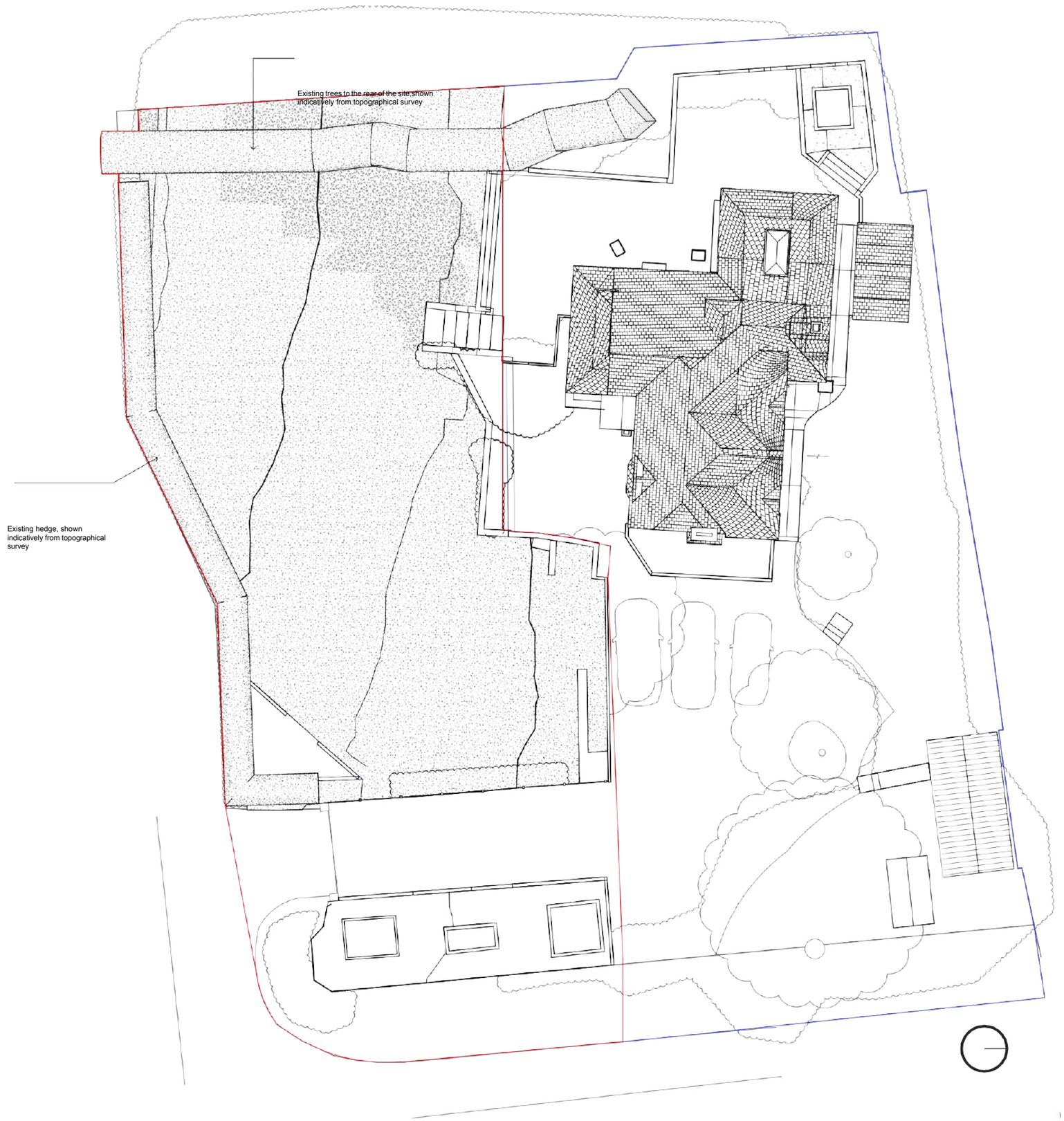
Its current character is therefore principally that of domestic garden land rather than open countryside.

The proposal has been designed to retain the garden-like character of the site wherever practicable.

Existing vegetation and boundary features will be retained wherever reasonably possible, subject to the final landscape and arboricultural requirements.

KEY:

Site boundary
Neighbouring property



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SITE PLAN

N

1 0 1

SITE CONSTRAINTS AND OPPORTUNITIES

Constraints

The principal design considerations include:

- the relationship with Windmill Cottage;
- the relationship with neighbouring properties;
- maintaining appropriate privacy;
- avoiding a negative form of development to avoid over-looking/shadows etc.;
- retaining the established garden character;
- respecting existing trees and vegetation;
- providing safe access;
- integrating parking without creating an overly hard-landscaped appearance;
- ensuring appropriate drainage; and
- ensuring that the building remains compatible with the scale and character of Old Mill Place.

Opportunities

The principal opportunities presented by the site include:

- making beneficial use of vacant garden land;
- providing an additional dwelling within an established settlement;
- reinforcing the existing residential character;
- creating a high-quality individually designed home;
- retaining existing landscape features;
- providing additional native planting;
- improving natural biodiversity;
- incorporating sustainable construction measures; and
- providing a dwelling designed to meet modern accessibility and energy-efficiency requirements.

These matters have informed the siting, form, scale and architectural treatment of the proposed dwelling.



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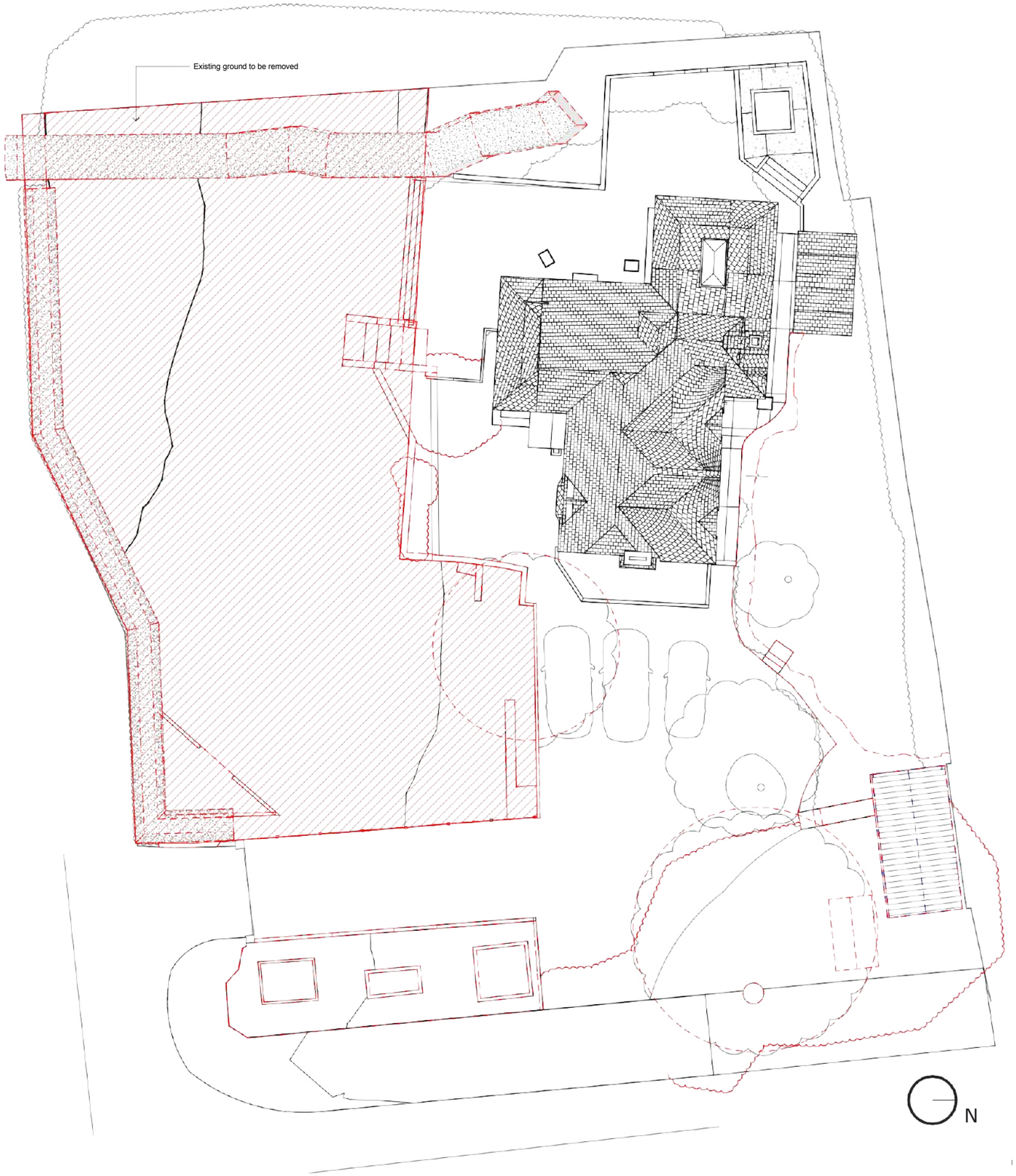
DEMOLITION PLAN

KEY:
Demolition

Ground to be removed



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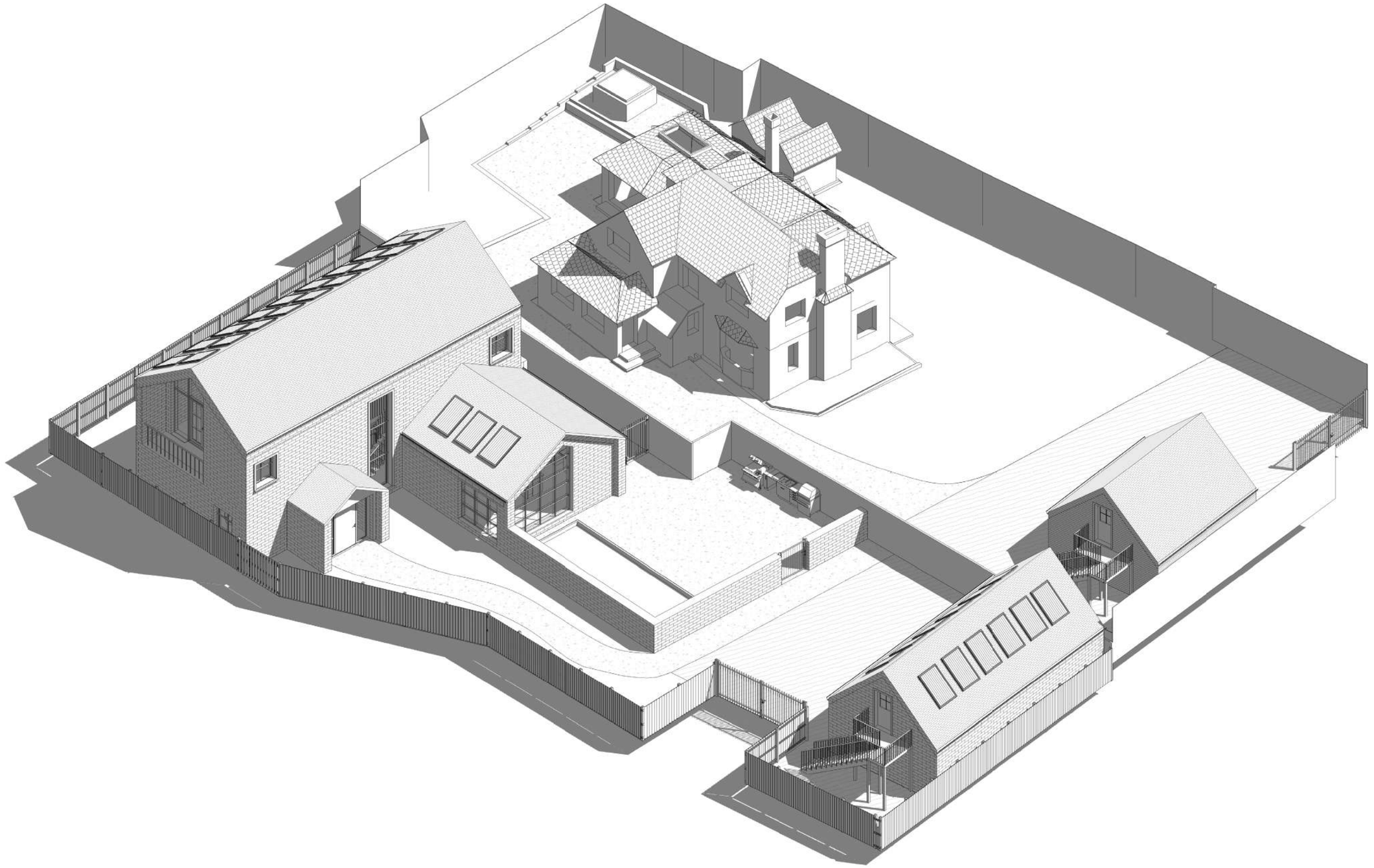
PROPOSAL



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PROPOSAL SUMMARY

The proposal provides a detached two-storey, three-bedroom family dwelling on garden land adjacent to Windmill Cottage, together with Carport A, a private outdoor swimming pool, garden and associated landscaping. Carport B provides garage and storage accommodation for the existing host dwelling.

The dwelling has been designed as a well-proportioned family home, with generous living spaces, bedrooms, circulation and storage developed to meet the relevant Nationally Described Space Standard (NDSS) requirements. The design responds to the existing topography, neighbouring properties and established residential character, with the principal dwelling remaining dominant and the carports and pool visually subordinate.

The proposal has also been developed with regard to Horsham District Council guidance and the Pulborough Design Statement, responding through its domestic scale, pitched roof form, material palette, landscape setting and relationship with neighbouring-properties. Roof-integrated Solar Panels, Air-Source Heat Pumps, EV charging, cycle/refuse storage and permeable surfaces are incorporated as part of the wider sustainability and servicing strategy.



ra.

PROPOSED SITE PLAN



ra.

1 **Site Plan**
1 : 200

N
5 0 5 10 15 20 25
SCALE 1:500 m

LAYOUT

The site layout has been developed to respond to the existing topography, the relationship with Windmill Cottage and neighbour-ing properties, and the need to retain a clear domestic hierarchy across the site.

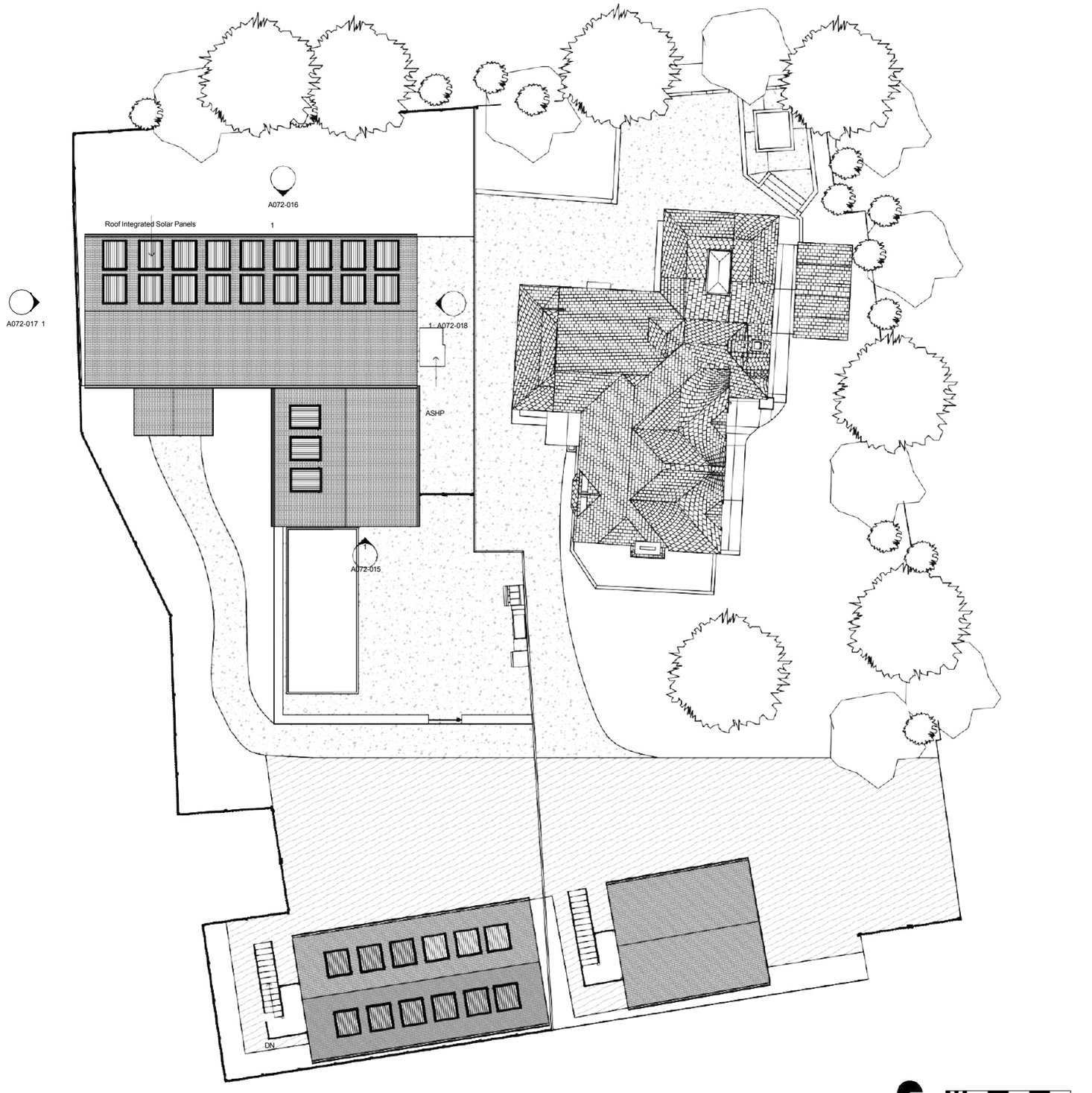
Siting and Massing
The dwelling is set into the existing topography, allowing the building to sit lower within the site and reducing its apparent height and mass in relation to surrounding properties around Old Mill Place.

Fenestration and Privacy
Window placement has been carefully considered to minimise overlooking of neighbouring properties, with larger areas of grazing directed towards the private garden.

Vehicular Access and Parking
The proposal retains the existing access into the site from Old Mill Place, avoiding the need for a new access arrangement. Parking and manoeuvring are accommodated within the site, with Carport A serving the proposed dwelling and Carport B serving Windmill Cottage.

Entrance and Circulation
A clear pedestrian route connects the parking area with the principal entrance and private garden.

Relationship with Neighbours
The position of the dwelling, ancillary buildings and pool has been considered to avoid unacceptable overlooking, enclosure or visual intrusion to neighbouring properties.



1 Proposed Roof Plan
1 : 100

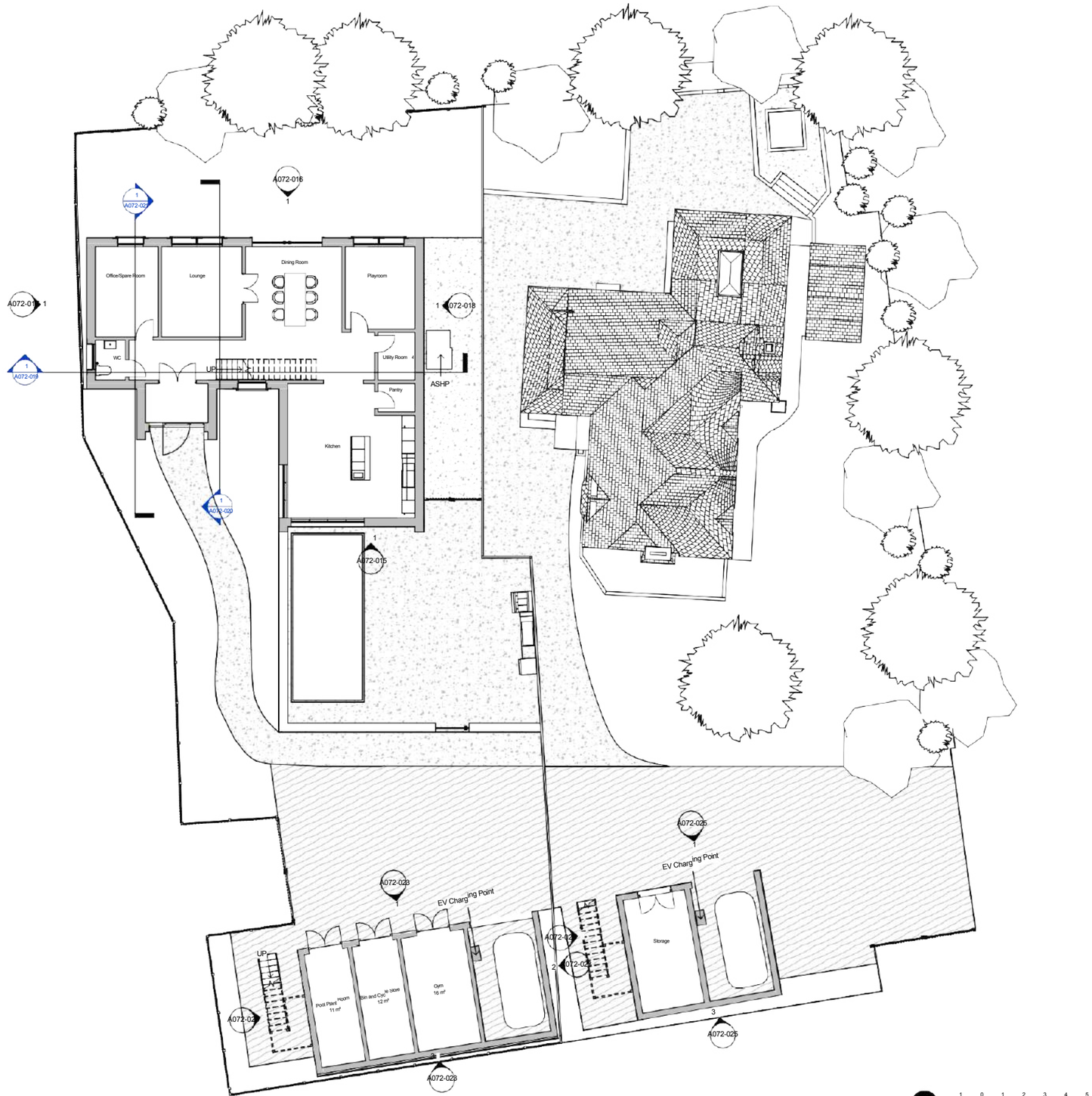
USE

The principal use of the proposal is Use Class C3 – Dwelling-houses.

The proposed detached parking/garage building ‘Carport A’ and swimming pool is ancillary to the principal dwelling and forms part of the private residential curtilage.

The swimming pool is intended solely for use by the occupants of the dwelling and their domestic guests.

The detached parking building ‘Carport B’ provides private off road parking and associated domestic storage for the host dwelling (Windmill Cottage).



1 **Proposed Ground floor**
1 : 100

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AMOUNT

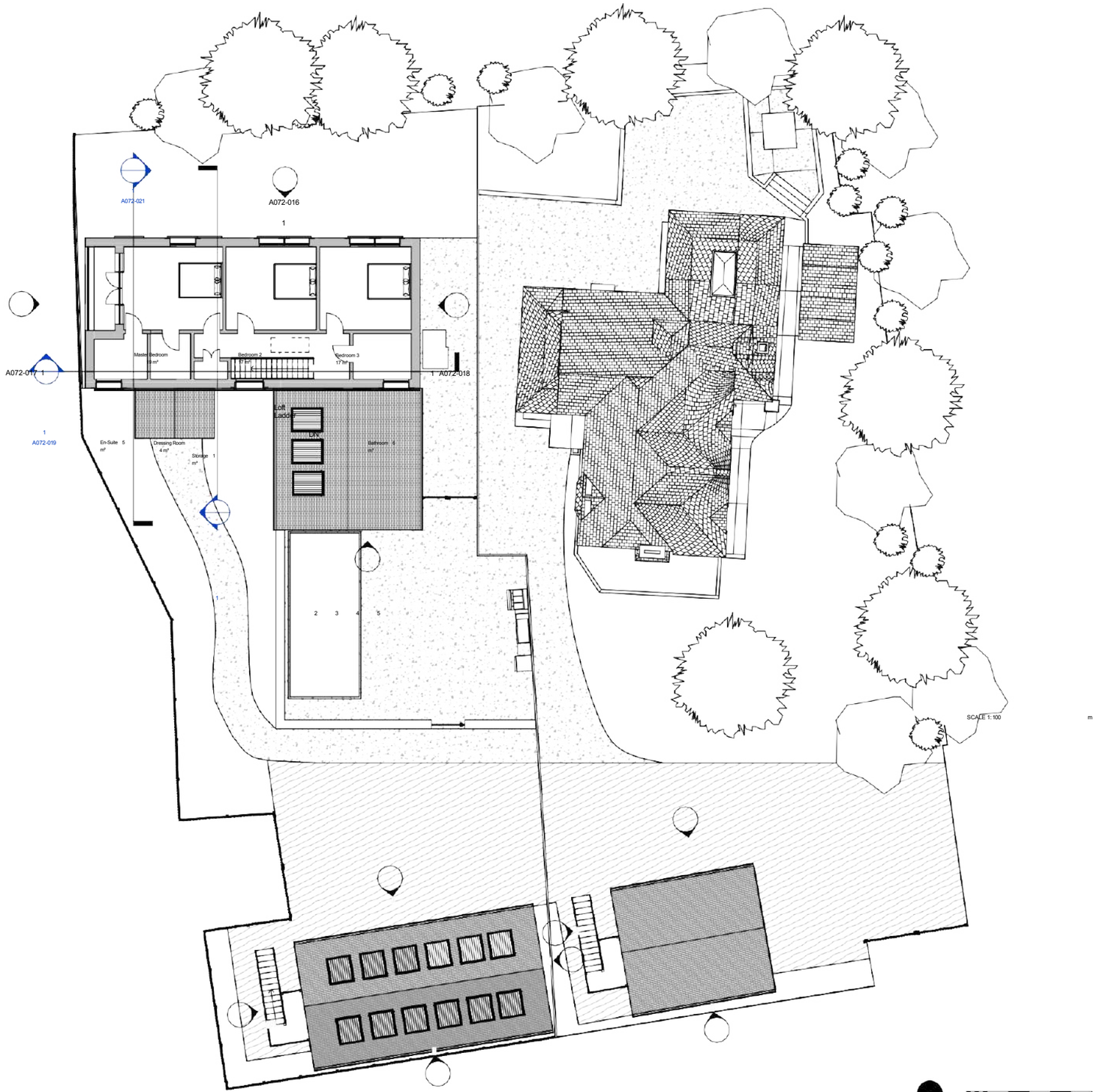
The proposal comprises a single detached two-storey, three bedroom dwelling, together with ancillary Carport A, a private outdoor swimming pool and associated parking, landscaping and garden. Carport B provides separate garage and storage accommodation for the existing host dwelling.

The proposed development comprises the following areas:

Principal Dwelling
Ground Floor GIA:
First Floor GIA:
Loft GIA:
Total GIA:

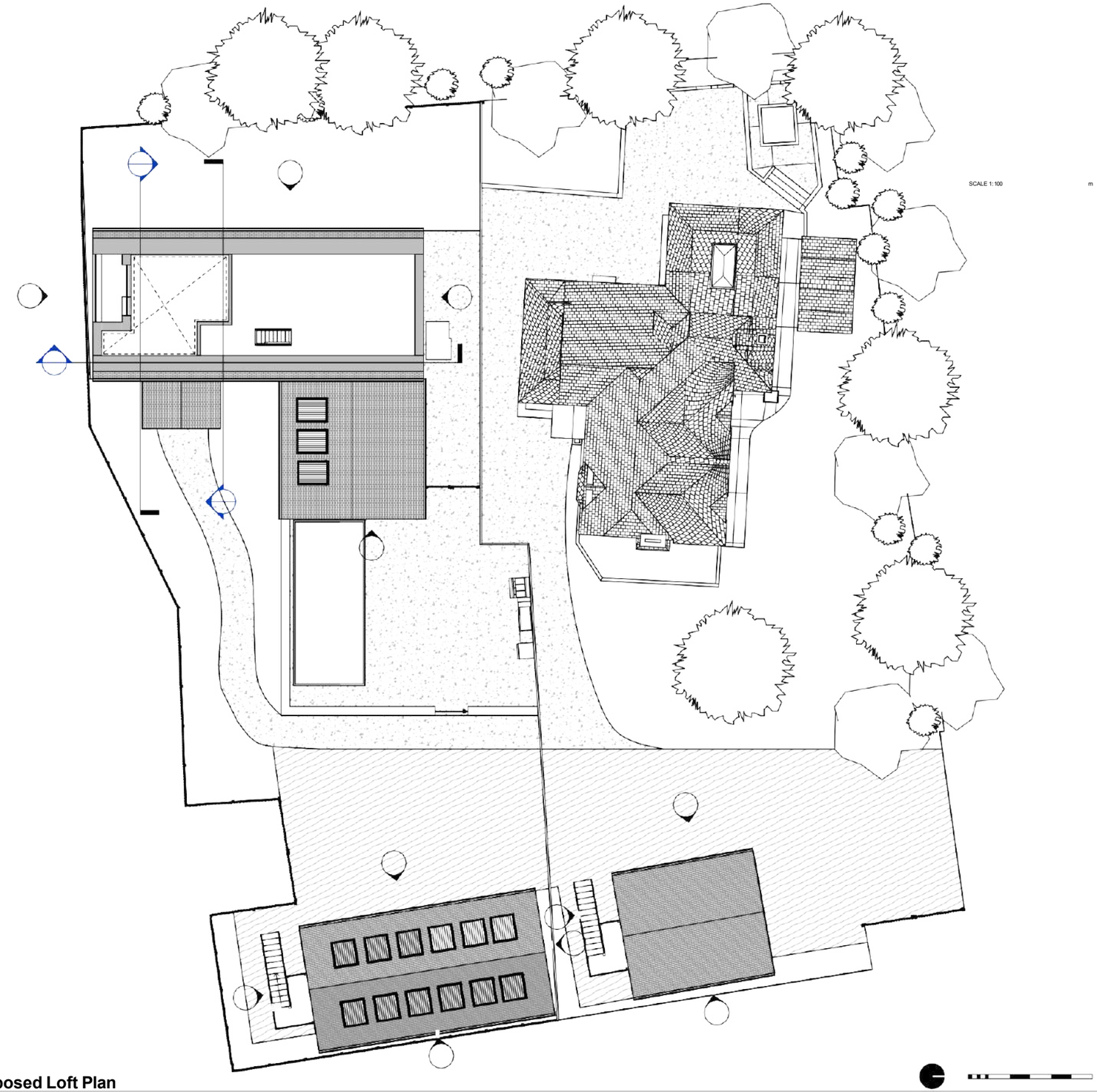
Carport A
Ground Floor GIA
Loft Studio GIA:
Total GIA:

Carport B
Ground Floor GIA:
Loft GIA:



1 Proposed First Floor
1 : 100

PROPOSED LOFT PLAN



1 **Proposed Loft Plan**
1 : 100

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APPEARANCE, PRECEDENTS AND INSPIRATION













Examples of material finishes and colour, texture palette to inspire proposed design

SCALE, FORM AND MASSING

The principal dwelling remains the dominant built form within the site.

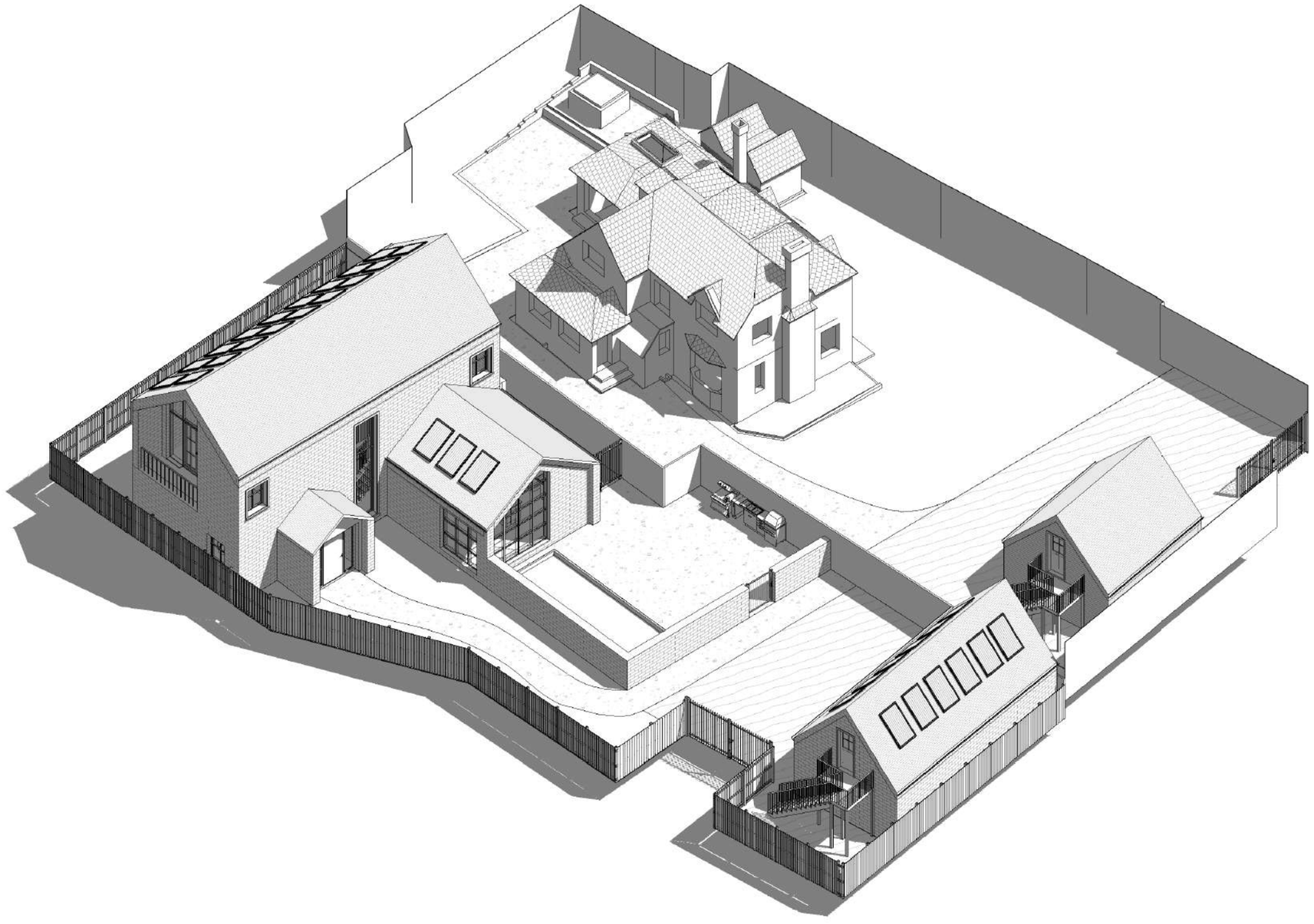
Taking advantage of the site's changing levels, the dwelling has been set down into the slope to reduce its perceived height and maintain an appropriate relationship with the neighbouring context.

Its apparent mass is further reduced by the single-storey kitchen wing, which steps down towards the garden.

The detached parking and garage buildings are deliberately subordinate and designed to read as ancillary domestic outbuildings, with their height, footprint and roof form proportionate to the principal dwelling and surrounding garden structures.

The swimming pool is positioned predominantly at garden level, with associated plant and equipment carefully located and screened, resulting in a low visual profile and limited impact on the perceived built scale of the development.

The proposal therefore maintains a clear hierarchy of built form across the site.



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MATERIAL STRATEGY

The proposed material palette takes a contemporary approach to Pulborough's historic character, drawing inspiration from the area's traditional stone and masonry buildings, local stone porches, historic bridge structures, light natural tones and pitched roof forms. The materials create a coherent architectural language across the dwelling and ancillary buildings, while allowing the main house to remain the principal focus of the development.

Proposed materials include:

Rustic light-grey masonry to the principal dwelling and selected ancillary elements.

Grey slate roof tiles to the pitched roofs.

Dark powder-coated aluminium Crittall 'style' windows and doors.

Black gutters and downpipes to coordinate with the dark-framed openings.

Complementary masonry, metal and timber finishes to the carports and ancillary structures.

Durable complementary finishes to the pool surround and associated hard landscaping.



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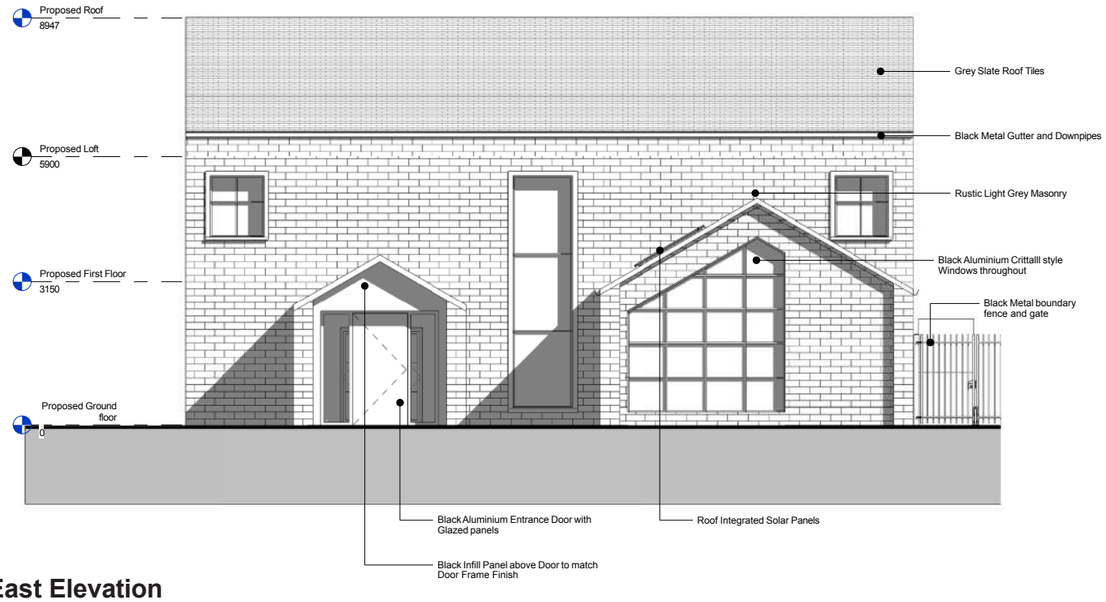
PROPOSED ELEVATIONS



East Elevation



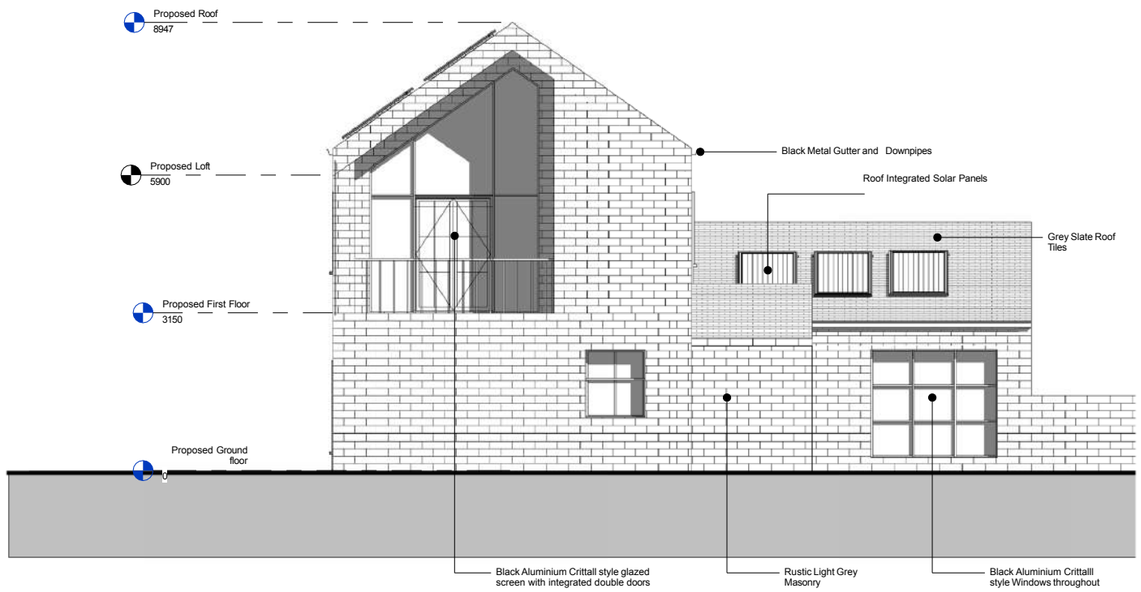
West Elevation

0.5 0 0.5 1 1.5 2 2.5
SCALE 1:50 m

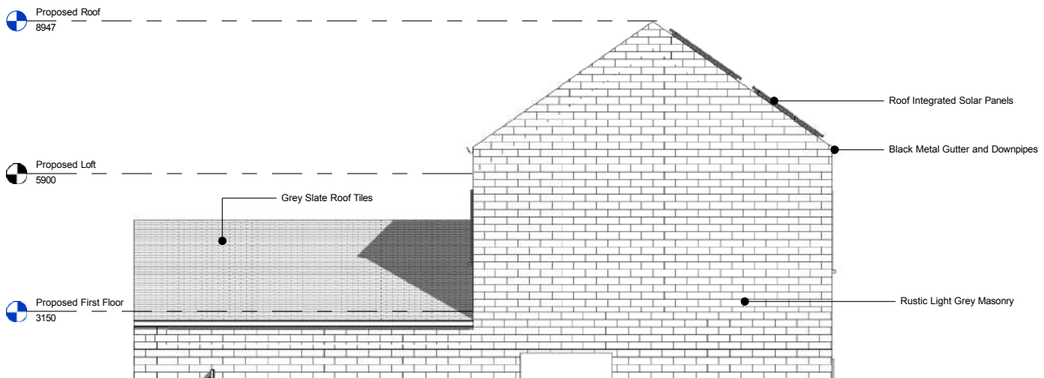


ra.

PROPOSED ELEVATIONS



South Elevation

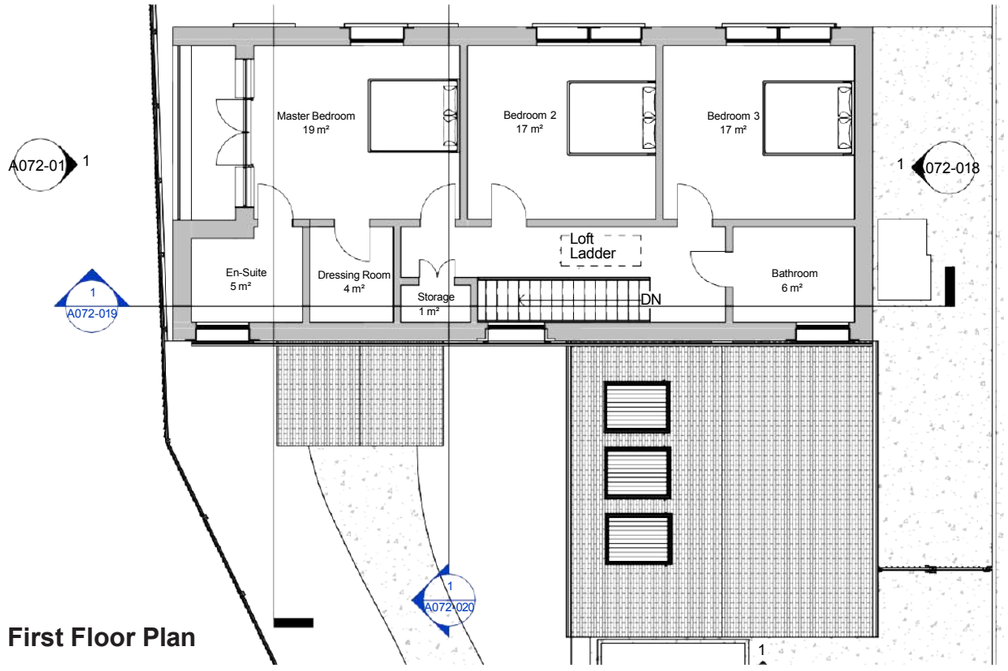




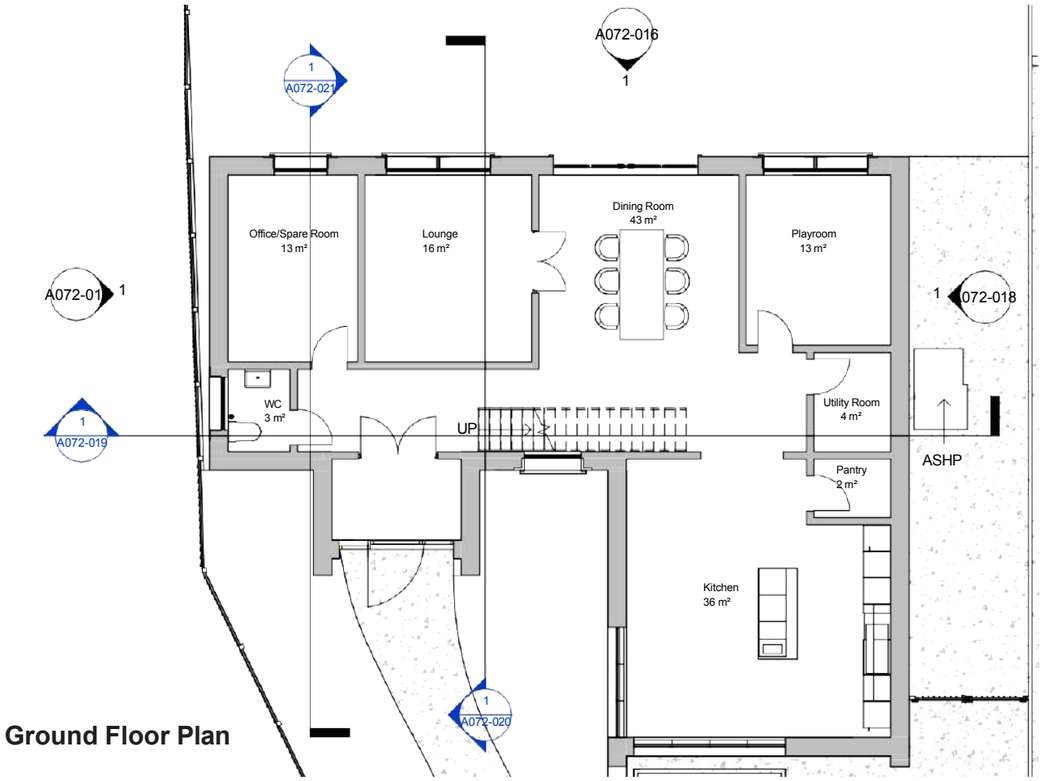
PROPOSED FLOOR PLANS

The internal layout has been designed to meet the needs of the family, providing generous living spaces, well-proportioned bedrooms, clear circulation and integrated storage to support comfortable long-term family living.

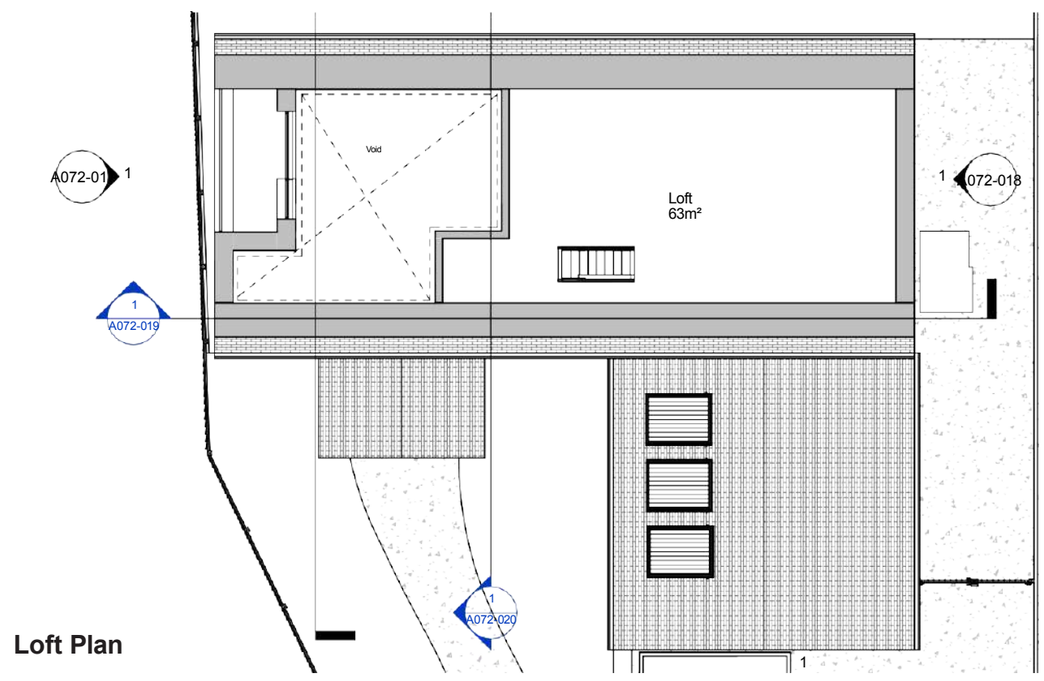
The dwelling has been designed to meet the relevant Nationally Described Space Standard (NDSS) requirements and Horsham District Council design guidance for a three-bedroom dwelling.



First Floor Plan

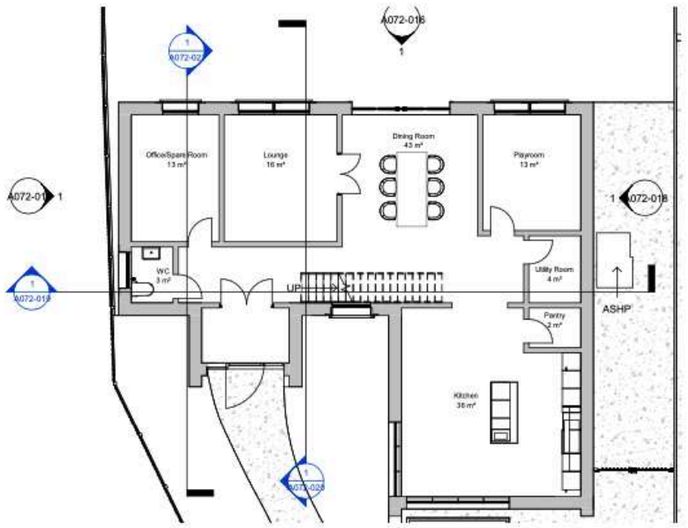


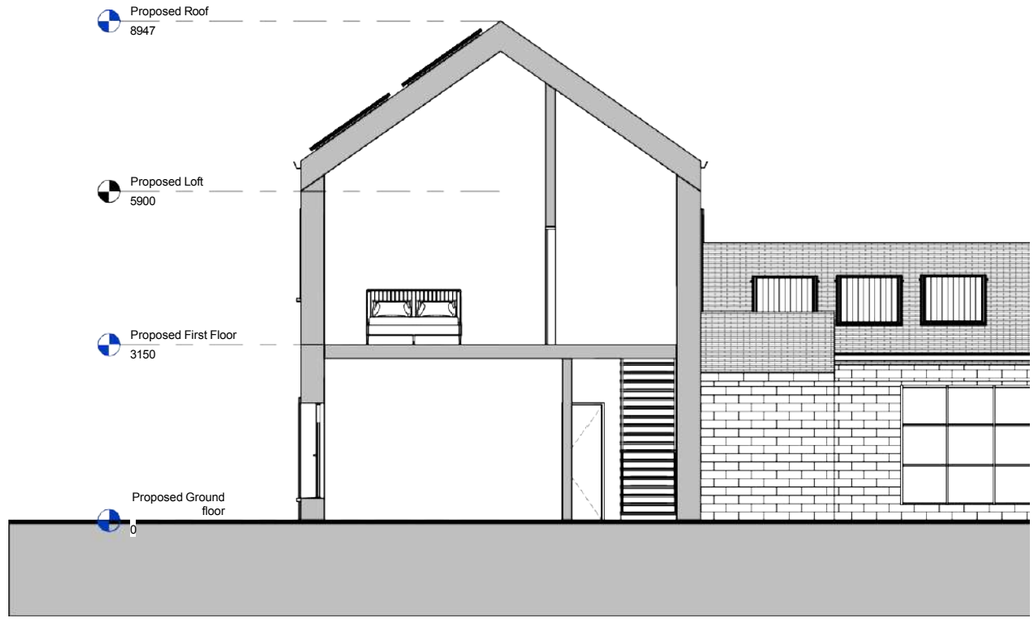
Ground Floor Plan



Loft Plan

PROPOSED SECTIONS





North Section

South Section through the Loft

West Section

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PROPOSED INTERNAL AXONOMETRICS





First Floor Axonometric

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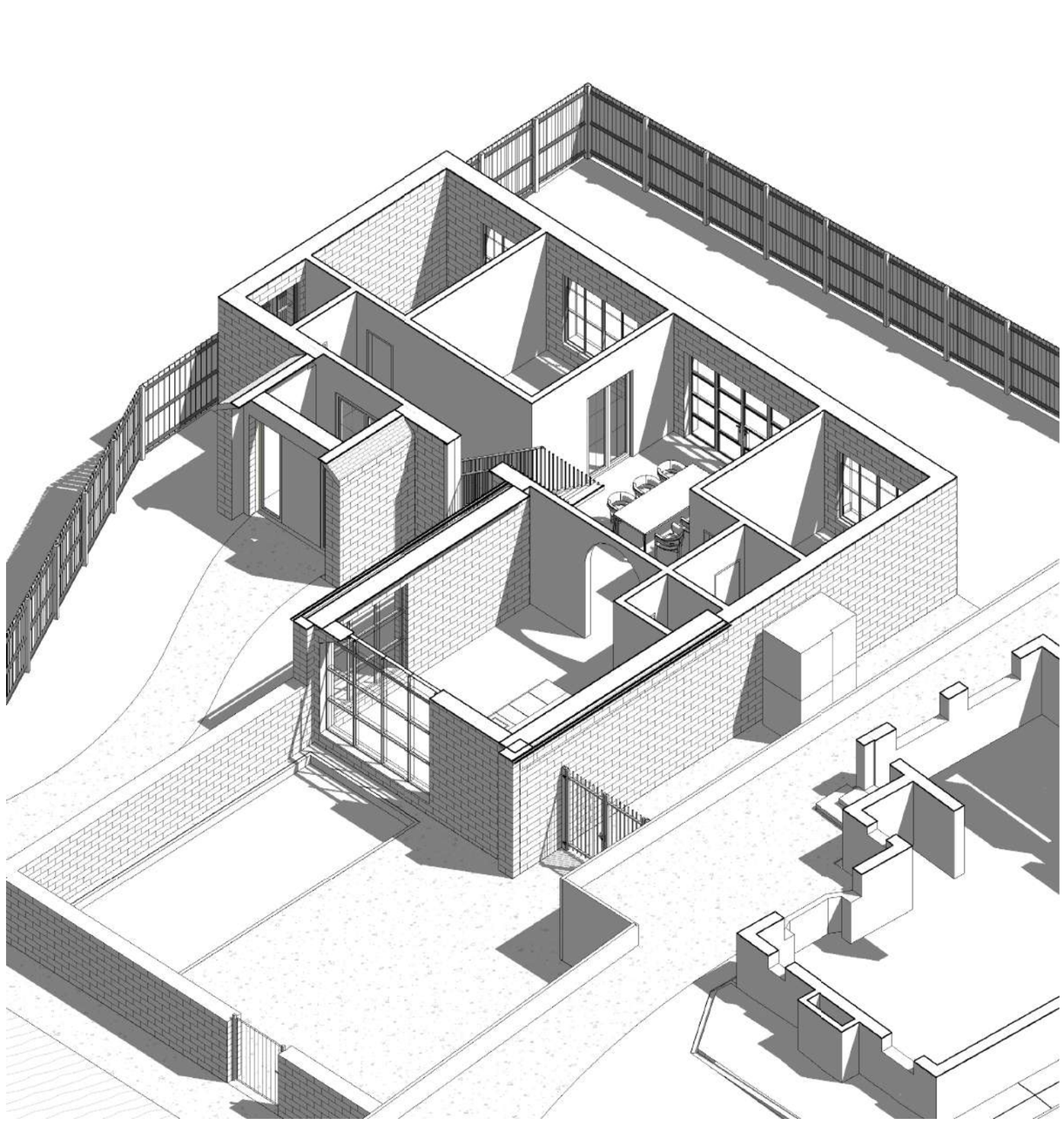

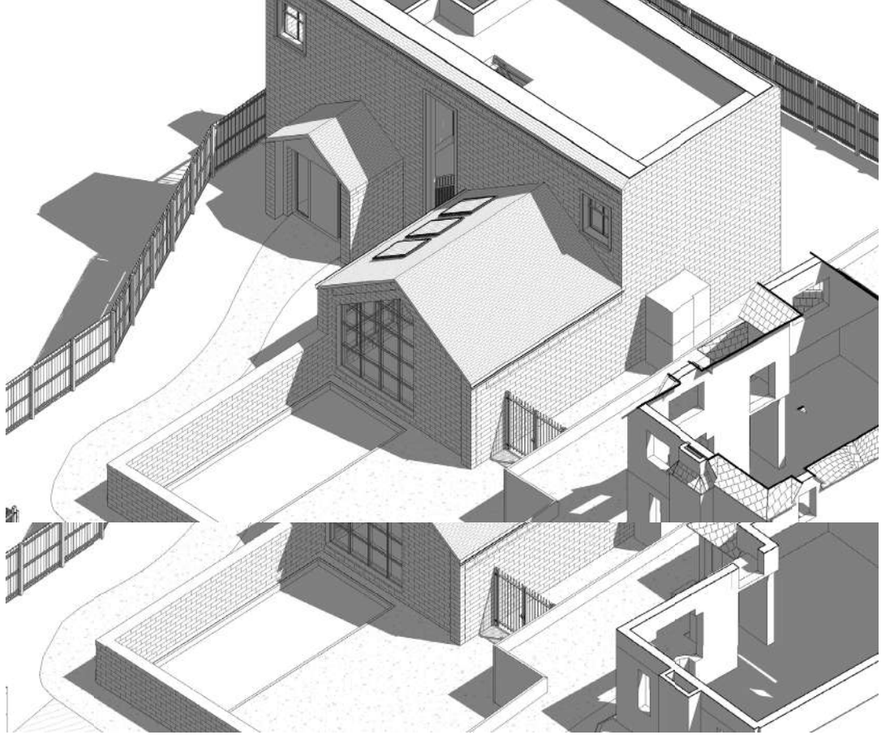

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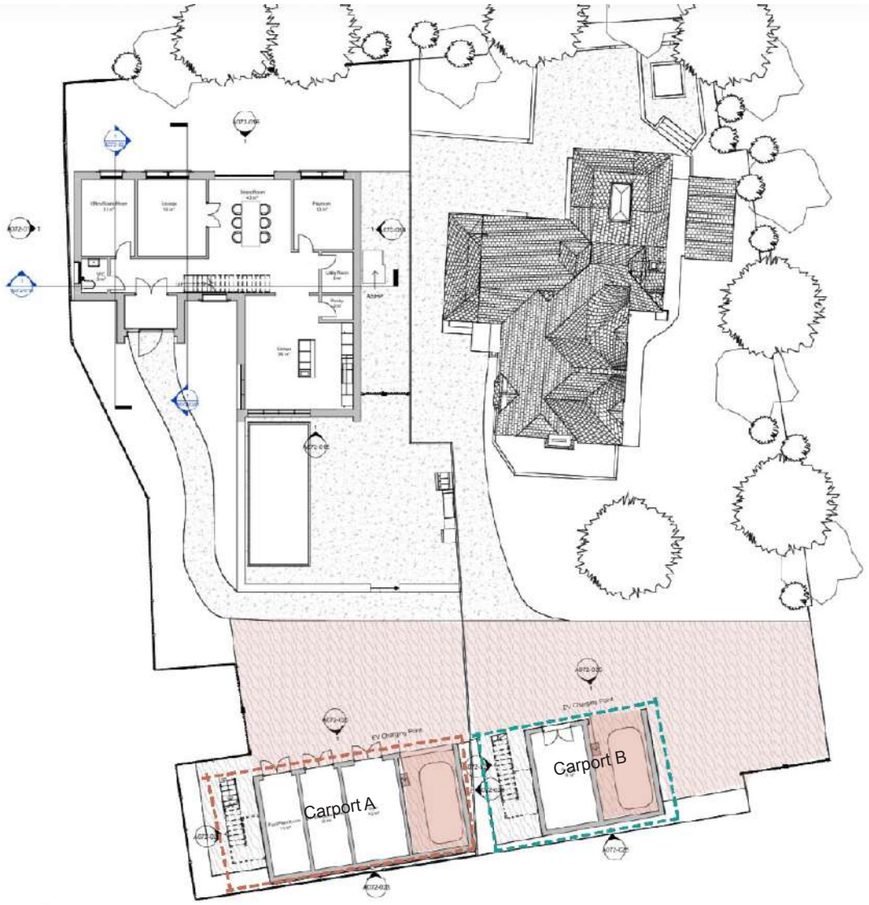
PROPOSED CARPORTS

Carport A provides parking and ancillary domestic facilities for the proposed dwelling, including bin and cycle storage, pool plant, gym and loft studio.

Carport B provides parking and storage for the existing host dwelling and remains ancillary.



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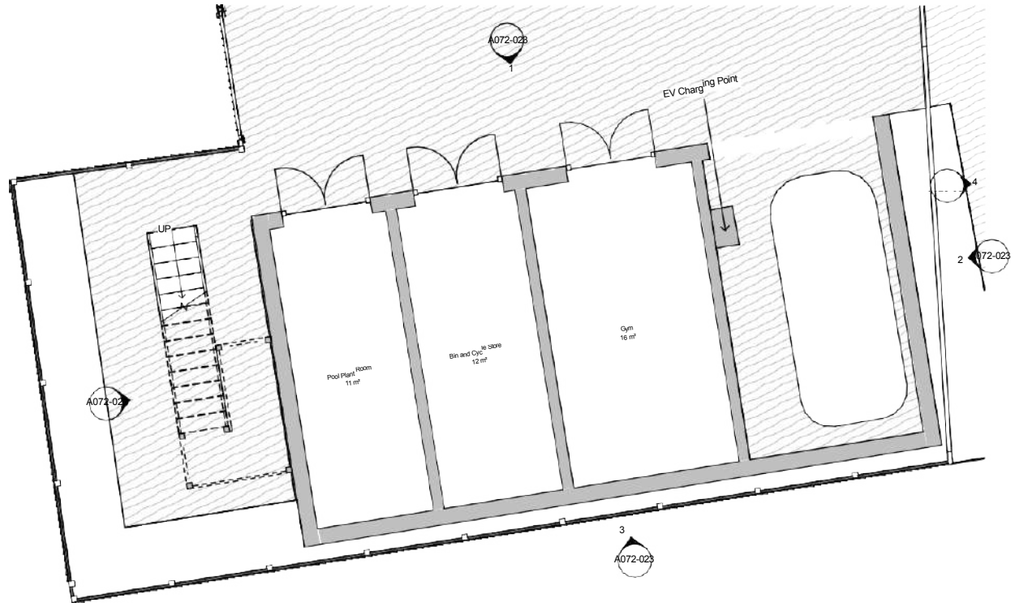
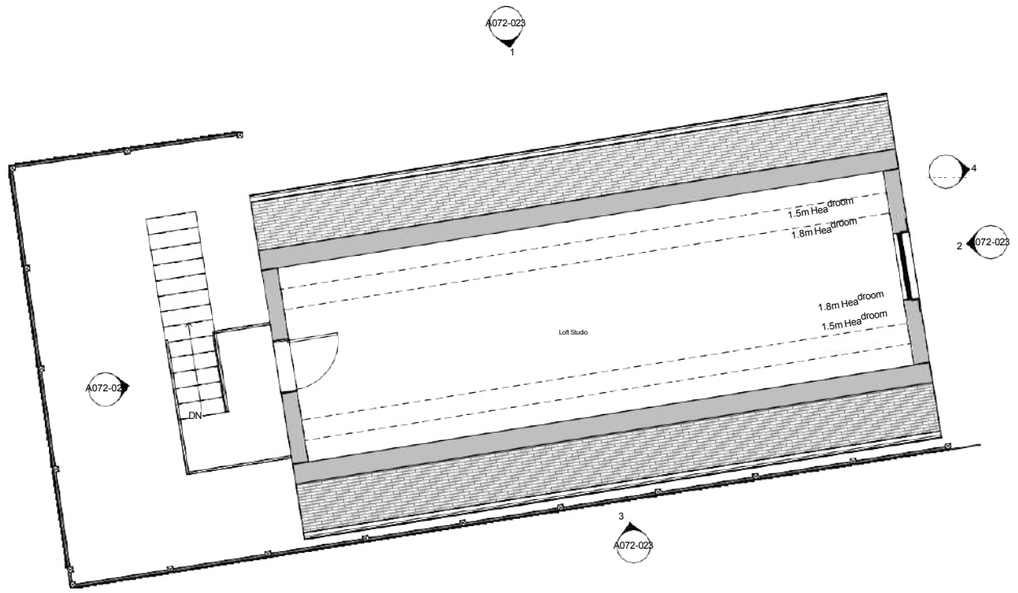
CARPORT A PROPOSED PLANS



1 Carport A Ground Floor
1 : 50



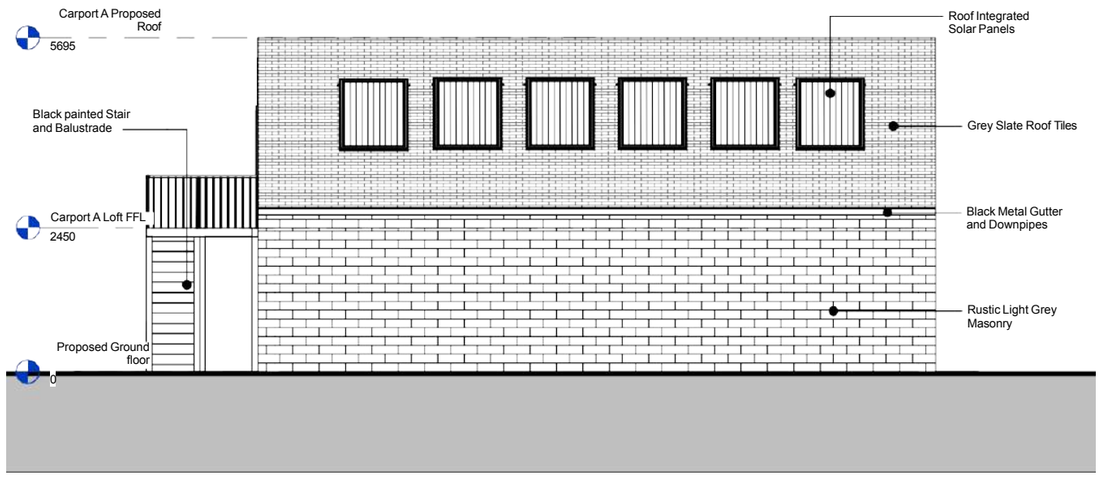
2 Carport A Loft FFL
1 : 50

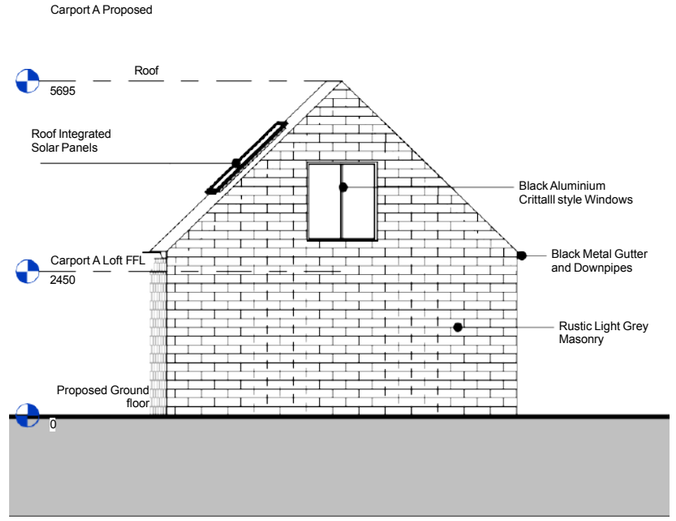
CARPORT A ELEVATION



1 Carport A - West Elevation

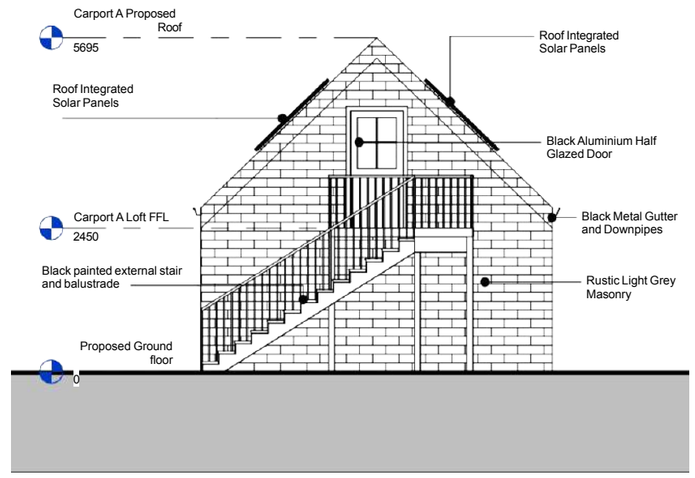
1 : 50





2 Carport A - North Elevation

1 : 50

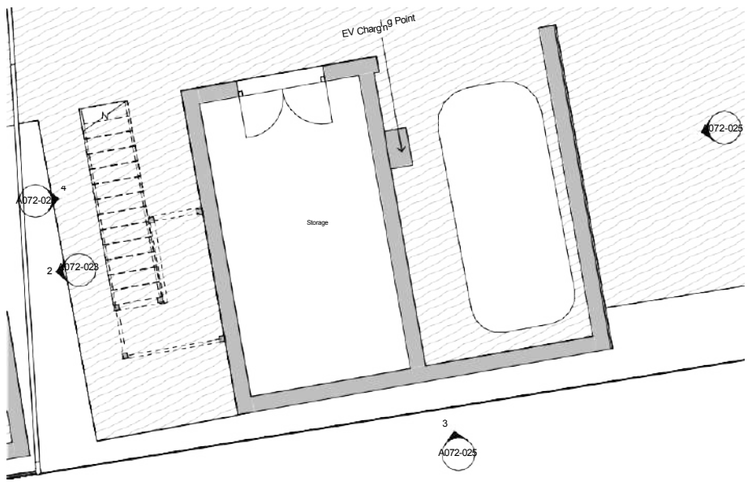


3

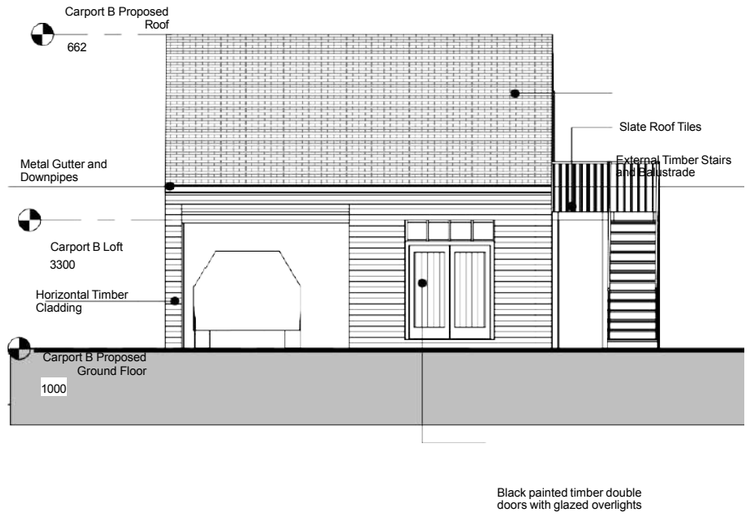
4 **Carport A - South Elevation**
1 : 50

0.5 0
0.5 1 1.5 2 2.5
N
SCALE 1:50
m

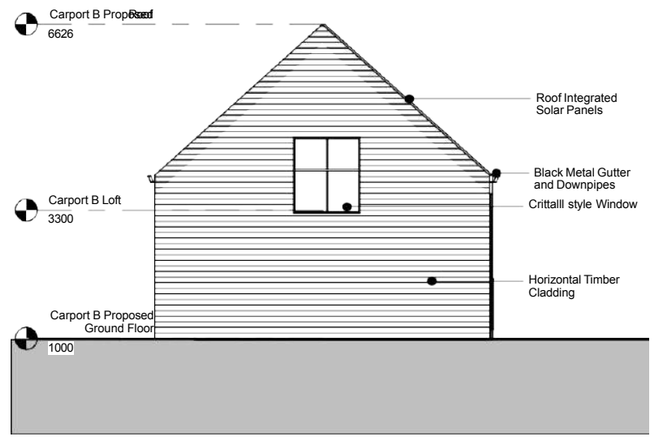
CARPORT B PROPOSED PLAND AND ELEVATION



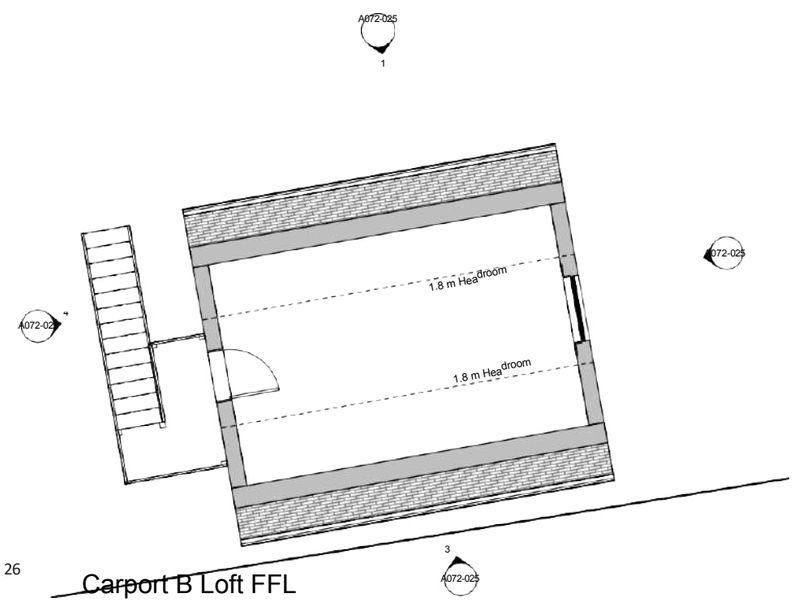
1 **Carport B Ground Floor**
1 : 50



1 **Carport B West Elevation**
1 : 50



2 **Carport B North Elevation**
1 : 50



Carport B Loft FFL

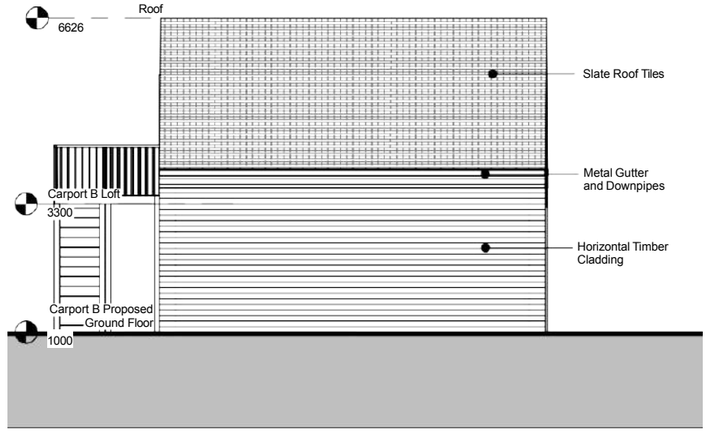
Carport B Proposed

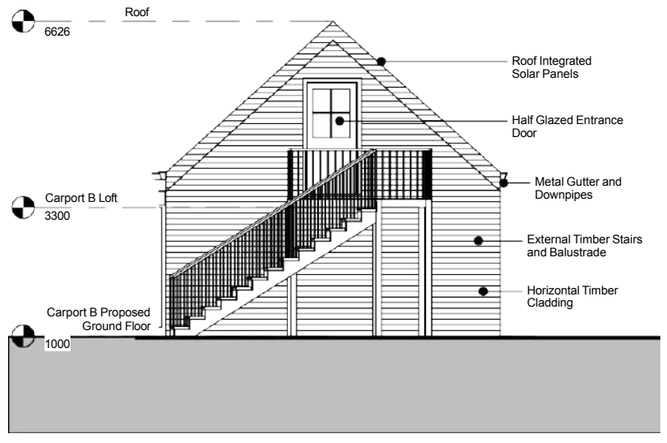
Carport B - East Elevation

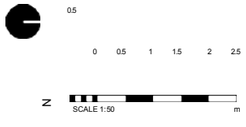
Carport B Proposed

Carport B - South Elevation

CARPORT A ELEVATION







ACCESS, PARKING AND MOVEMENT

The proposal retains the existing access arrangements from Old Mill Lane, allowing both the proposed dwelling and Windmill Cottage to continue using their established access points without altering the existing street arrangement.

Vehicular Access and Parking:

All parking is contained within the site, with Carports A and B providing dedicated off-street parking. Hardstanding and manoeuvring areas allow vehicles to access the carports, turn within the site and leave safely, avoiding reliance on on-street parking.

Pedestrian Access:

A clear pedestrian route connects the driveway and parking areas with the principal entrance to the dwelling.

Garden and Pool Access:

The rear garden is accessed directly from the rear entrance of the dwelling. The swimming pool can be accessed from the front garden through a gate and also from the rear garden.

EV Charging:

EV charging provision is incorporated within the parking area.

Dwelling Main Entrance

CARPORT A ELEVATION

Resident’s Entrance Vehicular Access

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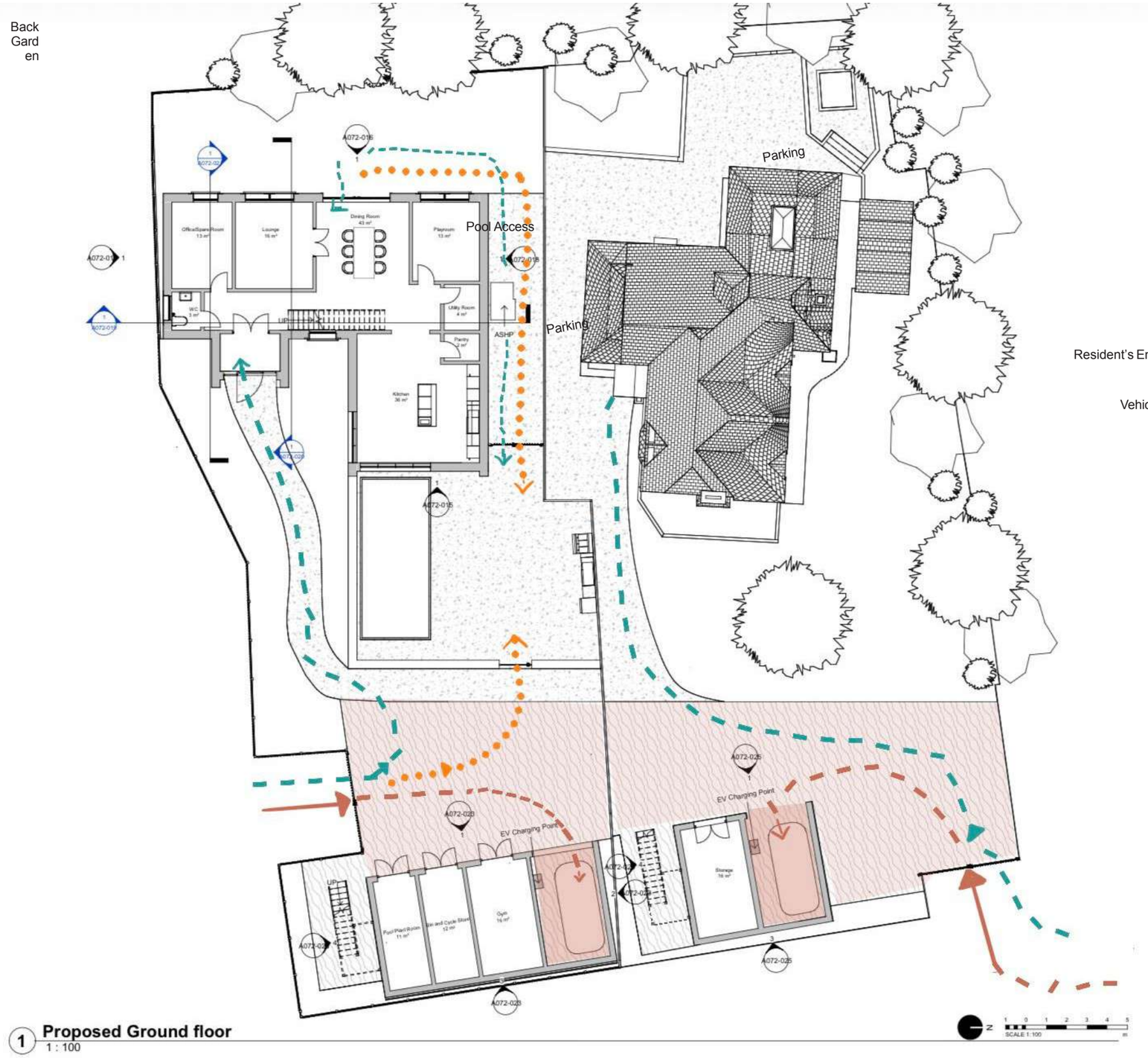


1 **Proposed Ground floor**
1 : 100

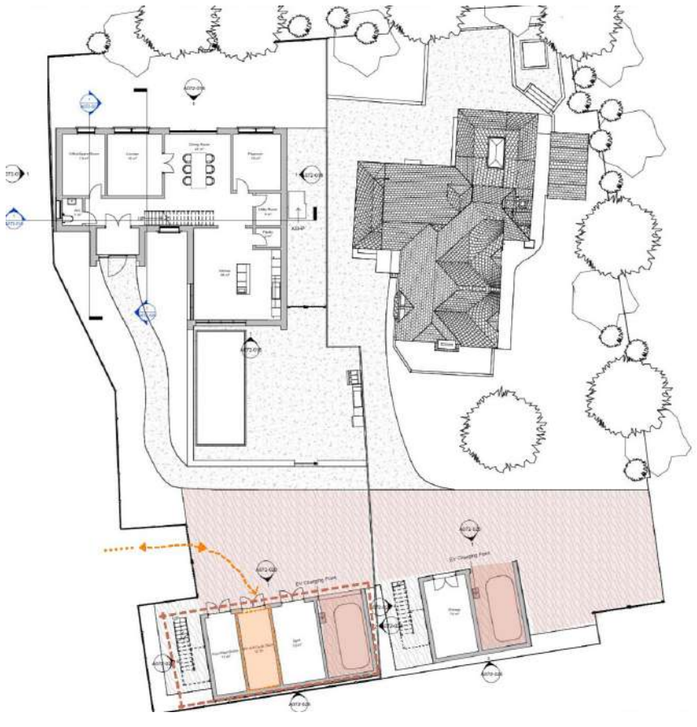
CYCLE AND REFUSE STORE

Secure and covered cycle and refuse storage is provided within the dedicated bin and cycle store in Carport A, with convenient external access.

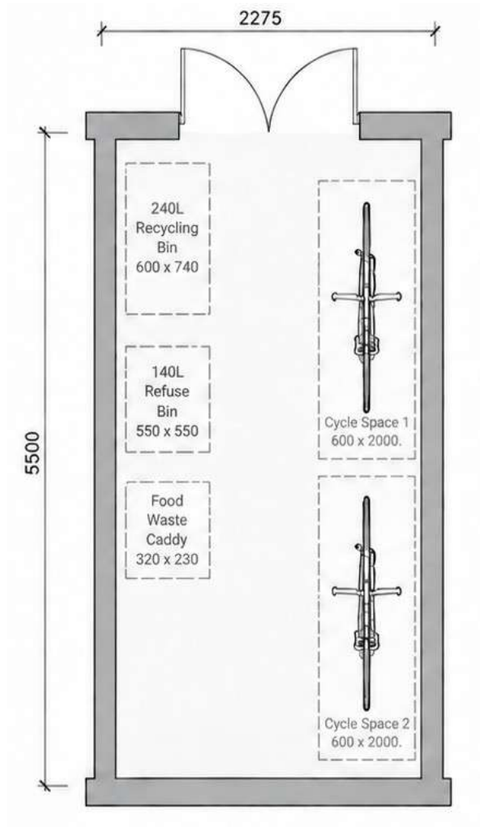
The store accommodates dedicated **recycling, refuse and food-waste containers**, together with **two secure cycle spaces**, allowing bins and cycles to be accessed without obstructing pedestrian or vehicle movement.

On collection days, refuse containers can be moved to the designated collection point at the site boundary and returned to the store following collection.

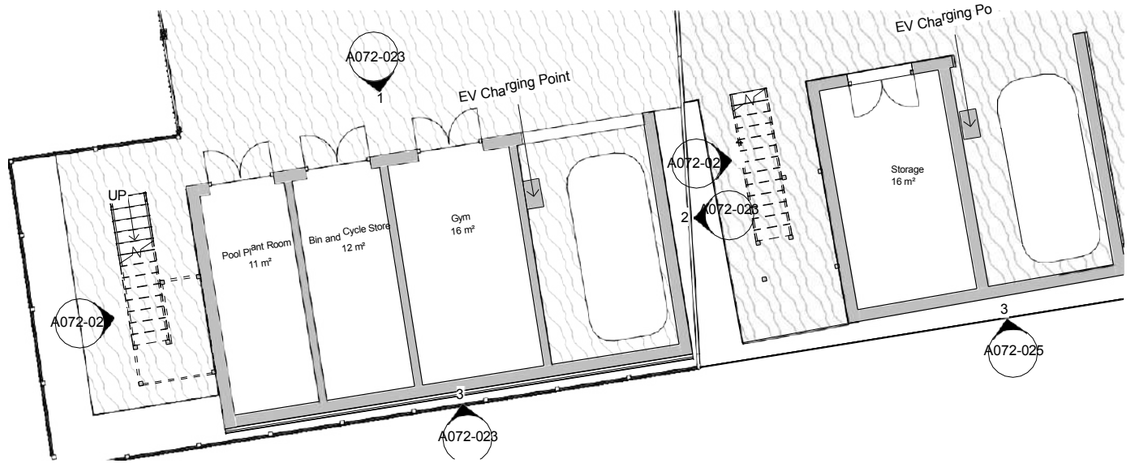
The overall provision has been designed to meet Horsham District Council requirements for residential cycle and refuse storage.







Indicative Cycle and Refuse Store Layout



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LANDSCAPE STRATEGY AND BOUNDARY TREATMENT

The landscape strategy ensures that the proposal retains the character of a landscaped residential garden, with planting used to soften the dwelling, parking building, pool and associated hard landscaping.

Existing Vegetation

Existing trees, hedges and vegetation will be retained where practicable, with replacement planting provided where removal is necessary.
Screening
New planting will provide screening and visual softening around:

the dwelling;

detached parking building;
driveway and parking areas;
swimming pool;
pool plant/equipment; and
site boundaries.

Planting will reinforce the existing green character of the site.

Pool Landscape

The swimming pool will be integrated within the garden through surrounding planting and a proportionate area of hard landscaping, while maintaining sunlight and usability.

Parking Landscape

Soft landscaping will reduce the visual impact of the driveway, parking building and parked vehicles. Permeable surfacing or other appropriate drainage measures will be used where feasible.



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SUSTAINABILITY

The proposed development incorporates a range of sustainable design measures to reduce energy demand, improve energy efficiency and minimise its environmental impact. Key sustainability measures include:

- **Renewable Energy Production: Roof integrated solar panels** are proposed to harness renewable solar energy and generate electricity for use within the dwelling. Sited to roof of both Main Dwelling and Carport/s

- **Passive Solar Design:** The arrangement of windows and glazed openings has been designed to optimise natural daylight within the dwelling, reducing reliance on artificial lighting and contributing to comfortable internal living spaces.

- **High-Performance Building Fabric:** The dwelling will incorporate high levels of insulation, energy-efficient glazing and a carefully detailed building envelope to minimise heat loss and reduce overall energy demand. The building will achieve a high level of thermal performance in accordance with current Building Regulations.

- **EV Charging:** An electric vehicle charging point will be incorporated within the parking area to support the use of electric vehicles.

- **Efficient Heating and Cooling:** Heating and hot water will be provided through an **Air-source Heat Pump**, using energy from the ambient air to provide an efficient, low-carbon alternative to conventional fossil-fuel heating.

- **Swimming Pool Efficiency:** The private swimming pool will be designed to minimise unnecessary energy and water consumption through efficient pumps and filtration systems, together with measures to reduce heat and evaporation losses where appropriate.

- **Sustainable Drainage:** Areas of hardstanding will be kept to the minimum necessary, with permeable surfacing and appropriate sustainable drainage measures incorporated where practicable to reduce surface-water run-off.

- **Landscape and Biodiversity:** Existing trees, and vegetation will be retained wherever practicable, with native planting introduced where appropriate to reinforce the existing garden character and support biodiversity.



Aerial View
Proposed Site in Context



Rear view of Proposed Dwelling



Integrated Solar Panels



Air source heat pump



EV Charging Port

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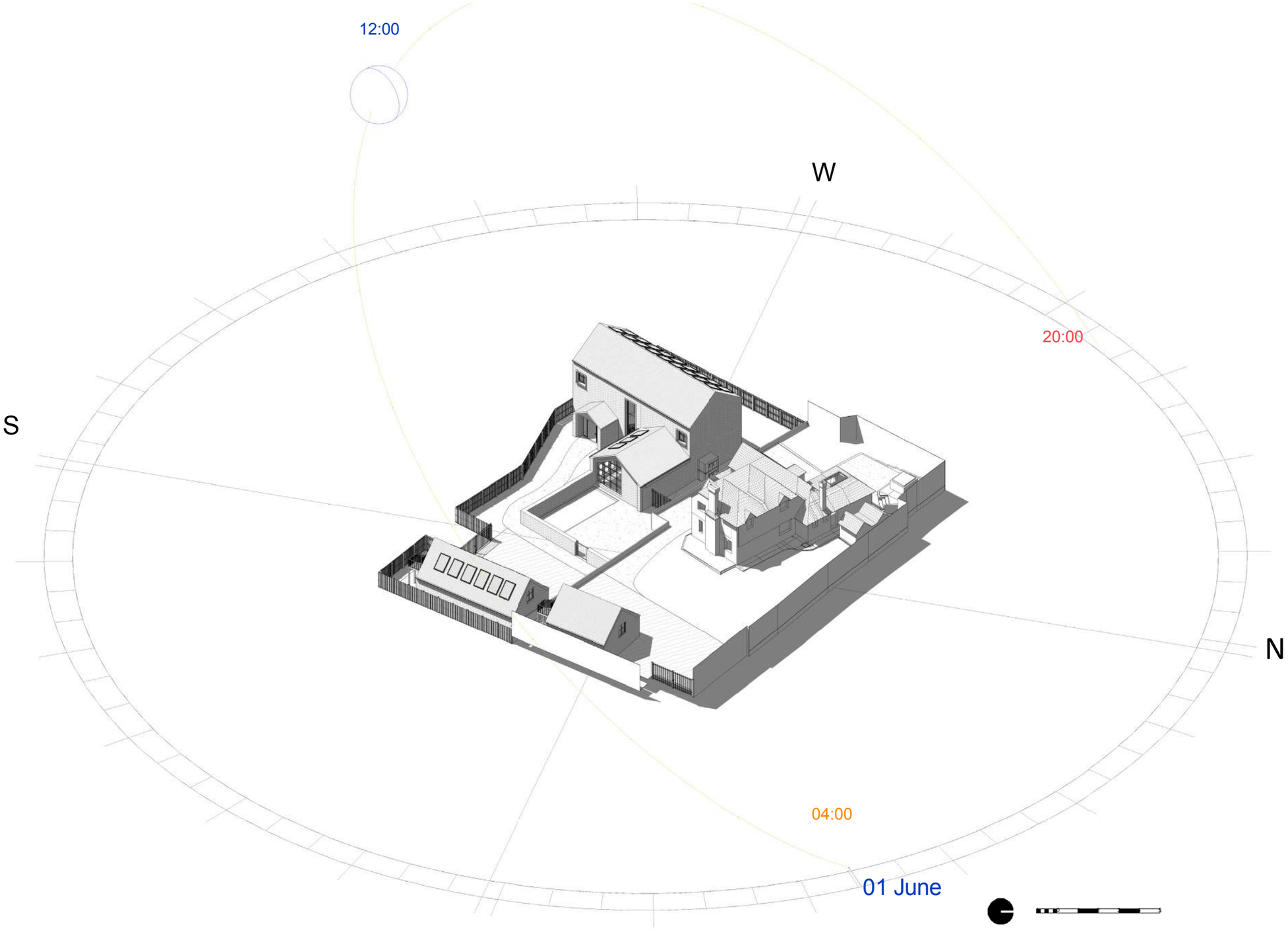
SUN PATH DIAGRAM



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PROPOSED FRONT ENTRANCE VIEW



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PROPOSED FRONT ENTRANCE VIEW



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PROPOSED SOUTH EAST RENDERED VIEW



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PROPOSED SOUTH WEST RENDERED VIEW



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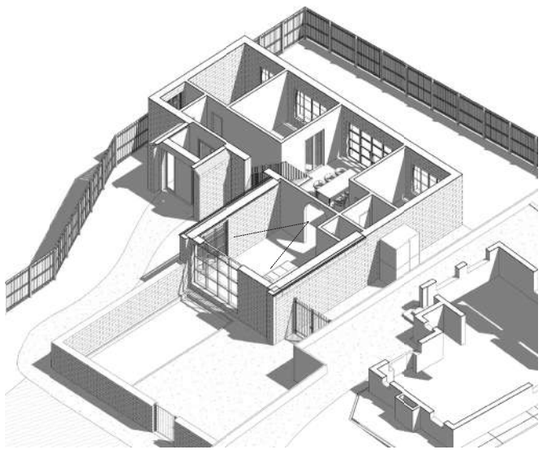
PROPOSED INTERNAL VIEWS AND SPATIAL QUALITY





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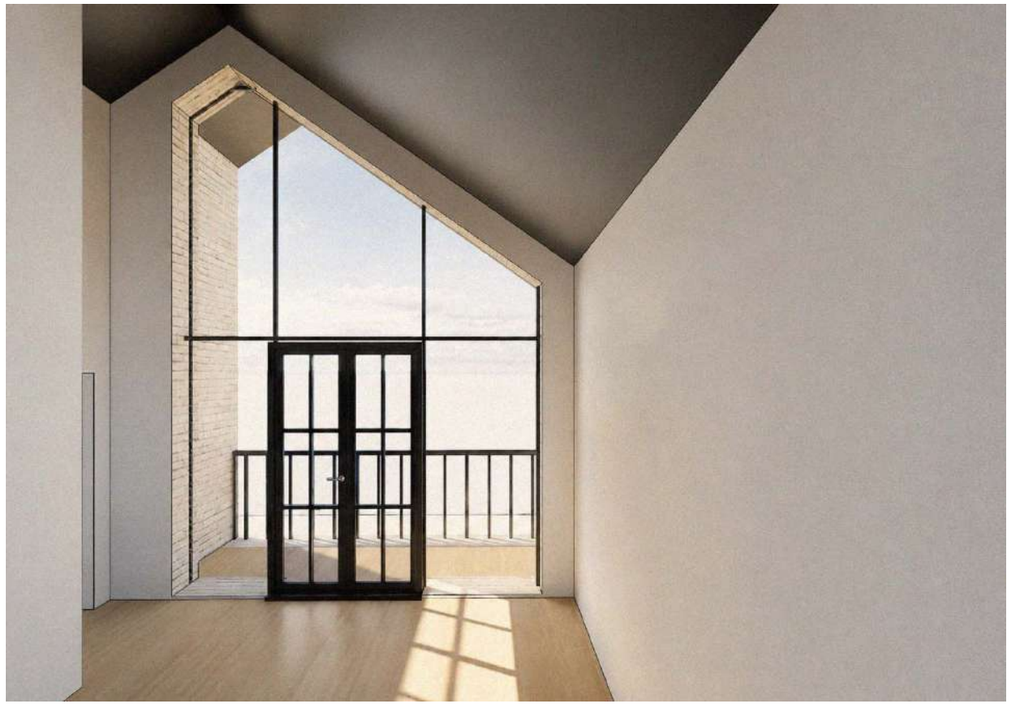
PROPOSED INTERNAL VIEWS AND SPATIAL QUALITY









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PROPOSAL SUMMARY

The proposal provides a three-bedroom family dwelling for the host properties extended family, to allow them to own their own private residential dwelling next to their relations. The design of the new dwelling has been carefully formed in respect of the host dwelling in terms of views, privacy to provide a new family dwelling with associated modern standard living domestic facilities, a private open swimming pool and landscaped garden, with Carport A providing garage and storage, with including Carport B providing smaller garage and storage or the existing host dwelling Windmill Cottage

The design has been considered in relation to local character, scale and massing, topography, landscape, residential amenity, privacy, access, parking and sustainability. The accommodation has been designed to meet the relevant NDSS requirements, while the wider architectural approach responds positively to Horsham District Council guidance and the locally specific principles of the Pulborough Design Statement.

The principal dwelling utilises vacant garden space within the proposed landscaped garden setting. Renewable energy measures providing sustainable opportunities through PV panels, EV charging, cycle and dedicated refuse storage, along with permeable surfaces and appropriate planting are integrated within the overall site to create a natal and complimentary addition to the street scene.

Overall, the development provides a coherent family home that responds positively to its site and surrounding residential context while retaining the character of a beautiful landscaped detached residential property.



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