



DELEGATED APPLICATIONS - ASSESSMENT SHEET

APPLICATION NO./ADDRESS:

DC/25/2106

Toat Farm , Bashurst Hill, Itchingfield, West Sussex, RH13 0PB

DESCRIPTION:

Conversion of existing barn and reconstruction of car port to create a residential annexe.

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 34 - Cultural and Heritage Assets

Policy 40 - Sustainable Transport

Policy 41 - Parking

Itchingfield Neighbourhood Plan (INP) 2024 - 2031:

Policy 12 – Design Parameters

Horsham District Local Plan (2023-40) (Regulation 19):

Policy 9: Water Neutrality

Policy 17: Green Infrastructure and Biodiversity

Policy 19: Development Quality

Policy 20: Development Principles

Policy 21: Heritage Assets and Managing Change within the Historic Environment

Policy 24: Sustainable Transport

Policy 25: Parking

Policy 45: Replacement Dwellings and House Extensions in the Countryside

Policy 46: Ancillary Accommodation

Parish Design Statement:

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:

Toat Farm is a historic farmhouse of, at least, the seventeenth century. The barn has undergone repair and replacement of structural timber in the recent past but appears not to have been extended or relocated, at least since the mid nineteenth century. It is currently used for storage and is in need of further repair. A more intensive use particularly for residential accommodation will be a greater motivator for repair and will ensure it is conserved for the future. Satisfied the proposed reuse will not result in a misunderstanding of its former use and its historic relationship to the farmhouse. Supportive of the proposal and recommend consent is granted subject to condition. Conditions are recommended

Ecology:

Still satisfied that there is sufficient ecological information available for determination of this application. Still have no objections on ecological matters excluding Great Crested Newts.

NatureSpace:

The report has identified great crested newt presence within 50m of the development site. However, as the development is small scale, and habitat impacts will be limited to hardstanding, it is considered that the reasonable avoidance measures included within the report are mostly suitable.

Southern Water: More Information

Insufficient Information provided.

Southern Water recommends the following condition "Construction of the development shall not commence until details of the proposed means of foul/surface water drainage disposal have been submitted to, and approved in writing by the Local Planning Authority in consultation with Southern Water"

Parish Comments:

Itchingfield Parish Council has no objections and recommends this Planning Application for approval.

Representations:

None received

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:

This application is for the Conversion of existing barn and reconstruction of car port to create a residential annexe at Toat Farm, Bashurst Hill, Itchingfield. Toat Farm is a Grade II Listed Building (indexed 1959) described by Historic England as "Half-H-shaped C17 or earlier house. Two storeys. Three windows. Now fronted with red brick and grey headers on ground floor and tile-hung above. Horsham slab roof. Gables to the projections. Casement windows". Toat Farm is set amply back from the carriageway by driveway. The application site sits to the south of the principle Listed Building.

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.

Policy 12 of the Barns Green and Itchingfield Neighbourhood Plan states development proposals will be supported where their scale, nature, and location are appropriate, and their character and design meet key criteria: they must be of high-quality design and layout, contribute positively to both private and public spaces, and respect the character, scale, and identity of Barns Green and Itchingfield. Proposals should protect open spaces and gardens, avoid harm to the amenity of existing and future residents, ensure privacy, daylight, and security, and create safe, accessible, and well-connected environments. They should also preserve landscape features, support the parish's Green Infrastructure, use locally appropriate materials, and respond positively to the local vernacular.

The proposal sees the conversion of an existing barn to the south of the principle Listed Building converted to a residential annexe in association with the principal building. The application building is currently in a state of disrepair and is comprised of two distinct structures joined together. The larger part of the barn, annotated 'main barn', is constructed of stone and waney edged timber and is the historical barn which dates back, according to the Planning Statement, to the 17th century. The second structure, which is a modern addition, abuts the western gable end of the historic barn which includes as annotated, a store and three carports. This is designed to somewhat preserve the historical character of the barn and is also constructed of timber

The proposal sees the renovation of the entire structure. The historic barn is repaired and retained with the modern addition replaced by a new side extension. The proposal is to be of the same general footprint as the existing structure bar a small porch to the western end of the proposal. This includes retaining the stepped nature of the roof profile, with the historic barn taller than that of the modern addition. The historic barns roof covering and external timber is to be replaced with new materials that retain the general character of the historic barn. A large integrated door and window will be in place of the existing barn door which should retain a historical agricultural link. The 'store' part of the previous extension will now be utilised as the new entrance with a large amount of glazing to create the appearance of a glass link between the historic barn and the modern extension. This is not a true glass link as the rear roof slope and rear elevation are to use the materials used for the rest of the extension. This should help the historic building stand more overtly out as a separate historic building whilst also providing a link between extension and barn. The modern extension retains the timber arch design of the previous built form and is to be finished with the same finish as those used for the historic barn. A small amount of fenestration is located to the front elevation to serve the interior accommodation. A porch created to the western end of the extension. The roofline here is dropped to continue the stepped nature of the building.

The interior of the proposal is to serve as a residential annexe. The historic barn is to serve as a living room whilst the modern addition will house bathroom facilities and two bedrooms. A kitchenette is also placed within the entrance link.

It is considered there is an identifiable link between the proposal (annexe) and the residential dwelling, separated by hardstanding at a distance of 20m from the main dwelling. In any case, the proposal would be restricted to remain as ancillary to Toat Farm, and this would be secured by condition.

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 which would not harm the character or appearance of the 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.

It is considered that the siting and layout of the proposed extension and the resulting relationship with adjoining properties would be sufficient to prevent any unacceptable harm to neighbouring amenity.

Heritage Impacts

Section 16, Paragraph 208 of the NPPF (2024) states that “[l]ocal planning authorities should identify and assess the particular significance of any heritage asset that may be affected by a proposal (including by development affecting the setting of a heritage asset) taking account of the available evidence and any necessary expertise. They should take this into account when considering the impact of a proposal on a heritage asset, to avoid or minimise any conflict between the heritage asset’s conservation and any aspect of the proposal.”.

Section 16, Paragraph 216 of the NPPF (2024) states “The effect of an application on the significance of a non-designated heritage asset should be taken into account in determining the application. In weighing applications that directly or indirectly affect non-designated heritage assets, a balanced judgement will be required having regard to the scale of any harm or loss and the significance of the heritage as-set”.

Policy 34 of the HDPF seeks to conserve, sustain and protect the cultural and heritage assets that are within the district. It ensures that development within conservation areas is consistent with the special character of buildings and areas of which they are located within. Areas and buildings that fall under conservation, Listed Building designations or are approximate to them will be protected from inappropriate development which will harm the character and setting of the area / building.

Policy 3 of the Barns Green and Itchingfield Neighbourhood Plan states that development proposals shall, where practicable and consistent with other policies, incorporate measures which seek to conserve heritage assets in a manner appropriate to their significance. Special regard shall be given to the desirability of preserving any heritage building or its setting, and any features of special architectural interest which the building possesses.

The historic barn is considered to be a curtilage listed building. Whilst the historic barn is not noted as an identified listed building itself, by association with the principle listed building of Toat Farm, the historic barn is considered to be curtilage listed and a non-designated heritage asset.

As per the Conservation Officer, the development will see a “more intensive use particularly for residential accommodation will be a greater motivator for repair and will ensure it is conserved for the future. I am satisfied the proposed reuse will not result in a misunderstanding of its former use and its historic relationship to the farmhouse”. The design of the proposal is considered to compliment the farmhouse and allow for the historic barn to stand out with the integrated semi-glazed link to the modern extension.

An informative is attached as the building is considered curtilage listed and therefore requires Listed Building Consent application.

Water Neutrality

There is no clear or compelling evidence to suggest the nature and scale of the proposed development would result in a more intensive occupation of the dwelling necessitating an increased consumption of water that would result in a significant impact on the Arun Valley SAC, SPA and Ramsar sites, either alone or in combination with other plans and projects. The grant of planning permission would not therefore adversely affect the integrity of these sites or otherwise conflict with policy 31 of the HDPF, NPPF paragraph 193 and the Council's obligations under the Conservation of Habitats and Species Regulations 2017.

Biodiversity Net Gain

In accordance with the Biodiversity Gain Requirements (Exemptions) Regulations 2024, all householder applications are current exempt from the statutory requirement to demonstrate a 10% net gain in biodiversity.

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 **Standard Time Condition:** The development hereby permitted shall begin before the expiration of three years from the date of this permission.

Reason: To comply with Section 91 of the Town and Country Planning Act 1990.

- 3 **Pre-Commencement Condition:** No relevant works shall commence until the following details have been submitted to and approved in writing by the Local Planning Authority. The works must not be executed other than in complete accordance with these approved details:

- a) Drawings to a scale not smaller than 1:5 fully describing:
 - i) new windows and external doors.
 These drawings must show:
 - materials
 - decorative/protective finish
 - cross section of frame, transom, mullions, glazing bars, etc
 - method of opening
 - method of glazing
 - ii) Roof details including sections through:
 - roof ridge
 - eaves
 - verges
 - junction between glazed roof and west gable of historic barn.

Drawings to include roof junction detailing to conceal the fitment of insulation laid on top of the roof structure and wall framing whilst preserving traditional junction details of cut verges and exposed rafter feet.

- b) Specification, including location drawings and sketches where appropriate, of works to timber framing including extent of work, methods to be used, and the type of any replacement timber.

Reason: As this matter is fundamental to ensure that the significance of the designated heritage asset, and the character, appearance and integrity of the building, is not prejudiced, thereby preserving the special architectural or historic interest which it possesses, and to comply with Policy 34 of the Horsham District Planning Framework (2015).

- 4 **Pre-Occupation Condition:** No part of the development hereby permitted shall be first occupied until a Biodiversity Enhancement Strategy for Protected and Priority species has been submitted to and approved in writing by the local planning authority. The content of the Biodiversity Enhancement Strategy shall include the following:

- (a) Purpose and conservation objectives for the proposed enhancement measures;
- (b) Detailed designs to achieve stated objectives;
- (c) Locations of proposed enhancement measures by appropriate maps and plans;
- (d) Persons responsible for implementing the enhancement measures;
- (e) Details of initial aftercare and long-term maintenance (where relevant).

The works shall be implemented in accordance with the approved details and shall be retained in that manner thereafter.

Reason: As these matters are fundamental to safeguard the ecology and biodiversity of the area in accordance with Policy 31 of the Horsham District Planning Framework (2015), and to enhance Protected and Priority Species/habitats and allow the LPA to discharge its duties under the s40 of the NERC Act 2006 (Priority habitats & species).

- 5 **Regulatory Condition:** All mitigation and enhancement measures and/or works shall be carried out in accordance with the details contained in the Ecological Impact Assessment reference AB015.ToatFarm.EclA.v3 by South Downs Ecology dated 09.12.2025 and Preliminary Bat Roost Assessment reference AR177 - Toat Farm.PRA.V1 dated 27.12.2024 as already submitted with the planning application and agreed in principle with the local planning authority prior to determination. This includes the Precautionary Method Statement for mobile protected species in Section 5.4.3 of the Preliminary Ecological Appraisal (Arun Ecology, September 2024), which avoids impacts on protected species.

This may include the appointment of an appropriately competent person e.g. an ecological clerk of works (ECoW) to provide on-site ecological expertise during construction. The appointed person shall undertake all activities, and works shall be carried out, in accordance with the approved details.

Reason: To conserve and enhance protected and Priority species and allow the Local Planning Authority to discharge its duties under the Conservation of Habitats and Species Regulations 2017 (as amended), the Wildlife & Countryside Act 1981 as amended and s40 of the NERC Act 2006 (as amended) and Policy 31 of the Horsham Development Framework (2015).

- 6 **Regulatory Condition:** The roof lights hereby permitted shall be metal framed and sit flush with the roof slope.

Reason: To ensure that the significance of the designated heritage asset, and the character, appearance and integrity of the building, is not prejudiced, thereby preserving the special architectural or historic interest which it possesses, and to comply with Policy 34 of the Horsham District Planning Framework (2015).

- 7 **Regulatory Condition:** All new and replacement rainwater goods shall be cast iron or cast aluminium.

Reason: To ensure that the significance of the designated heritage asset, and the character, appearance and integrity of the building, is not prejudiced, thereby preserving the special architectural or historic interest which it possesses, and to comply with Policy 34 of the Horsham District Planning Framework (2015).

- 8 **Regulatory Condition:** The accommodation hereby permitted shall be occupied solely for purposes ancillary to the occupation and enjoyment of Toat Farm, Bashurst Hill, Itchingfield (as identified on the approved plans), as a dwelling and shall not be used as a separate unit of accommodation.

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

- 9 **Regulatory Condition:** No external lighting or floodlighting shall be installed other than with the permission of the Local Planning Authority by way of formal application.

Reason: In the interests of the amenities of the locality and in accordance with Policy 33 of the Horsham District Planning Framework (2015).

NOTE TO APPLICANT

This permission/consent does not grant listed building consent for the works, for which separate consent is required under the Planning (Listed Buildings and Conservation Areas Act) 1990.

NOTE TO APPLICANT

The Applicant is advised that before any work begins on site, the person(s) responsible for supervising the works should meet with the Conservation Officer of the Local Planning Authority, on site or as otherwise agreed, to confirm that all the conditions attached to the listed building consent are understood and can be fully complied with.

NOTE TO APPLICANT

Biodiversity Net Gain Condition

Paragraph 13 of Schedule 7A to the Town and Country Planning Act 1990 states that planning permission is deemed to have been granted subject to the "biodiversity gain condition" which means development granted by this notice must not begin unless:

- (a) a Biodiversity Gain Plan has been submitted to the planning authority, and
- (b) the planning authority has approved the plan.

Under Regulations 4, 5, 7 & 8 of the Biodiversity Gain Requirements (Exemptions) Regulations 2024 the statutory biodiversity gain condition required by Schedule 7A to the Town and Country Planning Act 1990 (as amended) does not apply in relation to planning permission for development which:

1. does not impact an onsite priority habitat (a habitat specified in a list published under section 41 of the Natural Environment and Rural Communities Act 2006); and impacts less than 25 square metres of onsite habitat that has biodiversity value greater than zero and less than 5 metres in length of onsite linear habitat (a hedgerow habitat or watercourse habitat identified for the purposes of the biodiversity metric);
2. is the subject of a householder application within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015;
3. is undertaken solely or mainly for the purpose of fulfilling, in whole or in part, the biodiversity gain planning condition which applies in relation to another development (In determining whether a development is undertaken solely or mainly for this purpose, no account is to be taken of any facility for the public to access or to use the site for educational or recreational purposes, if that access or use is permitted without the payment of a fee);
4. consists of no more than 9 dwellings, is carried out on a site which has an area no larger than 0.5 hectares, and consists exclusively of dwellings which are self-build or custom housebuilding ("Self-build or custom housebuilding" has the same meaning as in section 1(A1) of the Self-build and Custom Housebuilding Act 2015 (as amended)).

In addition, the Biodiversity Gain Plan Condition does not apply to applications for major development made before 12 February 2024, or non-major development made before 2 April 2024.

Based on the information submitted in the planning application documents, the Planning Authority considers that this permission is exempt from biodiversity net gain, and as such does not require approval of a biodiversity gain plan before development is begun.

Statutory exemptions and transitional arrangements

There are statutory exemptions and transitional arrangements which mean that the biodiversity gain condition does not always apply. These can be found at Paragraph: 003 Reference ID: 74-003-20240214 of the Planning Practice Guidance, which can be found at <https://www.gov.uk/guidance/biodiversity-net-gain>.

Irreplaceable habitat

If the onsite habitat includes irreplaceable habitat (within the meaning of the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024) there are additional requirements for the content and approval of Biodiversity Gain Plans.

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/25/2106

(The approved plans will form Condition 1 on the Decision Notice of all Permitted applications)

Schedule of plans/documents **approved:**

Plan Type	Description	Drawing Number	Received Date
Supporting Statement	Ecological Impact Assessment by South Downs Ecology dated 09.12.2025	AB015.ToatFarm.EclA.v3	27.03.2026
Location & Block plan	Existing Location and Block Plans	24546 / P100	05.01.2026
Block plan	Proposed Block Plan	24546 / P101	16.12.2025
Elevation & Floor plan	Existing Plans and Elevations	24546 / P102	16.12.2025
Elevation & Floor plan	Proposed Plans and Elevations	24546 / P103	16.12.2025
Supporting Statement	Preliminary Bat Roost Assessment dated 27.12.2024	AR177 - Toat Farm.PRA.V1	16.12.2025
Supporting Statement	Carpentry Method Statement	NONE	16.12.2025

DELEGATED

Case Officer sign/initial JBurrowes Date: 08/05/2026

Authorising Officer sign/initial _____ Date: _____