DELEGATED APPLICATIONS - ASSESSMENT SHEET

APPLICATION NO./ADDRESS:
DC/26/1363
Home Farm, Owlbeech Granary, St Leonards Forest, Horsham, West Sussex, RH13 6PH

DESCRIPTION:
Conversion and re-roofing of outbuilding to form annexe (Retrospective)

RELEVANT PLANNING HISTORY:

DC/25/1084	Application to confirm the garden curtilage and the existing outbuildings for a period in excess of ten years (Lawful Development Certificate - Existing).	Split Decision on 17.09.2025

RELEVANT PLANNING POLICIES
The National Planning Policy Framework (NPPF)

Horsham District Planning Framework (2015):
Policy 25 - Strategic Policy: The Natural Environment and Landscape Character
Policy 26 - Strategic Policy: Countryside Protection
Policy 28 - Replacement Dwellings and House Extensions in the Countryside
Policy 32 - Strategic Policy: The Quality of New Development
Policy 33 - Development Principles

Colgate Parish has not been designated as a Neighbourhood Plan area.

Horsham District Local Plan (2023-40) (Regulation 19):
Policy 19: Development Quality
Policy 20: Development Principles
Policy 45: Replacement Dwellings and House Extensions in the Countryside
Policy 46: Ancillary Accommodation

Parish Design Statement:
None

REPRESENTATIONS AND CONSULTATIONS RESPONSES
Where consultation responses have been summarised, it should be noted that Officers have had consideration of the full comments received, which are available to view on the public file at www.horsham.gov.uk.

Consultations:
None received

Parish Comments:
Colgate Parish Council: *Colgate Parish Council comment that if Horsham District Council are mindful to approve this retrospective application, the Parish Council would ask that a condition be applied that the use of the building should be ancillary to the main house only.*

Representations:

1 no. representations have been received about the application making the following comments: -

- In principle, no objection to the new building.
- The new build has been used as an AirBnB, which resulted in extensive disruption and intrusion.
- AirBnB guests come and go at all hours of the day and night.
- Food delivery drivers and guests of guests come and go at all hours waking us.
- People wandering about our property peering into barns and windows and occasionally being offensive.
- The dogs are not used to being suddenly confronted by strangers who are not used to dogs, resulting in the dogs often having to be kept inside.
- Locks and cameras have had to be installed.
- Our property was transformed from private and quiet to anything but.
- Recently the property seems to have been let on a more permanent basis to single tenants, which appears to solve all the previous problems.
- If it is imperative that the property is run as an AirBnB, there is ample facility to provide more suitable access which would solve the problems.

HUMAN RIGHTS AND EQUALITY:

The application has been considered having regard to Article 1 of the First Protocol of the Human Rights Act 1998, which sets out a person's rights to the peaceful enjoyment of property and Article 8 of the same Act, which sets out their rights in respect to private and family life and for the home. Officers consider that the proposal would not be contrary to the provisions of the above Articles.

The application has also been considered in accordance with Horsham District Council's public sector equality duty, which seeks to prevent unlawful discrimination, to promote equality of opportunity and to foster good relations between people in a diverse community, in accordance with Section 149 of the Equality Act 2010. In this case, the proposal is not anticipated to have any potential impact from an equality perspective.

PLANNING ASSESSMENT:

The application has been assessed on the basis of the submitted details, together with the planning history of the site and adjoining properties, available images and photographs supplied by the agent. These details were considered sufficient to allow the application to be properly considered and determined.

Character and Appearance

Policy 28 of the HDPF relates to house extensions and outbuildings in the countryside, stating that ancillary accommodation and garaging must demonstrate that the need for additional space cannot be met from an existing dwelling or buildings suitable of conversion on the site, with new outbuildings sited to have regard to the dwelling they serve and be grouped with the house. The policy also states that the use of ancillary accommodation as a separate dwelling will not be supported.

Policies 32 and 33 of the HDPF seek to ensure that development promotes a high standard and quality of design in order to enhance and protect locally distinctive characters. The policies also seek to ensure that the scale, massing and appearance of development relates sympathetically with the built surroundings, landscape, open spaces and routes within and adjoining the site, including any impact on the skyline and important views.

This application seeks retrospective planning permission for the conversion and re-roofing of an existing outbuilding to form an annexe.

It is understood that the original outbuilding was constructed as a bakehouse used in association with the adjoining granary. The submitted planning statement explains that in May 2020 the outbuilding had been extended and converted to form a self-contained annexe. The outbuilding was re-roofed, roof overhang was created along the east side elevation and an external timber balcony was constructed on the south gable elevation. There were also fenestration alterations including new rooflights.

The converted outbuilding is of modest scale with appropriate use of external materials and would continue to appear subordinate to the main dwelling. The small balcony would overlook onto the garden of the host dwelling. The proposal would not be unobtrusive and would be sufficiently screened by the existing established boundary treatment.

It is acknowledged that due to the level of internal alterations proposed, the structure would be capable of independent self-contained accommodation, as such this form of use would be against the pattern of development within the immediate area. Furthermore, the accompanying planning statement and an email received from the applicant on 09th October 2026 states that until 16th November 2025 the converted outbuilding had periodically been used as holiday let accommodation. Since then, the outbuilding has been used as an annexe accommodation to the main dwelling and planning permission is currently being sought on the basis that the annex would be used by family members and friends only.

The proposal is only judged acceptable on the basis that this converted outbuilding would be used as an annexe for members of the family connected to the main dwelling, as this would enable shared use of facilities such as amenity areas, parking and mitigate against over-intense use of the site. The scale of the living accommodation is relatively modest and stated on the application form as being for purposes ancillary to the enjoyment of the dwelling. The proposal is judged acceptable in terms of amenity impacts but subject to a condition the outbuilding to be used as ancillary to the main dwelling and should not be subdivided from the main property at any point in the future.

The proposal is considered to be of a design, form and scale which is appropriate to the character and appearance of the existing dwelling and wider area. It is therefore considered that the visual impact of the proposal is acceptable and would accord with the above policies.

Impact on Neighbouring Amenity

Policy 33 of the HDPF states that permission will be granted for development that does not cause unacceptable harm to the amenity of the occupiers/users of nearby properties and land.

Due to the spacious plot size, it is considered that the siting and layout of the proposal and the resulting relationship with adjacent properties would be sufficient to prevent any unacceptable harm to neighbouring amenity.

Biodiversity Net Gain

In accordance with the Biodiversity Gain Requirements (Exemptions) Regulations 2024 as amended, this application is exempted from the statutory requirement to demonstrate a 10% net gain in biodiversity as the development is below 0.2 hectares.

Conclusion

The proposal is considered to comply with relevant local and national planning policies and is therefore recommended for approval.

Recommendation: Application Permitted

Conditions:

2 **Regulatory Condition**: The accommodation hereby permitted shall be occupied solely for purposes ancillary to the occupation and enjoyment of Home Farm, Owlbeech Granary, St Leonards Forest, Horsham, as identify on the approved plans, as a dwelling and shall not be used for any trade or business nor as a separate living accommodation.

Reason: The establishment of an additional independent unit of accommodation would give rise to an over-intensive use of the site and lead to an unsatisfactory relationship between independent units of living accommodation contrary to Policies 26 and 33 of the Horsham District Planning Framework (2015).

POSITIVE AND PROACTIVE STATEMENT

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.

Plans list for: DC/26/1363

Schedule of plans/documents **approved**:

Plan Type	Description	Drawing Number	Received Date
Block plan		D 0826/752/02 A	19.10.2026
Elevation plan	Existing	D 0826/752/05	25.08.2026
Roof plan	Existing	D 0826/752/06	25.08.2026
Floor plan	Existing First	D 0826/752/04	25.08.2026
Floor plan	Existing Ground	D 0826/752/03	25.08.2026
Location plan		D 0826/752/01 REV B	19.10.2026
Photos		D 0826/752/11	25.08.2026
Elevation plan	Proposed with Photos	D 0826/752/10	25.08.2026
Floor plan	Proposed First	D 0826/752/08	25.08.2026
Floor plan	Proposed Ground	D 0826/752/07	25.08.2026
Roof plan	Proposed	D 0826/752/09	25.08.2026
Supporting Docs	Application Form	NONE	25.08.2026

DELEGATED

Case Officer sign/initial Halima Chowdhury Date: 09.10.2026

Authorising Officer sign/initial RHERMITAGE Date: 19.10.2026