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DESIGN & ACCESS STATEMENT

Alterations & Extension

To include a single storey rear in-fill extension, conversion of the existing attached garage to create a rear entrance boot room, minor internal alterations, an Oak Cloister link to the proposed conversion and extension of a redundant workshop and potting shed to create a guest annexe, home office & gymnasium.

Westbrook Hall

Broadbridge Heath · Bognor Road · Horsham
West Sussex · RH12 3PT

Doc No: 695-601
Rev: B – 06.01.2025 (Ground mounted Solar Panels Omitted)
Status: rev. Planning Application Issue



1. Introduction

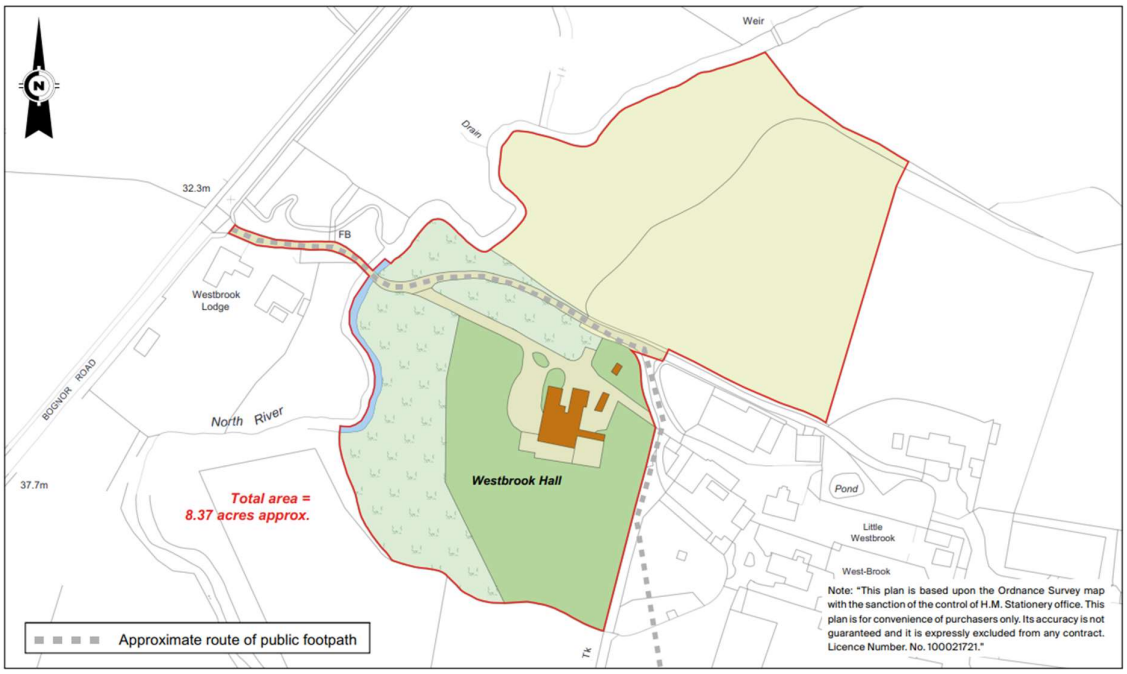
This Design and Access statement has been provided in support of the planning application & listed building consent for the proposed alterations and extension to Westbrook Hall, Broadbridge Heath. Horsham, West Sussex, RH12 3PT. It sets out the design and access principles in support of the application and identifies the development in detail and context with its setting within the surrounding landscape.

This document should be read in conjunction with the various drawings and documents submitted as part of this planning and listed building application(s).

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2. Assessment & Surrounding Context



Westbrook Hall is an early 19th Century Grade II listed detached Georgian house of imposing scale and grandeur. Predominantly set over two floors, with additional single storey wings, the property comprising colour-washed render facades and white painted joinery all set below a series of simple shallow slate pitched roofs. The property is set amongst several other buildings of historic merit.

The site occupies an elevated rural setting along the eastern edge of the A29 Bognor Road in the Civil Parish of Warnham, comprising several outlying settlements in the Horsham District of West Sussex.

The main views of the property look south and west, creating a parkland feel, while to the north a river runs along the western boundary supporting an abundance of wildlife. The property also benefits from a south facing swimming pool and partly walled courtyard. To the north is a large field which completes the overall site totalling circa 8.37 acres.

Historical records suggest Westbrook Hall as being of 17th century origin. The original timber framed house which probably started life as a bondsman's cottage attached to the manor of Slaughterford still remains with many exposed wall and ceiling beams in evidence and now form a characterful part of the house in contrast to the larger elegant rooms of the later additions.

Listed on 28th November 1980 with ref. Listing 1285092. The property is described as; Early C19. Two storeys. Five windows. Faced with roughcast on a stuccoed base. Modillion eaves cornice. Glazing bars intact. Venetian shutters on first floor. Porch with fluted columns, large semi-circular fanlight and double doors of 6 fielded panels.

The site is within a designated Rural Area and lies outside both the South Downs National Park and Conservation Area, while also located outside the defined Settlement Policy boundary.

The Property is within The Environment Agency Flood Zone-1, and therefore considered not to be affected by sources of flooding.

The property is approached via a gated entrance and driveway directly off the A29 Bognor Road, which rises as it continues eastwards into the site, leading to ample parking, and detached garage. It is understood that the site entrance will not be affected by the proposed works.

3. Planning History

The property is believed to have been extended on at least three separate occasions in the 19th century and further altered, remodelled and refurbished in the last century.

Planning Applications (6)

- Renewal of wn/8/95 for conversion and extensions of garden store to guest suite with garage.
  Ref. No: WN/10/00 | Status: Application Permitted

- Renewal of wn/9/95 for conversion & extensions of garden store to guest suite with garage LBC
- Ref. No: WN/11/00 | Status: Application Permitted
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- Conversions and extension of existing garden store to guest suite with garage.
- Ref. No: WN/10/90 | Status: Application Permitted
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- Conversions & extension of existing garden store to guest suite with garage.
- Ref. No: WN/9/90 | Status: Application Permitted
-
- Renewal of wn/10/90 Conversion & extensions of existing garden store to guest suite with garage (listed building consent)
- Ref. No: WN/9/95 | Status: Application Permitted
-
- Renewal of unimplemented approval wn/9/90 for conversion and extensions of existing garden store to guest suite with garage
- Ref. No: WN/8/95 | Status: Application Permitted

4. 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 31- Green Infrastructure and Biodiversity
Policy 32- Strategic Policy: The Quality of New Development
Policy 33- Development Principles
Policy 40- Sustainable Transport
Policy 41- Parking

Warnham Parish Neighbourhood Plan

Policy W5 – Design of Residential Development

Character and Appearance

Policy 32 & 33 of the Horsham District Planning Framework (HDPF) seeks to ensure that development promotes a high standard and quality of design 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.

Policy W5 of the Warnham Neighbourhood Plan states that proposals for residential development will be supported where the scale and character of the proposals respect the landscape and its features, valued views in and out of the settlement, the local streetscape, and heritage assets. Development should demonstrate high quality design that is in keeping with the scale and existing character of buildings and layout.

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.

Impact on Parking Arrangement
Policies 40 & 41 of the HDPF promote development that provides safe and adequate access, suitable for all users.

Water Neutrality
Natural England: Standing Advice: - It cannot be concluded that existing abstraction within the Sussex North Water Supply Zone is not having an adverse effect on the integrity of the Arun Valley SAC/SPA/Ramsar sites. Developments within Sussex North must therefore not add to this impact and one way of achieving this is to demonstrate water neutrality. The definition of water neutrality is the use of water in the supply area before the development is the same or lower after the development is in place.

To achieve this Natural England is working in partnership with all the relevant authorities to secure water neutrality collectively through a water neutrality strategy. Whilst the strategy is evolving, Natural England advises that decisions on planning applications should await its completion. However, if there are applications which a planning authority deems critical to proceed in the absence of the strategy, then Natural England advises that any application needs to demonstrate water neutrality.

The site of Westbrook Hall falls within the Sussex North Water Supply Zone as defined by Natural England which draws its water supply from groundwater abstraction at Hardham. However, with no additional sanitary facilities being proposed, it is suggested that the proposed scheme does not adversely impact or effect the current draw on water supply.

5. Proposals - Main House



The current house, albeit of imposing scale and grandeur and in a delightful setting, has been unsympathetically extended and remodelled in the past, and now lacks an element of cohesion between the utilitarian and family spaces, along with any functional rear entrance, which combined with the current incongruous layout, presents a wonderful opportunity to restore and remodel a portion the property.

Our scheme seeks to sympathetically remodel the property, both internally and externally to provide not only the desired accommodation, but also a more flowing transition between the various spaces, while maintaining a defined yet cohesive layout internally, and appearance externally.

A key feature of this delightful property is its location and rural charm, which we have been mindful to maintain while remodelling the current layout.

Firstly, we propose to improve the arrival experience from the parking area to the house, welcoming visitors to a remodelled north facing everyday entrance door and boot room area, before venturing on into the main body of the house.

The formal entrance hall and reception rooms will remain unaltered, although we have explored options to improve the transmission between the formal and utilitarian spaces.

The current kitchen is the hub of the house, albeit the current dining arrangement is not conducive with current family living. Consequently, we propose introducing a formal dining space within the in-fill extension and directly off but separate from the current kitchen and breakfast area.

As part of the process, we have improved the current utility room and cloakroom arrangement along with a better relationship to the family kitchen.

The current plant room within the existing garage will remain unaltered, albeit partitioned off to form a separate space with access via an existing external door. The current incongruous, pitched roof over the garage and part utility room has been removed in favour of a traditional flat roof structure set behind a traditional parapet wall with matching coping detailing.

The remainder of the ground floor and entire first floor layout will remain unaltered.

Proposal - Conversion of outbuilding.



Immediately adjacent to the main house stands a detached single storey outbuilding, formerly believed to be a workshop serving the house, along with a potting shed and gardeners' toilet. This building is generally of traditional masonry construction with a mixture of stone and brick facades, along with later rendered panels, set below a shallow slate pitched roof. Over the years this building has been subject to various alterations and infill elements using incongruous materials which has resulted in a rather shabby ad hoc appearance. The redundant building currently suffers from inherent structural issues, while many original features have been lost.

Our proposals include remedial works to stabilise the existing structure preventing further decay, while altering and adapting the internal spaces creating annex accommodation ancillary to the main house. The annex is proposed to offer privacy and a level of independence for family dependents. The proposal has been designed to meet the minimum health and wellbeing needs of the occupant balanced against the requirement to maintain a functional link to the main house. Therefore, the annex includes sanitary facilities but requires the occupant to use the main dwelling for cooking and laundry facilities.

Additionally, the proposed annex is intended to follow inclusive design principles, ensuring that the new spaces allow ease of access and mobility. Externally, all doors and access points will enable all abilities to enter the building, including ensuring level thresholds and doors that have an appropriate width. Internally, spaces will allow accessibility for both ambulant and non-ambulant people unaided, with generous landing spaces and appropriate door openings. Additionally, the internal spaces will allow for adaptability, future proofing the building and allowing continual adaption to meet the occupant's needs.

As part of the process, we propose a simple subservient, yet quality oak cloister providing an element of shelter when traversing between the house and annex. While it should be noted that there is lapsed planning permission joining the potting shed to join to the garage and infill the space between. The current potting shed has power and lighting along with two sinks and toilet, all of which are functional.

A sensitive palette of external materials and finishes will complement the evolving architectural language of the built forms and surrounding. Constructed using traditional materials along with introducing elements of timber cladding, sympathetically mirroring the neutral tones of the existing materiality in the area, while juxtaposed against slim framed glazing, proffering more contemporary forms and detailing, while ensuring a nod to the memory of this agricultural building.

6. Use

Westbrook Hall is a private dwelling house and domestic curtilage with adjacent paddocks, all bounded by open farmland and paddocks. No change is intended.

7. Amount (gross internal floor areas)

Existing

Ex.House Ground floor area	- 311.0m²
Ex.Outbuilding floor area	- 17.0m²
Total	328.0m²

Proposed

House Ground floor area	- 350.0m²
Annexe	- 75.0m²
Total	425.0m²

Increase in Ground floor area = 97.0m² (This represents a percentage increase of 29.5%)

8. Scale

We have adopted a sensitive design approach for this scheme, namely the siting of the additions and their forms, harmoniously juxtaposed against the host dwelling.

The way in which the proposals have been considered, reduce the effect of any size increase, partly by shape and form, with the introduction of stepped facades and levels, and partly by the choice if external materials and finishes, which ensure respect to the host buildings. This approach presents a subservient status for the additional elements while reinforcing the original buildings remain the prominent built forms when viewed from the wider landscape.

The proposed works comprise an increase in gross internal floor area of 39.0m² (In-fill extension) to the house, and 58.0m² additional floor area to the remodelled outbuilding/Annexe

9. Layout

The layout of the site with reference to the existing house and ancillary outbuildings provide constraints that have influenced the design approach adopted for these revised proposals, while the new layout benefits from being orientated to harness passive solar gain.

The overall shape of the plot is, to all intents and purposes an irregular rectangular shaped. The existing detached dwelling house with its mature garden occupies the south-eastern portion of the plot, with a mixture of mixed native hedging and mature tree planting. The application site is bounded by a mixture of post and wire/rail fencing. Access to the property is via a long drive approaching from the west before arriving at the parking area. The current outbuilding lies directly to the east.

We propose to improve the arrival experience from the parking area to the house, welcoming visitors to a remodelled north facing everyday entrance door and boot room area, before venturing on into the main body of the house.

The formal entrance hall and reception rooms will remain unaltered, although we have minor internal alteration to the ground floor layout to improve the transmission between the formal and utilitarian spaces.

As part of the process, we have introduced a formal dining space within the in-fill extension and directly off but separate from the current kitchen and breakfast area. We have also improved the current utility room and cloakroom arrangement along with a better relationship to the family kitchen.

The current plant room within the existing garage will remain unaltered, albeit partitioned off to form a separate space with access via an existing external door.

The remainder of the ground floor and entire first floor layout will remain unaltered.

Our proposals also seek to sympathetically renovate, convert and extend the current redundant workshop and potting shed to provide ancillary accommodation to the host dwelling, while the simple subservient, yet quality oak cloister provides an element of shelter when traversing between the house and annex.

Unlike the previous approved application, albeit not implemented and now lapsed, we are mindful to maintain a gap between the dwellinghouse and the annexe, as being intrinsic to the traditional character and appearance of the property which contributes to the legibility of the group of buildings and historic practices which should be conserved. Consequently, we have adopted a more sympathetic approach for this application. Rather than a solid link between the newly converted annex and host dwelling, we favour the forementioned simple oak cloister link.

10. Appearance - House

Historical records suggest Westbrook Hall as being of 17th century origin. The original timber framed house with many exposed wall and ceiling beams in evidence and now form a characterful part of the house in contrast to the larger elegant rooms of the later additions.

Recorded by Historic England, the listed property is described as; Early C19. Two storeys. Five windows. Faced with roughcast on a stuccoed base. Modillion eaves cornice. Glazing bars intact. Venetian shutters on first floor. Porch with fluted columns, large semi-circular fanlight and double doors of 6 fielded panels.

The current Westbrook Hall presents itself as an early 19th Century detached Georgian house of imposing scale and grandeur. Predominantly set over two floors, with additional single storey wings. The external appearance comprises colour-washed render facades and white painted joinery all set below a series of simple shallow slate pitched roofs.

The appearance and setting of the existing dwelling will not change, while the proposals have been introduced to areas where enhancements to the building's presence can be beneficially introduced.

The design principle is to sensitively extend the existing house with deference to the host dwelling, while ensuring it remains the prominent built form when viewed from the wider landscape.

The in-fill extension adopts a traditional approach, with matching painted hardwood sash windows set into a render colour-washed façade with matching decorative detailing. The incongruous, pitched roof is replaced in favour of a simple single-ply membrane flat roof structure and hidden from view behind the traditional parapet wall arrangement. A series of simple glazed roof lanterns allow natural light and ventilation into the rooms below.

Appearance - Annexe

Immediately adjacent to the main house stands a detached single storey outbuilding, formerly believed to be a workshop serving the house, along with a potting shed and gardeners' toilet. This

building is generally of traditional masonry construction with a mixture of stone and brick facades, along with later rendered panels, set below a shallow slate pitched roof. Over the years this building has been subject to various alterations and infill elements using incongruous materials which has resulted in a rather shabby ad hoc appearance.

The alteration and extension of the outbuilding to create the desired annex is intended to follow inclusive design principles, ensuring that the new spaces allow ease of access and mobility. Externally, all doors and access points will enable all abilities to enter the building, including ensuring level thresholds and doors that have an appropriate width. Internally, spaces will allow accessibility for both ambulant and non-ambulant people unaided, with generous landing spaces and appropriate door openings.

A sensitive palette of external materials and finishes will complement the evolving architectural language of the built form and surrounding. Constructed using traditional materials along with introducing elements of timber cladding, sympathetically mirroring the neutral tones of the existing materiality in the area, while juxtaposed against slim framed glazing, proffering more contemporary forms and detailing, while ensuring a nod to the memory of this agricultural building.

As part of the process, we propose a simple subservient oak cloister providing an element of shelter when traversing between the house and annex.

11. Landscaping

Westbrook Hall is an early 19th Century Grade II listed detached Georgian house of imposing scale and grandeur occupying an elevated rural setting along the eastern edge of the A29 Bognor Road.

The main views of the property look south and west, creating a parkland feel, while to the north a river runs along the western boundary supporting an abundance of wildlife. The property also benefits from a south facing swimming pool and partly walled courtyard. To the north is a large field which completes the overall site totalling circa 8.37 acres.

The remoteness of the site, combined with the character of the surrounding landscape, ensure the site is not visible from any road or public rights of way. No change to the current landscaping is intended.

12. Access

As previously mentioned, the property is approached via a gated entrance and long private drive directly off the A29 Bognor Road, and flanked by indigenous hedgerows and feature trees, as it continues eastwards into the site, leading to an open drive area with ample parking and bounded by a series of out buildings. The main house lies directly to the south and set within mature gardens.

The site entrance will not be affected by the proposed works.

13. Flood Risk Assessment

The site lies within The Environment Agency Flood Zone-1, and therefore considered not to be affected by sources of flooding, while the applicant is not aware of any flooding affecting the site.

14. Sustainability

It is the applicant's intention to ensure, where possible, the proposals are built applying sustainable principles and they comply with and exceed current thermal insulation requirements, while embracing passive solar gain and energy efficient led design approach, i.e., high performance insulation materials to reduce energy demand in winter and overheating in the summer.

The proposals will include where possible the following measures.

- Locally sourced materials to avoid use of energy associated with importing/transportation.
- Selection of natural materials that do not incur high energy and manufacturing costs.
- Low energy services
- Water efficient appliances/fitting.
- Detailed thermal analysis.

15. Renewable Energy

The current central heating serving the house is run off a ground source heat pump technology, with the below ground heating coils and associated pipework located in the two fields we own across the lane. Consequently, the house is run entirely off electricity with a usage in the region of 45,000kws per annum which is a huge amount.

It is the applicant's intention to ensure, where possible, the proposals are built applying sustainable principles, while embracing passive solar gain and energy efficient led design approach.

As part of the process, our client wishes to improve the current services infrastructure with a progressive approach to both design and energy use. Their aim is to reduce energy consumption (electricity) from the grid upgrade the current central heating system in favour of sustainable methods and integrating renewable energy technologies, therefore reducing their carbon output.

These proposals shall include the following:

- The new hot water and central heating system serving the converted annexe will employ Ground Source Heat Pump technologies.
- The additions and conversion of the outbuilding to create am annexe will incorporate the latest thermal insulation materials achieving values well more than the current statutory requirements.
- Advanced glass technology to be incorporated in new glazed elements supporting thermal retention.
- Rainwater harvesting, water butts will be used to collect all water run-off.

Conclusion

The design principle is to sensitively extend the existing house with deference to the host dwelling, while ensuring it remains the prominent built form when viewed from the wider landscape.

The appearance and setting of the existing dwelling will not change, while the proposals have been introduced to areas where enhancements to the building's presence can be beneficially introduced.

We believe these proposals are sensitively conceived and will greatly improve the layout of the current property as well as improving its usage and facilities, without adversely detracting from the existing dwelling or the surrounding context of the area.

Careful consideration has been given to the available guidance, whilst creating a scheme that demonstrates the evolving development of the property.

In considering the above, we trust that this application will be supported.

Trevor Pullen
For and on behalf of Pullen Architecture
1st October 2024