



PLANNING, DESIGN AND ACCESS STATEMENT

16 Jengers Mead, Billingshurst, West Sussex, RH14 9PB

Reconfiguration of Existing Ground Floor Retail Unit and Construction of an Additional Storey to Provide Five Additional Residential Dwellings

Applicant: Brindle Investments Ltd

Planning Agent: Your Living Space Limited

Local Planning Authority: Horsham District Council

Date: August 2026

1. INTRODUCTION

This Planning, Design and Access Statement has been prepared by **Your Living Space Limited** on behalf of **Brindle Investments Ltd** in support of a planning application at **16 Jengers Mead, Billingshurst, West Sussex, RH14 9PB**.

The application seeks permission for the reconfiguration of the existing ground floor commercial unit and the construction of an additional storey to provide **five additional self-contained residential dwellings**.

The existing first-floor residential dwelling will be retained.

The completed development will therefore comprise:

- **Ground Floor:** retained commercial Class E use;
- **First Floor:** six residential dwellings in total, comprising the existing dwelling and five additional self-contained Class C3 dwellings.

The proposal represents a renewal and modest refinement of a development previously approved by Horsham District Council on **24 May 2016**, which has subsequently expired.



The current proposal retains the fundamental design and development principles of the previously approved scheme. A small number of amendments have been introduced following a review of the previous design, principally to improve the functionality of the commercial premises, the quality of the residential accommodation and the overall feasibility of the development.

2. SITE AND SURROUNDING AREA

The application site comprises an existing two-storey mixed-use building within the established Jengers Mead commercial area of Billingshurst.

The existing building accommodates a commercial use at ground floor and a self-contained three-bedroom residential dwelling at first-floor level.

Jengers Mead forms an established commercial and mixed-use environment, with commercial premises at ground floor and residential accommodation within and above buildings in the surrounding area.

The site is located within the established built-up area of Billingshurst and benefits from convenient access to local shops, services, employment opportunities, public transport and community facilities.

The location is therefore considered to be sustainable and appropriate for the continued mixed commercial and residential use proposed.

The application does not involve the development of undeveloped land or the expansion of the settlement.

3. PLANNING HISTORY



The site benefits from a previous planning permission granted on **24 May 2016** for the addition of a further storey and the provision of additional residential accommodation above the retained commercial use.

That permission has subsequently expired and cannot now be implemented.

Nevertheless, the previous approval is a material consideration because it demonstrates that the Local Planning Authority previously accepted the principle of:

- retaining the commercial use at ground floor;
- providing additional residential accommodation;
- extending the existing building vertically;
- the general scale and form of the proposed development;
- the relationship between the commercial and residential uses.

The current application has therefore been developed with regard to the previously approved scheme.

The intention is not to introduce a fundamentally different form of development, but to renew the established planning principle whilst making limited improvements to the internal accommodation and commercial functionality.

4. THE PROPOSED DEVELOPMENT

The proposal comprises the reconfiguration of the existing ground-floor commercial premises and the construction of an additional floor above the existing building.

The development will provide **five additional self-contained Class C3 residential dwellings**, whilst retaining the existing first-floor residential dwelling.

The total number of residential units will therefore be **six**.

The ground-floor commercial use will also be retained.



4.1 Ground Floor

The existing commercial premises will remain in commercial use.

Four new windows are proposed to the rear of the existing retail unit.

The windows have been introduced to provide additional natural daylight to the rear of the commercial accommodation and allow the premises to be more logically and practically fitted out.

The proposal also reinstates the existing rear access shutter.

This will provide a practical servicing and access arrangement for the commercial premises and is considered to be an appropriate response to the operational requirements of the retained commercial use.

The proposed alterations will not result in the loss of the commercial use.

5. RESIDENTIAL ACCOMMODATION

The proposal provides five additional self-contained residential dwellings.

The existing first-floor three-bedroom dwelling will be retained.

One of the principal design improvements is the enlargement of **Flat C**, which will be increased from a two-bedroom, four-person dwelling to a three-bedroom, six-person dwelling.

This provides a larger family-sized home and improves the overall housing mix provided by the development.

In addition, the internal layouts of two one-bedroom dwellings have been revised.



The revisions increase the internal floor areas of these units to meet the **50m² minimum area applicable to a one-bedroom, two-person dwelling under the Nationally Described Space Standard**, where applicable.

Space previously devoted to circulation has been rationalised and incorporated into the usable accommodation.

The revised layouts therefore provide more efficient and functional living accommodation.

Overall, the proposal provides a good standard of residential accommodation within an established and sustainable location.

6. DESIGN APPROACH

The design approach has been informed by the existing building, the established character of Jengers Mead and the previously approved development.

The proposal seeks to make efficient use of an existing building and previously developed site.

The additional storey follows the established form and footprint of the existing building and maintains the commercial character of the ground floor.

The proposal does not seek to introduce an unrelated architectural form or substantially alter the established character of the building.

The minor amendments to the previously approved scheme have been introduced principally for functional reasons.

The additional rear windows improve natural daylight to the commercial premises, while the reinstated rear shutter improves the functionality of the retained commercial use.

The residential accommodation has also been redesigned to provide improved internal layouts and more generous accommodation.



The proposal therefore represents an appropriate and proportionate evolution of the previously approved scheme.

7. AMOUNT

The development will comprise:

Commercial

1 retained ground-floor Class E commercial unit.

Residential

6 self-contained Class C3 dwellings in total, comprising:

- 1 existing dwelling retained;
- 5 additional dwellings.

The proposal therefore results in a **net increase of five residential dwellings**.

The development makes efficient use of an established building within the built-up area of Billingshurst without requiring the development of additional land.

8. LAYOUT

The proposed layout has been designed to provide a clear distinction between the commercial and residential elements of the building.

The commercial premises remain at ground-floor level, with the residential accommodation located above.



The residential units are accessed independently of the commercial premises.

The internal layouts have been designed to maximise usable accommodation and minimise unnecessary circulation space.

The revised layouts provide appropriately sized living, kitchen and sleeping accommodation and seek to provide functional homes capable of meeting the needs of their intended occupants.

The arrangement is consistent with the mixed-use character of Jengers Mead.

9. SCALE

The principal change in scale is the addition of a further storey to the existing building.

This was previously accepted through the 2016 planning permission.

The proposed additional storey therefore represents an established development principle rather than a new form of development.

The additional floor has been designed to relate appropriately to the existing building and surrounding townscape.

The proposal will not result in an inappropriate increase in density or a form of development that would be out of keeping with the established built form of Jengers Mead.

10. APPEARANCE

The appearance of the building will remain sympathetic to the existing commercial character of Jengers Mead.



The additional storey will be designed to integrate with the existing building through the use of appropriate materials, proportions and architectural detailing.

The four rear windows are modest functional additions and will provide natural daylight to the retained commercial premises.

The reinstatement of the rear shutter will reflect the established commercial servicing arrangement.

The overall appearance will consequently remain compatible with the existing mixed-use character of the area.

11. RESIDENTIAL AMENITY

The development has been designed to provide an acceptable standard of residential amenity for both existing and future occupants.

The revised internal layouts improve the functionality and usability of the proposed homes.

The enlargement of Flat C provides a substantially improved family-sized dwelling.

The increased floor areas of the one-bedroom units ensure that they provide appropriately sized accommodation.

The proposal retains the separation between the commercial ground floor and residential accommodation above.

The additional rear windows serve the commercial premises and are not intended to introduce significant overlooking of neighbouring residential accommodation.

The design will therefore avoid unacceptable impacts upon neighbouring privacy, outlook or living conditions.



The commercial use will continue to operate within an established commercial environment.

Any commercial activity will remain subject to the normal controls governing noise, disturbance and other environmental impacts.

12. ACCESS

The site is located within the established built-up area of Billingshurst and benefits from existing pedestrian and highway connections.

No new vehicular access is proposed.

Existing access arrangements will be retained.

The residential accommodation will have appropriate independent access from the commercial premises.

The proposal will therefore make use of existing infrastructure and will not require significant alteration to the surrounding highway network.

The site is accessible by walking, cycling and public transport, providing residents with a genuine choice of transport modes.

The location is therefore consistent with the sustainable transport objectives of national and local planning policy.

13. PARKING AND TRANSPORT

The proposal represents the intensification of an existing mixed-use building within an established town centre location.



The site benefits from the existing parking and transport infrastructure associated with Jengers Mead and the surrounding Billingshurst centre.

The proposal does not create a new vehicular access or require highway alterations.

The sustainable location provides access to local services and facilities within convenient walking distance and provides opportunities for travel by public transport and bicycle.

The development is therefore considered unlikely to result in an unacceptable impact upon highway safety or the operation of the surrounding highway network.

Any cycle parking will be provided in accordance with the submitted plans and the requirements of the Local Planning Authority.

14. WASTE AND RECYCLING

The proposed development will provide dedicated communal waste and recycling storage for the six residential dwellings and separate waste storage for the retained ground-floor commercial use.

For the residential accommodation, the proposal will provide **three 1,100-litre Eurobins**, with the precise allocation between residual waste and dry mixed recycling to be agreed with Horsham District Council's Waste and Recycling Service.

This provides substantial communal storage capacity for the six residential units and is capable of accommodating the anticipated waste generation associated with the development.

A separate **140-litre communal food waste bin** will also be provided for the residential accommodation in accordance with the Council's current arrangements for flats.

Horsham District Council's current waste policy confirms that multi-occupancy residential developments use communal bins, with 1,100-litre bulk bins available for residual waste and mixed dry recycling. The Council also provides a 140-litre communal food waste bin for flats.



The retained commercial premises will be provided with **three separate 1,100-litre Eurobins** for commercial waste and recycling.

These bins will be physically and operationally separate from the residential waste facilities and will be serviced through an appropriate commercial waste collection arrangement.

The separation of residential and commercial waste streams will ensure that household and commercial waste is appropriately managed and collected.

The bin storage and collection arrangements will be located so as to avoid obstruction of pedestrian routes and will allow bins to be presented for collection at an agreed collection point without adversely affecting highway safety or the operation of the surrounding public realm.

The proposed waste storage arrangements are therefore considered appropriate for the scale and nature of the development.

15. SUSTAINABILITY AND ENERGY EFFICIENCY

The proposal makes efficient use of an existing building and previously developed land within an established settlement.

The reuse and extension of the existing building represents a sustainable form of development by avoiding the need for a new development site and making effective use of existing infrastructure.

The proposal will also provide additional housing in a location where residents have access to existing shops, services, employment and public transport.

The building will be constructed in accordance with current Building Regulations and applicable energy efficiency requirements.

Where feasible, the applicant is willing to consider the incorporation of a **green roof or other appropriate green roof design** as part of the detailed construction solution.



A green roof could provide benefits including:

- reduction in surface water run-off;
- improved biodiversity;
- improved thermal performance;
- reduction in the urban heat island effect;
- contribution towards the environmental performance of the development.

The feasibility of such a measure can be considered as the detailed design progresses.

16. BIODIVERSITY

The site comprises an existing developed commercial and residential building within an established urban area.

The proposal principally involves the extension and reconfiguration of an existing building and does not involve the loss of significant areas of undeveloped habitat.

The development will therefore have limited potential to affect biodiversity.

Where appropriate and feasible, biodiversity enhancement measures can be incorporated into the development.

These could include:

- green roof planting;
- bird boxes;
- bat boxes where appropriate;
- insect-friendly planting; and
- other ecological enhancement measures appropriate to the site.

Any Biodiversity Net Gain requirements applicable to the proposal will be addressed through the relevant supporting information submitted with the application.



17. LANDSCAPING

The proposal does not involve significant changes to existing landscaping.

The site is an established urban commercial location and the development is principally confined to the existing building footprint and its vertical extension.

No significant loss of trees or established landscape features is proposed.

Where opportunities exist, appropriate planting or green roof measures can be incorporated to improve the visual and ecological quality of the development.

18. FLOOD RISK AND DRAINAGE

The proposal involves the extension and internal reconfiguration of an existing building within an established urban area.

No significant increase in impermeable ground coverage is proposed.

The development will utilise existing drainage infrastructure, subject to confirmation of capacity and compliance with Building Regulations and relevant statutory requirements.

Any specific flood risk or surface water matters identified through the Council's application assessment can be addressed through appropriate planning conditions or detailed drainage measures.

19. HERITAGE AND TOWNSCAPE



The proposal has been designed having regard to the established character of Jengers Mead and the wider Billingshurst centre.

The development does not seek to replicate historic architectural styles unnecessarily but will use appropriate proportions, materials and detailing to ensure that the additional storey integrates with the existing building.

The Billingshurst Neighbourhood Plan includes policies intended to protect and enhance the character and vitality of the village centre. Policy BILL 7 supports proposals which protect, enhance and promote a diverse range of town-centre uses, while Policy BILL 8 supports improvements to public realm and movement.

The proposal retains the commercial use at ground floor and therefore continues the mixed-use character of Jengers Mead.

Subject to the findings of the Council's heritage assessment, the proposal is not considered to result in harm to the significance of any designated heritage asset.

20. PLANNING POLICY

The application will be assessed principally against the adopted development plan together with the National Planning Policy Framework and other material considerations.

Horsham District Council confirms that the **Horsham District Planning Framework (HDPF)** remains the adopted Local Plan. The Council is also progressing the Horsham District Local Plan 2023–2040, but this remains an emerging plan rather than the adopted development plan. A new Horsham District 2045 Local Plan process has also commenced in accordance with the 2026 plan-making regulations.

The principal relevant adopted policies include:

- **HDPF Policy 1 – Sustainable Development**
- **HDPF Policy 2 – Strategic Development**



- **HDPF Policy 3 – Development Hierarchy**
- **HDPF Policy 12 – Town and Village Centres**
- **HDPF Policy 13 – Town and Village Centre Uses**
- **HDPF Policy 16 – Meeting Local Housing Needs**
- **HDPF Policy 24 – Environmental Protection**
- **HDPF Policy 32 – The Quality of New Development**
- **HDPF Policy 33 – Development Principles**
- **HDPF Policy 38 – Strategic Infrastructure**
- **HDPF Policy 39 – Infrastructure Provision**
- **HDPF Policy 40 – Sustainable Transport**
- **HDPF Policy 41 – Parking**

The Billingshurst Neighbourhood Plan 2019–2031 is also part of the development plan.

21. SUSTAINABLE DEVELOPMENT

HDPF Policy 1 establishes the Council's approach to sustainable development and reflects the presumption in favour of sustainable development.

The National Planning Policy Framework similarly establishes the planning system's objective of achieving sustainable development through its economic, social and environmental objectives. The current NPPF was published on 12 December 2024.

The proposal contributes to all three dimensions of sustainable development.

Economic

The development retains the existing commercial premises and supports the continued vitality of Jengers Mead as an established commercial location.



Social

The development provides five additional homes within an established and sustainable settlement.

The improved layouts also provide a better range and quality of residential accommodation.

Environmental

The proposal makes efficient use of an existing building and previously developed land, reduces the need for greenfield development and provides opportunities for sustainable transport and ecological enhancement.

The proposal therefore represents sustainable development in accordance with national and local planning objectives.

22. HOUSING

HDPF Policy 16 seeks an appropriate mix of housing sizes, types and tenures to meet local housing needs and create sustainable communities.

The development provides a varied housing mix, including one-bedroom and larger family accommodation.

The enlargement of Flat C to provide a three-bedroom, six-person dwelling is particularly beneficial in providing a larger family-sized home within the scheme.

The proposal therefore contributes positively towards the provision of additional housing and makes efficient use of an existing urban site.

The development will provide a **net increase of five dwellings**.



23. DESIGN QUALITY

HDPF policies concerning development quality and development principles require development to achieve a high standard of design, respond appropriately to local character, make efficient use of land and provide functional and accessible environments.

The proposal achieves these objectives by:

- making effective use of an existing building;
- retaining the established commercial use;
- providing additional housing;
- respecting the established built form;
- improving internal residential layouts;
- providing appropriate residential accommodation;
- improving natural daylight to the commercial premises;
- retaining established access arrangements;
- providing dedicated waste and recycling facilities.

The development is therefore considered to represent an appropriate and efficient use of the site.

24. BILLINGSHURST NEIGHBOURHOOD PLAN

The Billingshurst Neighbourhood Plan 2019–2031 forms part of the development plan for the area.

Of particular relevance is **Policy BILL 7 – Retaining and Enhancing the Vitality and Viability of Billingshurst Village Centre.**

The policy supports proposals which protect, enhance and promote a diverse range of town-centre uses, including retail, commercial, office, tourism, cultural and community uses.



The current proposal retains the ground-floor commercial premises and therefore does not result in the loss of the commercial use.

The introduction of residential accommodation above the commercial premises is compatible with the established mixed-use character of the centre and will increase the number of people living within the village centre.

The proposal therefore supports the objective of maintaining a vibrant and sustainable mixed-use centre.

25. ACCESSIBILITY AND INCLUSIVE DESIGN

The development has been designed to provide safe and convenient access to the proposed residential accommodation and retained commercial premises.

The proposal will comply with relevant Building Regulations requirements relating to accessibility.

The residential accommodation will have appropriate access arrangements, with circulation and entrances designed having regard to the requirements of inclusive design.

The proposal does not introduce unnecessary barriers to access and will provide an appropriate relationship between the residential and commercial components of the building.

26. CRIME PREVENTION AND SECURITY

The proposal will retain active commercial use at ground floor and residential occupation above.



This combination of uses will provide activity and natural surveillance throughout different periods of the day.

Entrances and access routes will be clearly defined and appropriately lit.

The design will seek to avoid concealed or poorly supervised areas wherever practicable.

The development is therefore considered capable of providing a safe and secure environment for residents, commercial users and visitors.

27. REFUSE, RECYCLING AND SERVICING

The dedicated waste arrangements will ensure that the residential and commercial uses operate independently.

The residential accommodation will have:

- 3 × 1,100-litre Eurobins;
- 1 × 140-litre communal food waste bin.

The commercial premises will have:

- 3 × 1,100-litre Eurobins.

The residential and commercial bins will be separately managed.

The Council's current waste policy confirms that communal bulk bins are appropriate for multi-occupancy residential developments and identifies 1,100-litre bins as available for residual waste and mixed dry recycling.

Horsham District Council has also introduced weekly food waste collections, with a 140-litre communal food waste bin provided for flats.



The proposed arrangements are therefore consistent with the Council's current waste collection arrangements.

28. CONSTRUCTION

Construction activity will be undertaken in accordance with relevant legislation and good construction practice.

The applicant will seek to minimise disturbance to neighbouring occupiers and users of Jengers Mead during construction.

Particular consideration will be given to:

- construction traffic;
- deliveries;
- noise;
- dust;
- working hours;
- pedestrian safety;
- protection of neighbouring property.

Where considered necessary, these matters can be controlled through an appropriately worded planning condition or construction management plan.

29. PLANNING BALANCE

The proposal represents a sustainable and efficient form of development within the established built-up area of Billingshurst.

The principal benefits include:



1. **Five additional homes** within an established settlement;
2. Retention of the existing **commercial Class E use**;
3. Efficient reuse and extension of an existing building;
4. No requirement for greenfield development;
5. Improved residential layouts;
6. Provision of a larger three-bedroom, six-person family dwelling;
7. Improved floor areas for the one-bedroom units;
8. Improved natural daylight to the commercial premises;
9. Retention/reinstatement of appropriate commercial servicing arrangements;
10. Dedicated residential and commercial waste facilities;
11. Opportunities for biodiversity and green roof enhancement;
12. A sustainable location with access to local services and public transport.

The development also builds upon a proposal which was previously considered acceptable by Horsham District Council in 2016.

The amendments to the previous scheme are limited and principally improve the functionality and quality of the development.

There is no material change to the fundamental planning strategy of retaining the commercial use and introducing residential accommodation above.

30. CONCLUSION

This Planning, Design and Access Statement has demonstrated that the proposed development at **16 Jengers Mead, Billingshurst** represents an appropriate and sustainable form of development.

The proposal will retain the existing ground-floor commercial use and existing residential dwelling while providing **five additional self-contained Class C3 dwellings**, resulting in **six residential units in total**.



The scheme follows the fundamental principle of the development previously approved by Horsham District Council on **24 May 2016**, which has since expired.

The current proposal introduces only limited amendments to the previously approved design.

These amendments have been carefully considered and provide tangible benefits, including:

- improved functionality of the commercial premises;
- additional natural daylight;
- reinstatement of the rear commercial access shutter;
- improved residential layouts;
- increased floor areas;
- a larger three-bedroom family dwelling;
- better utilisation of internal floor space;
- appropriate communal waste and recycling provision.

The proposal makes efficient use of an existing building and previously developed land within an established and sustainable location.

It retains the commercial function of Jengers Mead while increasing the supply of housing and introducing a well-integrated mixed-use development.

The proposal is considered to accord with the relevant provisions of the **Horsham District Planning Framework**, the **Billingshurst Neighbourhood Plan 2019–2031**, the **National Planning Policy Framework** and other relevant material considerations.

There are no identified adverse impacts which would outweigh the significant benefits arising from the proposal.

Accordingly, **planning permission is respectfully requested** for the proposed development at 16 Jengers Mead, Billingshurst, West Sussex, RH14 9PB.



SUMMARY OF PROPOSED DEVELOPMENT

Element	Existing	Proposed
Ground Floor	Commercial Class E	Retained/reconfigured Class E
Existing Residential	1 × 3-bed dwelling	Retained
Additional Residential	—	5 × C3 dwellings
Total Residential	1 dwelling	6 dwellings
Additional Storey	No	Yes
Commercial Use	Retained	Retained
Rear Windows	Existing arrangement	4 additional windows
Rear Shutter	Existing	Reinstated
Flat C	2-bed/4-person approved arrangement	3-bed/6-person
One-bed units	Smaller layouts	Reconfigured to 50m ² minimum where applicable
Residential Waste	—	3 × 1,100L Eurobins + 1 × 140L food waste bin
Commercial Waste	—	3 × 1,100L Eurobins
Green Roof	—	Potential enhancement subject to feasibility