PLANNNING STATEMENT



Conversion of garage into home office at

12 Hedgelands,
Billingshurst,
West Sussex,
RH14 9XS

Mr B Stratton

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1.0 Introduction

1.1 This Planning statement is prepared on behalf of Mr Stratton, in support of his application Ref. DC/25/0912 to convert the existing garage at his dwelling known as 12 Hedgelands, Billingshurst into home office accommodation and a garden room.

1.2 The purpose of this statement is to introduce the proposals to Horsham District Council in the context of relevant local and national planning policy, and the planning history of the site. In addition to this statement, the application is accompanied by the following:

- Application form (already received by Horsham District Council)
- Existing Site and Location Plans
- Existing Ground Floor and Garage plans
- Existing Elevations
- Proposed Site and Location Plans
- Proposed Ground Floor Plan
- Proposed Elevations
- Proposed Section

2.0 Site Description

2.1 12 Hedgelands is a three bedroom semi-detached residential property constructed as 'Plot 24' as part of a wider residential development carried out by housing developer A2Dominion Developments Ltd.

'Development of the land south of Marringdean Acres so as to accommodate 51 dwellings together with associated access road, car parking, landscaping and open space'

2.2 The site includes a 10.6m long driveway and an existing attached garage. Vehicular access is via Hedgelands (A section of Hedgelands shared only with its neighbouring property). The site is bounded by landscaping to the front (East Side) and garden fencing to the rear (West Side)

2.3 The site is bounded to the South side by a 1.2m private side access path to the garden and garden fencing. To the North Side there is a garden fence to the boundary with the neighbouring property.

2.4 The site is located approximately 800m South West of central Billingshurst. Described as a 'large village and civil parish in Horsham District of West Sussex'.

3.0 Planning History

3.1 A pre- application enquiry was made by Mr Stratton in April 2025 ref PE/25/0065 and the feedback from the planning officer stated thus:

'The dwellinghouse and associated garage at 12 Hedgelands were constructed as Plot 24 as part of a wider residential development carried out by housing developer A2Dominion, permitted under planning consent DC/16/0274. Planning condition 6 of DC/16/0274 states that:

Regulatory condition: Notwithstanding the provisions of the Town and Country Planning Act (General Permitted Development) (England) Order 2015 (as amended) (or any Order revoking or re-enacting that Order with or without modification), all garages, driveways and parking areas shall be retained for the parking of vehicles only.

Reasons: To ensure that adequate parking is available at the site and in the interests of highways and pedestrian safety and amenity and to comply with the National Planning Policy Framework and policy 40 of the Horsham District Planning Framework 2015.

Due to the above condition and also on the advice from the aforementioned Pre-Application enquiry, Planning Application ref DC/25/0912 has been made.

On June 19th 2025 a letter from Horsham District Council stated that the above application had not been validated due to incomplete information being provided.

3.2 Aside from this application, no other planning applications appear to exist in the Local Authorities online records.

4.0 The Proposals

4.1 The application ref DC/25/0912 seeks planning permission for the following:

Conversion of existing garage into Home Office and Garden Room.

4.2 It is proposed to convert the existing garage into a habitable space for the applicant to have a home office independent from the main dwelling. The converted garage would also accommodate space for an exercise bike and seating space to enjoy the garden.

4.3 Currently the existing garage's North facing gable wall is an oppressive blank brick wall, an unattractive view from the existing reception space at the rear of the house. The application proposes to introduce sliding glass doors to the North facing wall of the garage which forms a softer visual link between the former garage and the main house. Alterations to hard and soft landscaping to the garden will assist in achieving this connection.

4.4 To minimise the impact of this conversion to the front of the property it is proposed to retain the existing garage door but disable its use. No new openings or roof windows are proposed to this elevation.

4.5 Two roof windows and a picture window are proposed to the rear (west) elevation of the current garage.

4.6 A lockable cycle store for 2 Bicycles is proposed to the converted garage.

5.0 Relevant Planning Policy

5.1 Horsham District Planning Framework 2015

The following policies within the Horsham District Planning Framework are considered relevant to the proposal. The site is located within the Horsham District.

5.2 POLICY 40

Policy 40

Sustainable Transport

There is commitment to developing an integrated community connected by a sustainable transport system. In order to manage the anticipated growth in demand for travel, development proposals which promote an improved and integrated transport network, with a re-balancing in favour of non-car modes as a means of access to jobs, homes, services and facilities, will be encouraged and supported.

Development will be supported if it:

1. **Is appropriate and in scale to the existing transport infrastructure, including public transport.**
2. **Maintains and improves the existing transport system (road, rail, cycle).**
3. **Is integrated with the wider network of routes, including public rights of way and cycle paths.**
4. **Includes opportunities for sustainable transport which reduce the need for major infrastructure and cut carbon emissions.**
5. **Is located in areas where there are, or will be a choice in the modes of transport available.**
6. **Minimises the distance people need to travel and minimises conflicts between traffic, cyclists and pedestrians.**
7. **Delivers better local bus and rail services in partnership with operators and increasing opportunities for interchange between the public transport network and all other modes of transport.**
8. **Develops innovative and adaptable approaches to public transport in the rural areas of the district.**
9. **Provides safe and suitable access for all vehicles, pedestrians, cyclists, horses riders, public transport and the delivery of goods.**
10. **Is accompanied by an agreed Green Travel Plan where it is necessary to minimise a potentially significant impact of the development on the wider area or as a result of needing to address an existing local traffic problem.**

5.3 Policy 41

Policy 41

Parking

1. **Development should seek to improve parking in town centres so it is convenient, safe and secure. Parking provision must ensure a balance between good urban design, highway safety, residential amenity and promoting town centre attractiveness and vitality.**

2. **Adequate parking and facilities must be provided within developments to meet the needs of anticipated users. Consideration should be given to the needs of cycle parking, motorcycle parking, charging plug-in or other low emission vehicles and the mobility impaired.**

3. **Development which involves the loss of existing parking spaces will only be allowed if suitable alternative provision has been secured elsewhere or the need for the development overrides the loss of parking and where necessary measures are in place to mitigate against the impact.**

4. **Planning permission will not be granted for off-airport parking facilities related to Gatwick Airport unless a need can be demonstrated and all realistic alternatives have been examined.**

5.4 The National Planning Policy Framework (NPPF) is a material consideration in the assessment of all planning applications.

National Planning Policy Framework (December 2024)

5.5 Paragraph 115(b) states that in assessing applications for development it should be ensured that safe and suitable access for the site can be achieved for all users

5.6 Paragragh 116 sets out that development should only be prevented or refused on highways grounds if there would be an

unacceptable impact on highway safety, or the residual cumulative impacts on the road network, following mitigation, would be severe, taking into account all reasonable future scenarios.

5.7 Paragraph 135 sets out that Planning policies and decisions should ensure that developments:

a) will function well and add to the overall quality of the area, not just for the short term but over the lifetime of the development;

b) are visually attractive as a result of good architecture, layout and appropriate and effective landscaping; 40

c) are sympathetic to local character and history, including the surrounding built environment and landscape setting, while not preventing or discouraging appropriate innovation or change (such as increased densities);

d) establish or maintain a strong sense of place, using the arrangement of streets, spaces, building types and materials to create attractive, welcoming and distinctive places to live, work and visit.

6.0 Planning Assessment

Impact on the character and appearance of the area

6.1 The proposed conversion of the garage at the application site has been carefully designed as to not affect the street scene in any way at all. To all intents and purposes, the front facing elevation of the house and garage remains entirely as existing. Therefore there is no impact to the character and appearance.

Residential Amenity

6.2 The proposals would not result in any impact on residential amenity by virtue of loss of light or overbearing impact, utilising as they do an existing structure.

Highway Safety

6.3 As existing, 12 Hedgelands benefits from 2 car parking spaces to the driveway and an existing garage which is considered 0.5 of a parking space.

6.4 West Sussex County Council Guidance on Parking at New Developments (September 2020) Section 5 Table 2 suggests that a three bedroom house in Parking Behaviour Zone 2 (of which the application site is designated) 2.1 spaces should be allocated to the dwelling. With this guidance in mind it is considered that the two parking spaces on the driveway as well as two Visitors parking

spaces adjacent to the application site satisfies the 2.1 space guidance.

6.5 In addition to the above, as part of the garage conversion it is proposed to form new integral secure cycle storage for two bicycles on vertical bike racks.

6.6 Further to the Cycle storage there are numerous Public transport options available to the site.

Billingshurst Railway Station is 0.5 miles from the site offering direct trains to London Victoria, London Bridge and Bognor Regis. With access to other major London stations, Coastal Cities such as Brighton and Portsmouth and Cities such as Cambridge via the Thameslink service.

There are three bus routes that pass through Billingshurst. The closest bus stop is for the 100 bus to Horsham is 0.5 miles and 12 minute walk.

7.0 Conclusion

7.1 The proposed development is acceptable in principle and would not result in any adverse impact on the character and appearance of the area or residential amenity. The scale and massing of the development remains entirely as existing.

7.2 It is considered that the development would retain suitable access and parking in accordance with the Horsham District Planning Framework and relevant sections of the NPPF. As well as being in accordance with West Sussex County Council guidance on Parking.

7.3 As such, the Local Planning Authority are respectfully requested to approve the application, thereby granting permission for the proposed development.