

Planning Application DC/25/2028
Change of use from residential to commercial
to allow for a shepherd's hut for holiday use
Planning Conditions Report

at

Rose Cottage
Bakers Lane
Shipley
Horsham
West Sussex
RH13 8GF

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Property Owner
July 2026

Planning Conditions for Rose Cottage

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Introduction

On 1 June 2026 Horsham District Council gave permission for the “change of use of residential land to allow for the siting of a shepherd’s hut, sauna and hot tub for commercial holiday lets, together with associated landscaping”, to be carried out in accordance with Application DC/25/2028 submitted to the Council on 8 December 2025 and subject to compliance with the plans/documents and specified conditions. This document describes the actions taken and to be taken to address the planning conditions.

The document is supported by the following new documents:

- Site Plan As Proposed ROSE-02 Rev B
- Biodiversity Enhancement Strategy

We request that the planning authorities approve the actions described in this document.

Planning Conditions for Rose Cottage

1 Plans Condition: Approved Plans

Condition

The development will be carried out in accordance with the approved plans listed in the schedule below.

Plan Type	Description	Drawing Number	Received Date
Location & Site plan	Location Plan and Site Plan	ROSE-01 Rev A	08.12.2025
Site plan	Site Plan (As Proposed)	ROSE-02 Rev A	08.12.2025
Elevation & Floor plan	Proposed Plans/Elevations	ROSE-03 Rev A	08.12.2025
Plans	Streetscape Elevation	ROSE-04 Rev A	08.12.2025
Supporting Statement	Protested Species Walkover Survey by Animal Ecology & Wildlife Consultants Ltd dated November 2025	25-083	08.12.2025

Action

The development will be carried out in accordance with these plans.

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2 Regulatory Condition: Drainage

Condition

Within 3 months of the date of this decision, a drainage strategy detailing the proposed means of foul and surface water disposal shall be submitted to the Local Planning Authority for its approval in writing. The drainage strategy shall be carried out in accordance with the agreed details prior to the first occupation of the development hereby permitted.

Action

Rose Cottage is not on mains drainage. Foul water disposal has always been to the existing sewage treatment plant, which is in the north west corner of the shepherd's hut site as shown in Site Plan (As Proposed) ROSE-02 Rev A. Foul water disposal from the accommodation shepherd's hut kitchen sink, bathroom sink, shower and toilet will be to the existing sewage treatment plant. Water from the outside shower on the external wall of the sauna shepherd's hut will be to the existing sewage treatment plant.

Treated water flows from the treatment plant to the drainage channel running through Rose Cottage land which flows into the drainage channel running through Dragons Green. The treated water is discharged to the drainage channel in accordance with confirmation from The Environment Agency that they have registered the water discharge activity as exempt from requiring an Environmental Permit.

The location of the drainage channel, drainage pipes and sewage treatment plant, together with the flow direction of foul water, is shown on Site Plan (As Proposed) ROSE-02 Rev B.

The Marsh Ensign Sewage Treatment Plant was installed in accordance with manufacturer instructions by a competent installer (RPS Contractors Limited). The waste sludge is removed from the sewage treatment system in accordance with the manufacturer instructions by a competent disposal contractor (P J Cole Southern Limited).

Rainwater will continue to soak into the ground as it always has done.

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3 Pre-Occupation Condition: Cycles and Rubbish

Condition

No part of the development hereby permitted shall be occupied until provision for the storage of cycles, refuse and recycling has been made within the site boundaries. These facilities shall thereafter be retained for use at all times.

Action

Storage for 2 cycles will be provided in the locked garage on the driveway adjacent to the shepherd's hut site.

Refuse and recycling wheelie bins will be provided at the end of the car parking space provided for guest use.

The location of the cycle storage and wheelie bins is shown on Site Plan (As Proposed) ROSE-02 Rev B.

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4 Pre-Occupation Condition: Landscaping

Condition

The development hereby permitted shall not be first occupied until full details of all hard and soft landscaping works have been submitted to and approved in writing by the Local Planning Authority. The details shall include plans and measures addressing the following:

- (a) Details of all existing trees and planting to be removed and retained
- (b) Details of all proposed trees and planting, including schedules specifying species, planting size, densities and plant numbers and tree pit details
- (c) Details of all hard surfacing materials and finishes, including the parking space proposed
- (d) Details of all boundary treatments
- (e) Details of all external lighting

The approved landscaping scheme shall be fully implemented in accordance with the approved details within the first planting season following its approval. Unless otherwise agreed as part of the approved landscaping, no trees or hedges on the site (other than those within private gardens) shall be wilfully damaged or uprooted, felled/removed, topped or lopped without the previous written consent of the Local Planning Authority until 30 years after completion of the development. Any proposed or retained planting outside of private gardens, which within a period of 5 years, dies, is removed, or becomes seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species unless the Local Planning Authority gives written consent to any variation.

Action

- (a) Existing trees and planting

There are 6 mature oak trees, 1 magnolia shrub and 1 pyracantha shrub. These plants will be retained. All grassed areas will remain as grass, other than the removal of small areas for hard surfacing as detailed under (c).

The location of the existing trees and shrubs is shown on Site Plan (As Proposed) ROSE-02 Rev A.

- (b) New trees and planting

New trees and planting are detailed in the Biodiversity Enhancement Strategy.

Approximately 65m of hedgerow will be planted as detailed in the Biodiversity Enhancement Strategy in Section 6 below. The location of the hedgerow is shown on Site Plan (As Proposed) ROSE-02 Rev A.

4 galvanised steel livestock troughs 4 foot long will be added as detailed in the Biodiversity Enhancement Strategy in Section 6 below. The location of the 4 galvanised troughs is shown on Site Plan (As Proposed) ROSE-02 Rev B.

- (c) Hard surfacing

Hard surfacing is as follows:

- Existing parking space for shepherd's hut guests.
- 0.25m² concrete blocks under each of the 8 wheels of the shepherd's huts.

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- 7.84m² concrete hot tub base covered in oak timber decking.
- 1m² concrete pad with drainage gully under shower on external wall of sauna shepherd's hut.
- Stepping stone path from the driveway to the accommodation shepherd's hut and between the accommodation shepherd's hut, sauna shepherd's hut, external shower and hot tub.

The location of the hard surfacing is shown on Site Plan (As Proposed) ROSE-02 Rev B.

(d) Boundary treatments

The proposed fence around the site boundary will create a separate private garden area for the holiday let and make the garden area dog-proof. Given the rural location of the site, it is anticipated that most guests will bring dogs.

Post and rail fence with stock wire will be erected around the boundary except for the east end. Close boarded fence will be erected at the east end to screen off the site from Rose Cottage garden to provide privacy to guests.

Entrance from the driveway to the site will be via a rustic personnel gate.

The fencing and gate are shown in photographs in Section 10.

The location of the fencing is shown on Site Plan (As Proposed) ROSE-02 Rev A.

(e) External lighting

Lighting will be added to provide sufficient lighting to enable guests to safely move around the site, without causing any unnecessary disturbance to wildlife.

Lighting will be:

- 7 solar powered lights around the parking area.
- An existing light activated by PIR sensor (with an override switch) on the corner of the garage, which is close to the gate from the driveway to the site.
- A carriage lamp on the accommodation shepherd's hut.
- A downlight on the sauna shepherd's hut.
- 4 downlights on the close boarded fence.

The location of the fencing is shown on Site Plan (As Proposed) ROSE-02 Rev B.

The lights are shown in photographs in Section 10.

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5 Pre-Occupation Condition: Car Parking

Condition

The development hereby permitted shall not be first occupied until the car parking space has been provided in accordance with the approved plans. The car parking space shall thereafter be retained as such for its designated use.

Action

The existing car parking space will be provided and retained for exclusive use by guests.

The location of the hard surfacing is shown on Site Plan (As Proposed) ROSE-02 Rev A.

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6 Pre-Occupation Condition: Biodiversity Enhancement Strategy

Condition

The development hereby permitted shall not be first occupied until a Biodiversity Enhancement Strategy for protected and Priority or threatened 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:

- Purpose and conservation objectives for the proposed enhancement measures;
- detailed designs or product descriptions to achieve stated objectives;
- locations of proposed enhancement measures by appropriate maps and plans (where relevant);
- persons responsible for implementing the enhancement measures; and
- details of initial aftercare and long-term maintenance (where relevant).

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

Action

AEWC Ltd prepared a Biodiversity Enhancement Strategy provided with this report. All recommendations made will be followed, as detailed in the table below.

Recommendation	Comment
2.4 General In order to enhance the habitat for wildlife, the planting schemes for the proposed development will use native species or species with known benefit to wildlife wherever possible.	Native species or species with known benefit to wildlife will be used.
2.5 General In line with best practice, the use of peat in composts or topsoil will be avoided.	The use of peat will be avoided.
2.6 New Hedgerow Approximately 65m of hedgerow planting will be undertaken along the northern, southern and western boundaries of the enclosed space, following the new fence. The hedge will comprise of a mix of native species including flowering and/or nut bearing species. Recommended species include hawthorn (<i>Crataegus monogyna</i>), blackthorn (<i>Prunus spinosa</i>), hazel (<i>Corylus avellana</i>), dog rose (<i>Rosa canina</i>) dogwood (<i>Cornus sanguinea</i>), field maple (<i>Acer campestre</i>), wild privet (<i>Ligustrum vulgare</i>) and/or holly (<i>Ilex aquifolium</i>).	The hedgerow will be planted as described.
2.7 New Hedgerow Instructions for the native hedgerow planting and initial aftercare to be followed are as follows: • Hedgerow planting should be carried out between November and March, avoiding periods of frost, snow, or waterlogged soil. • The ground must be cleared of grass or other vegetation and soil loosened prior to planting. • Shrubs should be planted as a staggered double row to provide a dense hedgerow. Each plant should be spaced 30-50cm apart in each row, with 40-50cm between the two rows. • Along the proposed hedge line, dig holes or a trench deep enough to accommodate the root systems of the plants. • If using bare-root plants, soak the roots in water for 1-2 hours before	The hedgerow will be planted in accordance with these instructions.

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Recommendation	Comment
planting to prevent drying out. - Place each plant so the base of the stem is at soil level and spread the roots out gently. Fill the holes with soil, firming it down gently. - Apply a layer of mulch (such as wood chips or well-rotted compost) around the base of the plants to suppress weeds and retain moisture. - Use spiral guards or fencing to protect young plants from grazing animals. - Water regularly during the first 2 years, especially in dry spells, to help the plants establish. - Lightly trim the top of the hedgerow in the first 2 years to encourage bushy growth.	
2.8 Reptiles and Amphibians To enhance the site for reptiles and amphibians, one hibernaculum will be installed. This is to be placed on the woodland edge to the northeast of the site (within the ownership boundary but just outside the application site boundary), where it will be protected from onsite activities within the grassland, and remain shaded from tree cover. It should not be placed in a waterlogged area.	The hibernaculum will be installed as described.
2.9 Reptiles and Amphibians The hibernaculum should be constructed using logs, large branches, dead wood, rocks, rubble, broken bricks, soil, turf, and leaf litter or straw. A pit of 1-2m wide and 0.5-1m deep should be dug, with the base of the pit slightly sloped for drainage. Large logs or rocks should be laid down to form the base, with materials arranged in a loose, crisscross pattern to ensure gaps for airflow and shelter. Layers of logs, branches, rubble, and rocks should then be added to build up the pile within the pit. Smaller twigs and stones can be used to fill gaps without compacting the pile. The structure should be covered with 30-50cm of gently firmed soil, leaving small openings (5-10cm gaps) to allow animals to access the interior. The soil can be topped with turf or leaf litter for insulation and to encourage vegetation growth. In the long-term, the hibernaculum should not be moved or dismantled. As materials decay, they should be replenished to maintain the structure.	The hibernaculum will be installed as described.
2.10 Birds A minimum of one bird box will be hung on one of the mature oak trees on-site, to provide nesting opportunities for birds present in the local area. This will be a traditional round-holed box, suitable for species such as tits, sparrows, redstarts and nuthatches. The bird box will be woodcrete or a similar hard-wearing material (rather than the less durable wooden boxes). The box must be sited in a sheltered location facing north or east, unless shaded by the surrounding trees, and should be installed with an aluminium nail or screw to prevent tree damage. It is to be installed between 2m and 4m above ground.	The bird boxes will be hung as described.
2.11 Birds The bird box does not require any ongoing maintenance but must be repaired or replaced at the earliest opportunity should it become damaged, ensuring no active nests are present at the time.	The bird boxes will be maintained as described.
2.12 Bats A minimum of one bat box will be installed on a mature oak tree on the site to provide roosting opportunities for bats present in the local area. The bat box will be woodcrete or similar hard-wearing material (rather than the less durable wooden boxes) and should be installed at least 4m above the ground roughly south-facing, sheltered from strong winds and exposed to	The bat boxes will be installed as described.

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Recommendation	Comment
the sun for part of the day. The box should be installed with an aluminium nail or screw to prevent tree damage. Example suitable boxes include the Schwegler 1FF bat box and the Schwegler 2F bat box, or similar bat boxes.	
2.13 Bats The bat box does not require any ongoing maintenance but must be repaired or replaced at the earliest opportunity should it become damaged. If the box is intact, it must only be opened by a licensed bat worker.	The bat boxes will be maintained as described.
2.14 Insects Galvanised steel livestock troughs are to be installed along the eastern boundary and planted with a diverse mix of native and/or wildlife-friendly flowering plant species. The planting will be selected to provide a succession of flowering throughout the growing season, thereby supplying nectar and pollen resources for bees, hoverflies, butterflies and other pollinating invertebrates. No invasive species are to be used, since these could spread to the adjacent woodland.	Galvanised troughs will be installed as described.

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7 Regulatory Condition: Water

Condition

The residential accommodation hereby permitted shall limit the water usage to no more than 110 litres per person per day. The subsequently installed water limiting measures shall thereafter be retained.

Action

The accommodation shepherd's hut is small, being occupied by 1 or 2 people at any time. Low water usage within the shepherd's hut is an integral part of the design, incorporating aerated kitchen tap, aerated bathroom tap, aerated shower head and a 3/6 litre dual flush toilet cistern.

It is anticipated that the occupation as a holiday let will be for approximately 35 weeks of the year, with the shepherd's hut being empty for 17 weeks of the year, when no water will be used.

For most of the time Rose Cottage and the shepherd's hut will be supplied with fresh water from the existing borehole serving the property, with very little water being sourced from the incoming mains water supply provided by Southern Water.

The shepherd's huts will be supplied with potable water from the borehole water well that supplies water to the residential property. The water well supplies approximately 2,000 litres per day. The water is analysed every 6 months to ensure safety of the water for drinking.

A connection to incoming mains water has been retained to provide emergency water supplies if the water well could not supply water, such as during a power cut.

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8 Regulatory Condition: Protected Species Walkover Survey

Condition

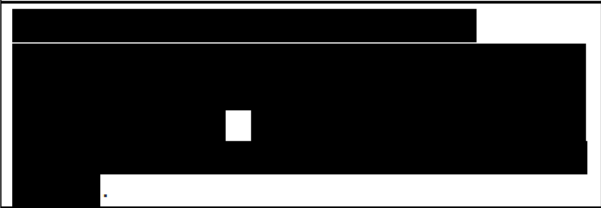
All mitigation measures and/or works shall be carried out in accordance with the details contained in the Protected Species Walkover Survey (Animal Ecology & Wildlife Consultants Ltd., November 2025) as already submitted with the planning application and agreed in principle with the local planning authority prior to determination. This includes the Precautionary Method Statement for mobile protected and Priority species in Section 6.2 of the Protected Species Walkover Survey (Animal Ecology & Wildlife Consultants Ltd., November 2025), which avoids impacts on protected species.

Action

AEWC Ltd conducted a Protected Species Walkover Survey as detailed in their report provided with this report. All recommendations made in Section 6 will be followed, as detailed in the table below.

Recommendation	Comment
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
6.4 Bats The trees on-site could have suitability for roosting bats but have not been individually assessed since they will not be impacted. Should plans change to include impacts to the trees, a ground-level tree assessment will be required in the first instance to determine whether there is any suitability for roosting bats and whether further surveys or mitigation are required.	There are no plans that would impact the trees on the site. If plans were to change to include impact to the trees, the recommended assessment and any follow up work would be undertaken.
6.5 Bats Lighting can have notable negative impacts on commuting bats, that are known to be present locally. There is potential for lighting during and post development to cause indirect disturbance. Lighting should be avoided or kept to the minimum necessary, and preferably downlit and on a motion sensor to reduce lighting time. The adjacent woodland must not be directly illuminated.	All lighting would be downlit and on a motion sensor to reduce lighting time, except for any downlights that are controlled by on/off switches to ensure adequate light for safety reasons. The adjacent woodland is not and would not be directly illuminated.
6.6 Breeding Birds The trees on site are not set to be impacted by the development proposals. If plans change and involve the removal of trees or pruning of the canopies, this should be undertaken outside the breeding bird period from March to August. Should any vegetation clearance be scheduled to take place between the beginning of March and the end of August, this must be immediately preceded by a survey to check for	There are no plans that would impact the trees on the site. If plans were to change to include impact to the trees, the recommended assessment and any follow up work would be undertaken. Tree works and vegetation clearance would not be undertaken between March and August.

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Recommendation	Comment
nesting birds. No vegetation can be cleared whilst a nest is occupied, regardless of species.	Vegetation would not be cleared whilst a nest is occupied.
	The new fencing would include suitable gaps for hedgehogs to pass through.
6.14 Habitats of Principal Importance The deciduous woodland habitat adjacent to the site is an HPI and therefore should be retained and protected. Root Protection Areas must be adhered to and there must be no pollution, including light pollution, on the woodland. It is recommended that above-ground surfacing only is used within the site, to avoid impacts on the root zones of both the woodland trees and on-site trees.	Root Protection Areas would be adhered to. There would be no pollution, including light pollution on the woodland. All surfacing would be above ground.

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9 Regulatory Condition: Accommodation

Condition

The residential accommodation hereby permitted shall be managed in accordance with the following:

- (a) The accommodation shall be occupied for holiday and short-term let purposes only;
- (b) The accommodation shall not be occupied as a person's sole, or main place of residence;
- (c) The accommodation shall not be occupied by any one person for a period exceeding 28 days in any calendar year;
- (d) The accommodation shall at all times be managed and supervised by Rose Cottage (as identified on the approved plans);
- (e) The owners / operators shall maintain an up-to-date register of the names of all owners / occupiers of the accommodation on the site, and of their main home addresses, and shall make this information available to the Local Planning Authority upon request.

Action

The accommodation will be managed in accordance with these conditions.

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10 Photographs

Post and rail fence with stock wire



Close boarded fence



Planning Conditions for Rose Cottage

Gate from driveway to site



Car parking solar light

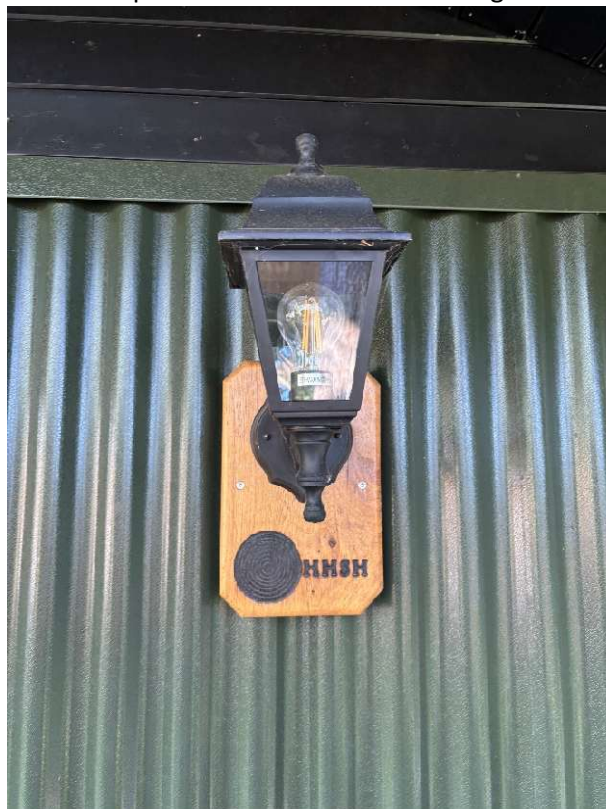


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Garage light with PIR



Shepherd's hut accommodation light

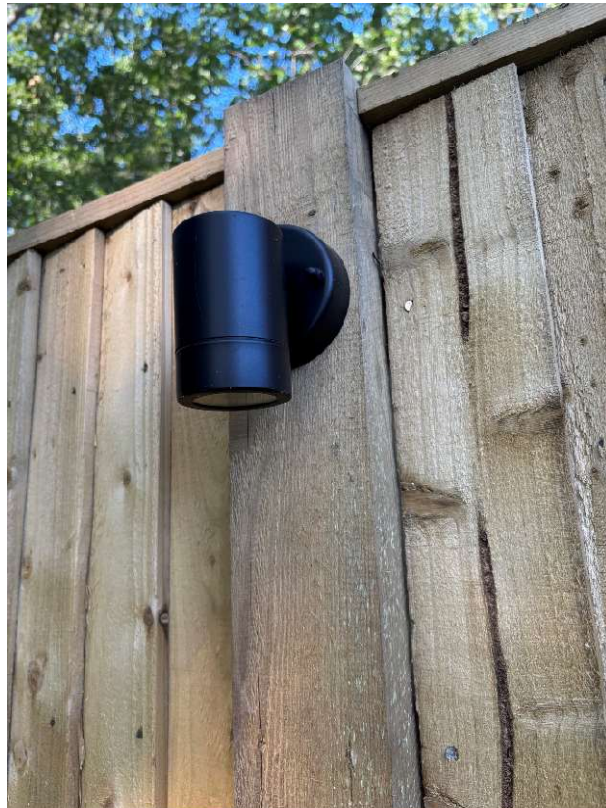


Planning Conditions for Rose Cottage

Shepherd's hut sauna light



Close boarded fence light



Planning Conditions for Rose Cottage

Stepping stone pathway



Troughs

