Horsham District Council

DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	**17th March 2025**
Check Neighbours	☐
Check Consultations (including newts) / Press List	☐
Check Description, Plans and Supporting Documents	☐
Print and Display Site Notice (if required)	☐
WEEK TWO (+7)	**24th March 2025**
Visit Site or request site visit photos (in accordance with Site Visit Guidance Note)	☐
Draft HRA / AA if necessary. If the water statement is insufficient discuss with TL / PPO whether to discuss / accept amendments to the strategy.	☐
Instruct Legal if s106 required (with prior TL / PPO agreement)	☐
WEEK THREE (+14)	**31st March 2025**
If amendments are likely to be needed discuss with TL / PPO (N.B. Only minor amendments will be accepted in accordance with the Amendment Guidance). When requesting amendments give clear deadline (i.e. start of week 5).	☐
WEEK FOUR (+21)	**7th April 2025**
If no amendments required, contact agent / applicant with update on progress.	☐
Confirm whether delegated or committee decision (re: parish and neighbour representations)	☐
WEEK FIVE (+28)	**14th April 2025**
14-day re-consultation letters to be sent on any amended plans	☐
Prepare draft report	☐
WEEK SIX (+35)	**21st April 2025**
Check 35-day Cllr call-in for Committee	☐
If decision based on original plans, report to be drafted and submitted for sign off	☐
WEEK SEVEN (+42)	**28th April 2025**
If decision based on amended plans, report to be drafted and submitted for sign off	☐
Reason for EOT	☐

APPLICATION NO./ADDRESS:

DC/25/0339
Old Bonnetts Cottage, Bonnetts Lane, Ifield, West Sussex, RH11 0NY

DESCRIPTION:

Conversion of existing outbuilding and erection of a single storey extension for an annexe/ ancillary accommodation with 1 dormer window to west elevation and 3 rooflights to the east elevation.

RELEVANT PLANNING HISTORY:

DC/25/0340	Erection of a single storey extension to existing outbuilding with 2 no Dorma windows to west elevation and 1 no roof	Withdrawn Application on 01.04.2025.

light to East elevation (Listed Building Consent).

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

Rusper Neighbourhood Plan (2018-2031):
Policy RUS3: Design
Policy RUS4: Local Heritage Assets

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:

Natural England: No Objection

The delivery, management and maintenance of any measures identified in the applicant's water neutrality statement that are required to ensure that the proposed development will not result in increased levels of abstraction within the Sussex North Water Supply Zone.

HDC Conservation: Objection

Satisfied there is potential for development, and this could be accommodated on the site without harm to the setting of the listed building. However, the current design reflects a suburban dwelling that neither responds to nor respects the historic context of the site. It is clear that Old Bonnetts was a small farm in the late nineteenth century if not many years before based on the age of the construction. The historic farm buildings survive to the north of the existing garage. The existing garage is perceived as an ancillary building and does not compete with the cottage in scale or appearance. The proposed extension will further dilute the setting of the listed building when viewed from the road. Suggest the extension is redesigned to limit the suburban appearance and reinforce the appearance of a traditional ancillary rural building. This would allow for the additional accommodation and remove the harm to the setting of the listed building resulting from the current design.

Southern Water: Comment

Please note surface water should not be disposed of into a public foul sewer and must comply with the Hierarchy of H3 of the Building Regulations. For more details, refer to the Drainage and Waste Disposal: Approved Document H on the GOV.UK website.
Any new connections to the public sewerage system will require a New Sewer Connection application (also known as a Section 106) to be submitted and approved by Southern Water.

Due to legislative changes effective from 1st October 2011 regarding the ownership of sewers, it is possible that some previously private sewers, now deemed public, could be crossing the above property, and may not be shown on Southern Water records. Therefore, if any additional sewers are discovered during construction, an investigation will be required to determine their condition, the number of properties served, and potential access methods before any further work can proceed on site.

Parish Comments:

None received.

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:

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.

Principle of Development

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.

Policy 42 of the HDPF (2015) states that positive measures which help create a socially inclusive and adaptable environment for a range of occupiers and users to meet their long-term needs will be encouraged and supported. Particular account will be taken of the need to address the requirements stemming from: people with additional needs, including the disabled or those with learning difficulties.

The proposal seeks to erect a single storey extension to the existing outbuilding, with 1 dormer window to the west elevation and 3 rooflights to the east elevation. The application is proposed to facilitate the

continued care and accommodation for a family member of the Applicant, whose additional needs required level access. The existing dwelling does not benefit from such access, with various level changes across the ground floor of the dwelling. The proposal would include upstairs accommodation for a live-in carer to support the needs of the individual.

The need for the proposal is acknowledged and has been taken into consideration in the assessment of the application. The proposed extension would provide ground level accommodation as well as upper-level accommodation for additional help. There would be no integral entrance from the garage. The garage GIA would be 41.3m at ground floor level and the ancillary accommodation would be 60.3m2. The ground floor would accommodate a living area, bedroom, and bathroom. The upper floor would have a residential GIA of 30.9m2 and would accommodate a sitting area, bedroom and ensuite.

It is recognised that the footprint of the proposal would be similar in extent to the host dwelling, albeit that the level of accommodation provided would be adequately subservient. Whilst there would be some conflict with Policy 28 of the HDPF in this regard, the needs of the Applicant's family member are recognised, where the proposal would provide level and accessible facilities. In this instance, the size of the accommodation is therefore considered justified. On the balance of these considerations, the proposal is considered acceptable in principle, subject to all other material considerations.

Character and Appearance

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 34 of the HDPF states that development will be required to reinforce the special character of the district's historic environment through appropriate siting, scale, form and design, including the use of traditional materials and techniques; make a positive contribution to the character and distinctiveness of the area; and preserve and ensure clear legibility of locally distinctive vernacular building forms and their settings, features, fabric and materials. Development should retain and improve the setting of heritage assets through continued preservation by uses that are consistent with the significance of the heritage asset.

Policy RUS3 of the Rusper Neighbourhood Plan states that proposals for new development must be of the highest design standards, and will be required to reflect the character and scale of surrounding buildings. Proposals should satisfactorily take into account, among other things, the significance of any heritage assets and their settings, and how the proposal will sustain and enhance that significance.

The original design was considered too suburban within the site, as this would sit within the curtilage of a Grade II listed building. Following conversations with the HDC Conservation Officer, amendments were made to the design. The amendments to the design include changing the external materials to timber cladding, reducing the number of dormers, and including a wall dormer which is reminiscent of agricultural barns. The external appearance of the garage would be retained, with a garage-style door on the elevation. There are several windows on each elevation, which would provide natural light and ventilation. The proposed extension would extend off the existing garage and sit in line with the existing building line. The proposed building would remain subservient to the main dwellinghouse, and would reflect a building expected within the setting of the designated heritage asset. The scale is considered appropriate and could be sufficiently accommodated within the existing plot without impacting on the amenity space for Old Bonnetts.

The proposal would be a subservient addition and 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.

The existing outbuilding sits along a boundary with a timber fence. The proposed extension to the garage would extend to the south, away from the northern boundary, and would be screened by mature trees and hedging. The frontage with the road has hedging along the boundary and the gap in the boundary for the entrance gate provides views of the garage door which would be maintained with the proposed extension. Due to the lack of immediate neighbours close the building, it is considered that there would be limited harm on amenity. 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. It is noted that no representations were received.

Impact on Heritage:

Policy 34 of the HDPF states that development will be required to reinforce the special character of the district's historic environment through appropriate siting, scale, form and design, including the use of traditional materials and techniques; make a positive contribution to the character and distinctiveness of the area; and preserve and ensure clear legibility of locally distinctive vernacular building forms and their settings, features, fabric and materials.

Policy RUS3 of the Rusper Neighbourhood Plan states that proposals for new development must be of the highest design standards, and will be required to reflect the character and scale of surrounding buildings. Proposals should satisfactorily take into account, among other things, the significance of any heritage assets and their settings, and how the proposal will sustain and enhance that significance. Development should retain and improve the setting of heritage assets through continued preservation by uses that are consistent with the significance of the heritage asset.

The application building sits within the curtilage of a Grade II listed building. The HDC Conservation Officer was satisfied that there is potential for development and that this could be accommodated on the site without harm to the setting of the listed building. The original design of the building was considered to reflect a suburban dwelling which would not respond or respect the historic context of the site. Following conversation with the Conservation Officer, the design was amended. The number of dormers was reduced, and timber cladding was added to the elevations. The design is considered to be more reflective of a historic farm building, which appears ancillary to the main dwellinghouse and listed building. Following verbal discussion with the Design and Conservation Officer, no objection has been raised to the redesign.

Impact on Parking Provision

Policy 41 of the HDPF states that adequate parking and facilities must be provided within developments to meet the needs of anticipated users. Development which involves the loss of existing parking spaces will only be allowed if suitable alternative provision has been secured elsewhere or the need for the development overrides the loss of parking and where necessary measures are in place to mitigate against the impact.

There would be no changes to the existing access arrangements, which will remain in use the proposed development. There is also sufficient driveway space to the front of the proposal which can be utilised for the provision of several vehicles for both the main dwellinghouse and ancillary outbuilding. It is not envisaged that there would be any harmful impact on parking provision at the site.

Water Neutrality

The application site falls within the Sussex North Supply Zone as defined by Natural England which draws its water supply from groundwater abstraction at Hardham. Natural England has issued a Position Statement for applications within the Sussex North Water Supply Zone which states that it cannot be concluded with the required degree of certainty that new development in this zone would not have an adverse effect on the integrity of the Arun Valley SAC, SPA and Ramsar sites.

Natural England advises that plans and projects affecting sites where an existing adverse effect is known will be required to demonstrate, with sufficient certainty, that they will not contribute further to an existing adverse effect. The received advice note advises that the matter of water neutrality should be addressed in assessments to agree and ensure that water use is offset for all new developments within the Sussex North Water Supply Zone.

The proposal falls within the Sussex North Water Supply Zone and would result in a greater level of water abstraction than the site presently generates. Natural England therefore require that the proposal demonstrates water neutrality or that is should be delayed awaiting an area-wide water neutrality strategy.

The submitted Water Neutrality Statement outlines that the existing baseline use on site is 0 l/d. The proposed development represents an increase in water use of 170.14 l/d (90.5 l/p/d x 1.88). To offset, the strategy states that the applicant is intending to purchase credits amount to 170.14 litres from Sussex Water Neutrality. No further details have been provided on the mitigation. Therefore, the Council will attach a Grampian condition which will restrict the development until such time that the bespoke water neutrality solution has been approved and secured. Through confirmation of credits purchased off-site, the development would be water neutrality. Therefore, subject to the attachment of the Grampian condition, which will require either entry to SNOWS or a site-specific water strategy and accompanying s106 legal agreement to secure the offsite offsetting measures, Officers are satisfied that the proposed development would be water neutral.

Natural England were consulted on the water strategy following the carrying out of an Appropriate Assessment by officers and raised no objection. The information available and the mitigation measures proposed are considered to provide the necessary certainty to demonstrate that the proposed development would be water neutral. Appropriate mitigation measures have been demonstrated and are considered sufficient to avoid adverse effects on the integrity of the interest features of the Arun Valley SPA, SAC, and Ramsar site from the development either alone or in combination with other plans and projects, in accordance with Policy 31 of the Horsham District Planning Framework (2015), Paragraphs 196 and 198 of the National Planning Policy Framework (2023), its duties under the Conservation of Habitats and Species Regulations 2017 (as amended), and s40 of the NERC Act 2006 (Priority habitats and species).

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 development shall commence until either:

i) Details have been submitted to and been approved in writing by the Local Planning Authority confirming that the necessary credits to achieve water neutrality have been secured via the Sussex North Offsetting Water Scheme;

or

ii) A site-specific water neutrality mitigation scheme has been submitted to and been approved in writing by the Local Planning Authority. The site-specific water neutrality mitigation scheme shall include full details of the means of any and all onsite and offsite mitigation and any necessary agreements pursuant to S106 of the Town and Country Planning Act 1990 to deliver and secure the approved mitigation; and

iii) The development shall not be first occupied until evidence has been submitted to and been approved in writing by the Local Planning Authority confirming that the approved site-specific water neutrality mitigation scheme has been fully implemented. The approved mitigation shall thereafter be retained, maintained, and operated to the same or better water performance standard.

Reason: To ensure the development is water neutral to avoid an adverse impact on the Arun Valley SAC/SPA and Ramsar sites in accordance with Policy 31 of the Horsham District Planning Framework (2015), Paragraph 193 of the National Planning Policy Framework (2024), and to enable the Local Planning Authority to discharge its duties under the Conservation of Habitats and Species Regulations 2017 (as amended), and s40 of the NERC Act 2006 (Priority habitats & species).

4 **Pre-Commencement Condition**: Prior to relevant work beginning, the following details shall have been submitted to and approved in writing by the Local Planning Authority. The relevant works must not be executed other than in complete accordance with these approved details:

- Specifications of external materials and surface finishes.

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).

5 **Regulatory Condition**: The accommodation hereby permitted shall be occupied solely for purposes ancillary to the occupation and enjoyment of Old Bonnetts Cottage, Bonnetts Lane, RH11 0NY (as identified on the approved Location Plan) 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).

6 **Regulatory Condition**: The new roof junctions at ridge, hips, valleys, eaves and verges shall be built to reflect traditional detailing including exposed rafter feet, cut verges, bonnet hip and valley tiles and hogs back or half round ridge tiles.

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**: The new windows fitted in the building hereby permitted shall have casements flush fitted with their frames if manufactured in timber or plastic.

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 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).

9 **Regulatory Condition**: All new and replacement rainwater goods shall be cast iron or cast aluminium or cast effect plastic.

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).

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/25/0339
(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
Location plan		none	05.03.2025
Block plan	Block Plan as Proposed	PBP rev C	11.04.2025
Floor plan	Floor Plans as Proposed	PFP rev C	11.04.2025
Elevation plan	Elevations & Section as Proposed	PEV rev C	11.04.2025
Elevation & Floor plan	Garage - Plans & Elevations as Existing	EPL rev A	11.03.2025
Block plan	Block Plan as Existing	EBP rev A	11.03.2025

DELEGATED

Case Officer sign/initial Bethan Tinning Date: 24.06.2025

Authorising Officer sign/initial Tamara Dale Date: 26.06.2025