

16 June 2026

Planning Department
Horsham District Council
Chart Way
Horsham
RH12 1RL

PG/Let/P2379

Dear Sir/Madam,

Full Planning Permission for external alterations to create link between care home buildings and infilling of existing porch. Internal alterations to create 2no. additional bedrooms and addition of ensuite bathrooms at Derwent Lodge, West Street, Billingshurst, RH14 9LX.

This covering letter has been prepared by ECE Planning on behalf of SHC Clemsfold Group in support of Full Planning Permission for external alterations to create a link between the care home buildings at Derwent Lodge, along with the infilling of the existing porch, and internal alterations to increase the number of en-suite bathrooms, and additional bedrooms.

This application for Full Planning Permission is supported by the following documents and drawings. These drawings should be read in detail alongside this application and are as follows:

- Application form
- Covering Letter
- CIL Forms
- Architectural Plans and Drawings

The Site

The site is located within the built-up area of Billingshurst, approximately 8 miles south-west of Horsham, and consists of a care home for elderly care and dementia.

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The site consists of 69 resident bedrooms, with the main buildings containing 55 resident rooms providing en-suites with WC and wash basins, while a separate new build block contains 13 resident rooms. The care home also provides 408 meters squared of communal area. The single storey west wing accommodates plant, storage and maintenance area within the roof void.

The site is accessible via the main vehicular entrance along West Street and a goods entrance to the rear of the site along Arun Road. 22 car parking spaces serve the site, with 2 disabled spaces provided at the front of the site.

Beyond the western boundary of the site are a cluster of Oak trees which are the subject of Tree Preservation Orders (TPO/0608). A formation of trees are also formed within the eastern boundary. A large Maple tree also sits adjacent to the main entrance of the care home which is also the subject of a TPO (TPO/1492).

The Proposal

The proposal is for external alterations to create a ground floor link between the two care home buildings, in addition to the infilling of the existing porch, and internal alterations to create 2no. additional bedrooms. Additionally, the proposed internal works will result in additional ensuite bathrooms, mostly through minor works to change existing WCs/wash hand basins in rooms into ensuite bathrooms. The increase in the number of en-suite dwellings within the premises will enhance the overall quality of the care home provision.

The new proposal will total 71no. residential rooms, up from the current 69. The majority of these new rooms will exceed the Care Quality Commissions minimum requirement of 12 square metres per bedroom.

The proposed changes at ground floor level include the infilling of the front porch area, and the rearrangement of rooms 23 and 27 to make way for a ground floor link extension to connect the two main buildings at Derwent Lodge. This is expected to enhance the living conditions of the residents, as the proposed link will assist in the secure movement of residents and staff between the two separate care home buildings and will protect them from adverse weather conditions. Similarly, the enclosed porch will also protect residents from inclement weather.

Planning Policies

Due to the small- scale nature of the development, the proposal is expected to fully comply with the Horsham Development Plan.

The Horsham District Planning Framework (2015) Policy 33 sets out 'Development Principles' through a range of requirements to meet, including making efficient use of existing land, protecting local features such as trees, and ensuring a high standard of design, layout and materials.

The proposed development meets this requirement by making more efficient use of the existing site. The proposed link is localised to a small space between the buildings and will improve the ease of movement of residents and staff, while the infilling of the porch area will help shelter residents from adverse weather. Meanwhile, the internal renovations will increase the number of bedrooms and improve the living standards of current and future residents through the addition of en-suites. These proposals therefore clearly make more efficient use of the existing land, and fully comply with Policy 33.

Similarly, the development will further comply with Policy 33 by not interfering with the existing landscape features on site, and will respect the pre-existing Tree Preservation Orders for the Maple and Oak trees (TPO/0608 & TPO/1492).

Policy 32 of the HDPF provides the guidelines for the overall quality of new developments, with proposals expected to make the most of the site, support suitable complementary facilities and uses, and provide an *"attractive, functional, accessible, safe and adaptable environment"*.

The proposed development adheres fully to this policy, with the created link improving mobility throughout the care home, the infilling of the porch providing shelter, and the additional bedrooms and en-suites improving both the capacity of the care home and the living standards of the residents. Furthermore, development will consist of high-quality materials and architectural design, complying with both Policies 32 and 33.

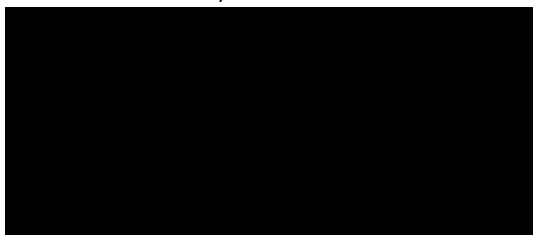
Conclusion

The proposed development is considered to be suitable for development and provides additional residential rooms by maximising the existing space. A net increase of 2no. rooms is considered to provide a positive contribution to the care needs in Horsham District.

In accordance with Policies 32 and 33 the proposal represents a high-quality design which retains key landscape features on site and utilises a materials palette that is appropriate of the existing care home character and wider area. Furthermore, any issues of scale and overlooking have been carefully considered.

For these reasons, it is therefore considered that the proposal is in accordance with the Development Plan. If you have any further queries or require further information, please contact me 

Yours sincerely



Director