



Mr Nikolas Antoniou
NJA Town Planning Ltd
The Beehive
City Place
Gatwick
RH6 0PA

**The Chapel Holiday Let Old House Manor Estate Cowfold Road Coolham
Conversion of a chapel to be used as a self-contained holiday let (Retrospective).**

Your application DC/25/1279 has now been determined and I enclose the decision notice. The decision notice contains important information. Please take a moment to read it as further action may be required.

Conditions

Before you start work, information must be submitted for any conditions that require discharge before development can begin. The decision notice will set out what information need to be sent.

Biodiversity Net Gain Condition

Please note the requirement within the Environment Act 2021 for development to deliver a minimum of 10% net gain in biodiversity may be applicable to your development. In the event your development is required to achieve a minimum 10% net gain in biodiversity then a Biodiversity Net Gain Condition (separate to the main list of conditions) will appear on your decision notice requiring the submission of a Biodiversity Gain Plan for approval prior to development commencing.

Failure to discharge conditions before commencing development could result in the development being unlawful or enforcement action being taken. You can notify us of your intention to initiate development by completing a pre-commencement notification which will help us to monitor your development. There is no fee to use this service. To do this, or for further information about discharging planning conditions, visit us online at horsham.gov.uk/planning/discharging-a-planning-condition

Community Infrastructure Levy (CIL)

If this development is CIL liable, the requirements of CIL must be met before you start work. Failure to do so could result in additional financial penalties. For further information relating to CIL visit horsham.gov.uk/planning/planning-policy/community-infrastructure-levy/cil-charges-and-how-to-pay

If you have any questions about the decision notice, you can call us and speak to a member of the team on 01403 215187 between 9AM - 5PM, Monday to Friday.

If you are acting as the planning agent for this application, please ensure that the applicant is given a copy of the decision notice and this letter.

Yours Sincerely,
Development Management

Mr Nikolas Antoniou
NJA Town Planning Ltd
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Gatwick
RH6 0PA

Application Number: DC/25/1279

TOWN AND COUNTRY PLANNING ACT, 1990 (as amended)
TOWN AND COUNTRY PLANNING (Development Management Procedure) (England) Order 2015

On behalf of: Dedman Lettings

In pursuance of their powers under the above-mentioned Act and Order, the Council hereby notify you that they **PERMIT** the following development, that is to say:

Conversion of a chapel to be used as a self-contained holiday let (Retrospective).

The Chapel Holiday Let Old House Manor Estate Cowfold Road Coolham

to be carried out in accordance with Application No. DC/25/1279 submitted to the Council on 07/08/2025 and subject to compliance with the plans/documents and conditions specified hereunder.



Emma Parkes
Head of Development and Building Control

Date: 18/11/2025

- 1 **Plans Condition:** The development hereby permitted shall be carried out in accordance with the approved plans listed in the schedule below.

SCHEDULE OF PLANS/DOCUMENTS

Plan Type	Description	Drawing Number	Received Date
Location & Site plan	Site Location Plan	NJA020 / C / 01 REV P2	09.10.2025
Elevation & Floor plan	Chapel - Floor Plan & Elevations	NJA020 / C / 03 REV P1	07.08.2025
Block plan	Chapel - Site Block Plan	NJA020 / C / 02 REV P1	07.08.2025

Reason: For the avoidance of doubt and in the interest of proper planning.

- 2 **Regulatory Condition:** Within 3 months of the date of the permission hereby granted, details of the car parking spaces to serve the development shall be submitted to and approved in

writing by the Local Planning Authority. The parking spaces as approved shall be constructed with 1 month of the date of the decision, in accordance with the approved plans and details. These spaces shall thereafter be retained at all times for their designated purpose.

Reason: To provide car-parking space for the use and in accordance with Policy 40 of the Horsham District Planning Framework (2015).

- 3 **Regulatory Condition:** Within 3 months of the date of the permission hereby granted, details of secure and covered cycle parking facilities for the occupants of, and visitors to, the development shall be submitted to and approved in writing by the Local Planning Authority. The cycle parking facilities as approved shall be constructed with 1 month of the date of the decision, in accordance with the approved plans and details. The provision for cycle parking shall thereafter be retained for use at all times.

Reason: To ensure that there is adequate provision for the parking of cycles in accordance with Policy 40 of the Horsham District Planning Framework (2015).

- 4 **Regulatory Condition:** Within 3 months of the date of the permission hereby granted, a fast charge electric vehicle charging point for that dwelling shall be installed. As a minimum, the charge point specification shall be 7kW mode 3 with type 2 connector. The means for charging electric vehicles shall be thereafter retained as such.

Reason: To mitigate the impact of the development on air quality within the District and to sustain compliance with and contribute towards EU limit values or national objectives for pollutants in accordance with Policies 24 & 41 of the Horsham District Planning Framework (2015).

- 5 **Regulatory Condition:** Within 3 months of the date of the permission hereby granted, details of refuse and recycling facilities to serve the development shall be submitted to and approved in writing by the Local Planning Authority. The refuse and recycling facilities as approved shall be constructed with 1 month of the date of the decision, in accordance with the approved plans and details. The provision for refuse and recycling facilities shall thereafter be retained for use at all times.

Reason: To ensure the adequate provision of recycling facilities in accordance with Policy 33 of the Horsham District Planning Framework (2015).

- 6 **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).

- 7 **Regulatory Condition:** The use hereby permitted shall be managed in accordance with the following:

- i) The accommodation shall be occupied for holiday and short-term let purposes only;
- ii) The accommodation shall not be occupied as a person's sole, or main place of residence;
- iii) The accommodation shall not be occupied by any one person for a period exceeding 28 days in any calendar year;
- iv) The accommodation shall at all times be managed and supervised by 'The Old Manor Estate';

v) 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.

Reason: To maintain the availability of the site as short term holiday tourist accommodation in accordance with Policies 10, 11 and 26 of the Horsham District Planning Framework (2015).

- 8 **Regulatory Condition:** The dwelling(s) hereby permitted shall meet the optional requirement of building regulation G2 to limit the water usage of each dwelling to no more than 110 litres per person per day. The subsequently installed water limiting measures shall thereafter be retained.

Reason: To limit water use in order to improve the sustainability of the development and to ensure the development is water neutral to avoid an adverse impact on the Arun Valley SACSPA and Ramsar sites in accordance with Policies 31 and 37 of the Horsham District Planning Framework (2015), Paragraph 193 of the National Planning Policy Framework (2024), its duties under the Conservation of Habitats and Species Regulations 2017 (as amended), and s40 of the NERC Act 2006 (Priority Habitats & Species).

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.

Note to Applicant – Community Infrastructure Levy (CIL):

Horsham District Council has adopted a Community Infrastructure Levy (CIL) Charging Schedule which took effect on 1st October 2017. **This development constitutes CIL liable development.**

If you have not received a Liability Notice from the Council within 1 month of the decision date please contact the CIL Team at cil@horsham.gov.uk.

CIL is a mandatory financial charge on development. To avoid additional financial penalties, the requirements of CIL must be managed before development is commenced (including in the event of any successful appeal).

Payment must be made in accordance with the requirements of the CIL Demand Notice issued.

Note to Applicant

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.

ADDITIONAL INFORMATION

Planning Permission – Important Provisos

If planning permission has been granted, please note that your Notice of Decision refers only to consideration of your proposal under the Town and Country Planning Acts. It is not a building regulations approval and does not mean that you can disregard other Acts of Regulations or avoid any other legal obligations. Some of these obligations, of particular relevance to your proposal are referred to elsewhere in this note. Before you proceed with your proposal you should ensure that a Building Control application is not required or has been submitted. The Building Control Department can be contacted on 01403 215151.

If this permission relates to new dwellings, commercial premises or other buildings which will require a new postal address you should contact the Council's Street Naming & Numbering Department as soon as possible or before work commences on site. Further details are available on the Street

Naming page on the Council's website or alternatively e-mail streetnaming@horsham.gov.uk or telephone 01403 215139.

It is the responsibility of the developer to provide bins for the development. If you are a developer and need to purchase bins, please email hop.oast.admin@horsham.gov.uk.

It must be stressed that the information included on this Notice of Decision may not include all your legal obligations, and it does not grant you rights to carry out works on or over lands, or to access land that is not within your control or ownership.

Amendments

Should alterations or amendments be required to the approved plans, it will be necessary to apply either under Section 96A of the Town and Country Planning Act 1990 for non-material alterations, or under Section 73 of the Act for minor material alterations. An application must be made using the standard application form and you should consult with us, to establish the correct type of application to be made.

Monitoring

Horsham District Council monitors the implementation of planning permissions. Please be aware that monitoring officers may visit the application site at various stages of the development to ensure compliance with the approved plans and conditions.

Right of Appeals

If you are aggrieved by the decision to refuse permission for the proposed development or to grant it subject to conditions, then you can appeal to the Secretary of State under Section 78 of the Town and Country Planning Act 1990.

You must appeal within 12 weeks of the date of the decision notice for a householder application or 'minor commercial' (shop front) development, and within 6 months for other types of planning applications. There are different timescale – usually 28 days – if an enforcement notice is/has been served for the same (or very similar) land and development. Please note, only the applicant possesses the right of appeal.

Appeals can be made online at: <https://www.gov.uk/planning-inspectorate>. If you are unable to access the online appeal form, please contact the Planning Inspectorate to obtain a paper copy of the appeal form on tel: 0303 444 5000.

The Secretary of State can allow a longer period for giving notice of an appeal but will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal.

The Secretary of State need not consider an appeal if it seems to the Secretary of State that the local planning authority could not have granted planning permission for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory requirements, to the provisions of any development order and to any directions given under a development order.

If you intend to submit an appeal that you would like examined by inquiry then you must notify the Local Planning Authority and Planning Inspectorate (inquiryappeals@planninginspectorate.gov.uk) at least 10 days before submitting the appeal. Further details are at <https://www.gov.uk/government/collections/casework-dealt-with-by-inquiries>.



DELEGATED APPLICATIONS - ASSESSMENT SHEET

APPLICATION NO./ADDRESS:

DC/25/1279

The Chapel Holiday Let, Old House Manor Estate, Cowfold Road, Coolham, West Sussex, RH13 8QL

DESCRIPTION:

Conversion of a chapel to be used as a self-contained holiday let (Retrospective).

RELEVANT PLANNING HISTORY:

DC/19/0262	Prior Approval for the change of use of building from office (B1a class) use to a dwellinghouse	Withdrawn Application on 01.04.2019
DC/21/1748	Erection of an agricultural barn and farm shop with associated parking area.	Application Refused on 08.02.2022
DC/21/1763	Retrospective application for the change of use of a building from a religious retreat (Use Class F.1) to a cafe and shop to (Use Class E).	Withdrawn Application on 15.11.2022
DC/21/2288	Demolition of existing buildings and erection of 5no single storey detached dwellings	Application Refused on 02.12.2021

DESCRIPTION OF THE SITE

The application site comprises a former chapel building located within the grounds of Old House Manor Estate, on the southern side of Cowfold Road, to the east of Coolham. The wider estate historically operated as a religious retreat but has since been converted to residential use. The chapel is positioned to the northeast of the main house and is accessed via an established driveway from Cowfold Road.

The building is a modest single-storey structure finished in black weatherboarding under a slate tiled roof, reflecting traditional rural vernacular. It is set within a small plot of approximately 0.08ha with mature boundary planting and is not subject to any statutory landscape or ecological designations. The site lies outside of any defined built-up area boundary and is therefore classified as countryside in policy terms.

DESCRIPTION OF THE APPLICATION

This application seeks retrospective planning permission for the conversion of the former chapel into a three-bedroom self-contained holiday let. The accommodation provides two bathrooms, a kitchen/dining area and living room. External alterations include the use of black weatherboarding, black-framed windows and a timber front door, with a slate tiled roof to reflect the rural character of the area.

The existing vehicular access from Cowfold Road is retained, with a parking area for two vehicles provided on an existing hardstanding adjacent to the building. The holiday let is managed in association with Old House Manor Estate and is intended for short-term tourist accommodation rather than permanent residential occupation.

RELEVANT PLANNING POLICIES

The National Planning Policy Framework (NPPF)

Horsham District Planning Framework (2015):

Policy 1 - Strategic Policy: Sustainable Development
Policy 2 - Strategic Policy: Strategic Development
Policy 7 - Strategic Policy: Economic Growth
Policy 10 - Rural Economic Development
Policy 11 - Tourism and Cultural Facilities
Policy 24 - Strategic Policy: Environmental Protection
Policy 25- Strategic Policy: The Natural Environment and Landscape Character
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
Policy 43 - Community Facilities, Leisure and Recreation

Neighbourhood Plan:

The Shipley Neighbourhood Plan was formally made on 23 June 2021.
Policy Ship CO2: Employment

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

Strategic Policy 1: Sustainable Development
Strategic Policy 2: Development Hierarchy
Strategic Policy 8: Sustainable Design and Construction
Strategic Policy 9: Water Neutrality
Strategic Policy 13: The Natural Environment and Landscape Character
Strategic Policy 14: Countryside Protection
Strategic Policy 19: Development Quality
Strategic Policy 20: Development Principles
Strategic Policy 24: Sustainable Transport
Policy 25: Parking
Strategic Policy 27: Inclusive Communities, Health and Wellbeing
Policy 28: Community Facilities, Leisure and Recreation
Strategic Policy 30: Enhancing Existing Employment
Policy 31: Rural Economic Development
Policy 32: Conversion of Agricultural and Rural Buildings to Commercial, Community and Residential Uses
Strategic Policy 34: Tourism Facilities and Visitor Accommodation

Supplementary Planning Guidance:

Planning Obligations and Affordable Housing SPD (2017)
Community Infrastructure Levy (CIL) Charging Schedule (2017)

Parish Design Statement:

Planning Advice Notes:

Facilitating Appropriate Development
Biodiversity and Green Infrastructure

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:

HDC Conservation Officer: Comment

There is very little information on the works undertaken to this building, and therefore it is difficult to understand from a heritage perspective what fabric may have been lost. The only information I can find relates to an application for a timber chapel in the 1950's (SP/24/50) which does not in terms of elevations match those of the current scheme. It would be unlikely that this building if it was that constructed in the 1950's would be considered a non-designated heritage asset, and in any case, it appears that a considerable amount of change has been made to the building resulting in the loss of its character and appreciation as a chapel.

HDC Environmental Protection: No Objection

The water neutrality report states the water collected from rainwater harvesting is only to be used for outdoor purposes and therefore is not potable water. Environmental Health have no further comments on this.

Natural England: No Objection - Subject to appropriate mitigation

Natural England (Subsequent Standing Advice): 2021 Position Statement on Water Neutrality Withdrawn

On 31st October 2025, we wrote to the relevant local authorities to formally withdraw this Position Statement on the basis that a package of measures has been agreed which ensures no adverse effect on the integrity of the Arun Valley designated sites, without the need for development to demonstrate neutrality.

Note that your authority, as competent authority, feels that further information is required before you can be satisfied that the agreed package of measures can be sufficiently secured and effective in practice, namely the formal amendment of Southern Water's abstraction licence by the Environment Agency. Therefore, in the interim period, your authority has proposed to continue undertaking appropriate assessments and to utilise the demand capacity generated by Southern Water's efficiency savings originally planned to be used by the Sussex North Water Certification Scheme (SNWCS) to conclude no adverse effect on integrity.

Natural England advises the package of measures agreed with Southern Water, Natural England and the Environment Agency removes the risk of a likely significant effect. However, acknowledge that your authority has proposed an alternative approach.

Natural England has previously reviewed and agreed the Southern Water efficiency savings figures (3.24Ml/day) and are satisfied that they are reliable. Therefore, if consulted on future planning applications which seek to benefit from these efficiency savings, Natural England will not raise an objection on the basis of adverse effect risk.

Southern Water: Standard comments provided.

WSCC Highways: No Objection

The LHA does not consider that this proposal would have an unacceptable impact on highway safety or result in 'severe' cumulative impacts on the operation of the highway network, therefore is not contrary to the National Planning Policy Framework (paragraph 116), and that there are no transport grounds to resist the proposal.

PUBLIC CONSULTATIONS:

Representations:

None Received

Parish Comments:

Shipley Parish Council: No comment

Member Comments:

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

Principle of Development:

Policy 7 of the Horsham District Planning Framework (HDPF) states that sustainable employment development in Horsham District will be achieved by promotion of the District as an attractive place to stay and visit to increase the value of the tourism economy.

Policy 11 of the HDPF outlines that measures which promote tourism and enhance local cultural facilities, including recreation based rural diversification, will be encouraged. Any development should be of a scale and type appropriate to the location and should increase the range or improve the quality of accommodation, attraction or experiences for tourists, day visitors, business visitors, and residents in the District. Support will particularly be given to proposals which: reinforce the local distinctiveness and improve existing facilities; focuses major tourism and cultural facilities in Horsham Town Centre; seek to ensure that facilities are available within the towns and villages in the District and are in keeping with their relationship with the urban area and countryside around them; develop the opportunities associated with rural diversification and rural development initiatives, particularly where they assist farm diversification projects, benefit the local economy, or enable the retention of buildings contributing to the character of the countryside; and do not result in the loss of a cultural resource.

In addition, Policy 10 of the HDPF supports sustainable rural economic development and enterprise within the District which maintain the quality and character of the area, whilst sustaining its varied and productive social and economic activity. The policy requires development to contribute to the diverse and sustainable farming enterprises within the district or, in the case of other countryside-based enterprises and activities, contribute to the wider rural economy and/or promote recreation in, and the enjoyment of, the countryside. Amongst other matters, the policy suggests that such development should be contained wherever possible within suitably located buildings which are appropriate for conversion. The policy concludes that proposals for the conversion of rural buildings to business and commercial uses will be considered favourably over residential in the first instance.

Policy Ship CO2: Employment of the Shipley Neighbourhood Plan supports small-scale employment, and business uses through the re-use or conversion of existing rural buildings, which would include the provision of short-term holiday accommodation.

Paragraph 88 of the National Planning Policy Framework (NPPF) advises that planning decisions should support the sustainable growth and expansion of all types of businesses in rural areas. This includes both the conversion of existing buildings and the construction of well-designed new buildings. Furthermore, it highlights the need to promote the development and diversification of agricultural and other land-based rural businesses, as well as sustainable rural tourism and leisure activities that

respect the character of the countryside. Additionally, it emphasises the importance of retaining and enhancing accessible local services and community facilities.

The application site lies outside of any defined built-up area boundary and is therefore considered to be within the countryside in policy terms, where new development is more strictly controlled under Policy 26 of the Horsham District Planning Framework (HDPF). This policy requires that development in the countryside must be essential to its location, of an appropriate scale, and must not result in a significant increase in the overall level of activity in the countryside.

The proposal seeks retrospective consent for the conversion of a former chapel associated with Old House Manor into a self-contained holiday let. Paragraph 88 of the NPPF places significant weight on supporting economic growth in rural areas, including through the conversion of existing buildings and by promoting sustainable rural tourism which respects the character of the countryside. Similarly, Policies 7, 10 and 11 of the HDPF support rural diversification and the provision of visitor accommodation where this contributes positively to the local economy and is of a scale appropriate to its location.

The conversion reuses an existing rural building, thereby making efficient use of previously developed land without extending the built footprint of the site. The holiday let is modest in scale and is closely related to the existing cluster of dwellings, as well as the unclassified settlement of Coolham. It is however recognised that the settlement has been put forward as a Secondary Settlement as part of the draft Local Plan. The draft designation recognised that although small, Coolham has a small primary school indicating the presence of a community. The settlement contains a number of historic buildings together with more modern properties, which together help contribute to a sense of place.

Given this context, the provision of the short-term holiday-let in the location would contribute to the diversity of the rural economy and would not be considered to result in an over-intensification of activity or cause material harm to the intrinsic character and beauty of the countryside.

On this basis, the principle of the conversion of the former chapel to a holiday let is acceptable.

Design and Appearance:

Policies 32 and 33 of the Horsham District Planning Framework (HDPF) require that development be of a high quality, locally distinctive design which complements the character and appearance of the surrounding area. Development should respect the character of the countryside, use appropriate materials and finishes, and ensure that proposals are sympathetic to their setting. Paragraph 135 of the National Planning Policy Framework (NPPF) further requires that the effect of development on the significance of non-designated heritage assets should be taken into account, with a balanced judgement made having regard to the scale of harm and the significance of the asset.

Policy Ship HD3 of the Shipley Neighbourhood Plan states that all proposals for new development in Shipley Parish are expected to respond positively to local design characteristics and features as set out in the Shipley Parish Design Guidance. New development should be of a size and scale which respects and, where possible, enhances the character of the area or locality, using materials typical of the area.

The application site is a modest single-storey former chapel situated within the Old House Manor Estate, finished in traditional black weatherboarding with a slate roof. The conversion works have retained the building's original form and modest scale, with alterations limited to the insertion of windows and doors and the upgrading of materials. The design approach is simple and in keeping with the local rural vernacular, reinforcing the character of the wider estate and the countryside setting.

The building is considered to have local vernacular qualities which contribute positively to the rural character of the area. The works undertaken respect the overall proportions and appearance of the structure and use materials that are consistent with traditional agricultural and estate buildings found in this part of the district.

The Council's Conservation Officer has reviewed the proposal and raised concern that there is very limited information on the works undertaken to this building, making it difficult to determine what original

fabric may have been lost. Reference is made to an application for a timber chapel in the 1950s (SP/24/50), although the design and elevations of that building do not appear to match the current structure. On this basis, the Conservation Officer advises that if the existing building is that constructed in the 1950s, it would be unlikely to be regarded as a non-designated heritage asset. Furthermore, it is noted that a considerable degree of change has been made to the structure, resulting in the loss of much of its original character and its appreciation as a chapel.

The conversion now presents as a simple and modest outbuilding in a style that reflects the wider estate, and while its historic value is diminished, its current form does not appear incongruous or harmful to the surrounding rural character.

On balance, the design and appearance of the converted building are considered acceptable, and the proposal secures the ongoing use of a small rural structure in a manner consistent with its countryside context. The development is therefore considered to accord with Policies 32 and 33 of the HDPF, and the guidance of paragraph 135 of the NPPF.

Residential 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 application site is located within the grounds of Old House Manor and is surrounded by open countryside, with the nearest residential properties set at some distance from the building. The converted holiday let is modest in scale and its use is unlikely to result in a level of noise or activity beyond that which could reasonably be expected in a countryside location.

Given the separation from the nearest dwellings and the limited scale of the accommodation, it is not considered that the proposal would give rise to any unacceptable impact on residential amenity. The development is therefore considered to accord with Policy 33 of the HDPF.

Highways Impacts:

Policies 40 and 41 of the Horsham District Planning Framework state that development should provide a safe and adequate access, suitable for all users.

The proposal makes use of an existing vehicular access from Cowfold Road, an A-classified road subject to a 30mph speed restriction in this location. The access is positioned a short distance from the transition to a 40mph limit to the east. The Local Highway Authority (LHA) notes that visibility at the access appears restricted in the leading direction but considers that Cowfold Road benefits from good forward visibility and that vehicles will generally be slowing into the 30mph zone. No recorded injury accidents have been identified at this access over the past five years, and there is no evidence of an existing safety issue.

The LHA advises that the holiday let is not expected to result in a material intensification of use of the access compared to the historic use of the wider estate, and that the proposal would not have an unacceptable impact on highway safety or result in 'severe' cumulative impacts on the operation of the highway network. The LHA therefore raises no objection to the application

Two on-site parking spaces are proposed, which is considered sufficient for a three-bedroom holiday let. Additional space is available within the wider estate should it be required.

On this basis, the proposal is considered acceptable with regard to highway safety and parking provision, in accordance with Policies 40 and 41 of the HDPF and the NPPF.

Water Neutrality:

A 2021 Position Statement from Natural England identified that it could not be concluded with the required degree of certainty that new development in the Sussex North Water Supply Zone would not have an adverse effect on the integrity of the Arun Valley SAC, SPA and Ramsar sites. As a

consequence, and to comply with the legal duties set out in the Conservation of Habitats and Species Regulations 2017 (known as the Habitat Regulations), all new development since has been required to demonstrate water neutrality.

On 31st October 2025 Natural England formally withdrew the 2021 Position Statement, citing a package of measures that they were satisfied would safeguard the Arun Valley sites. Principal amongst these measures is a reduction in the Southern Water abstraction licence 'by March 2026'. However, given the licence change has not yet taken place Horsham District Council, as competent authority under the Habitats Regulations, cannot yet be certain that new development will not result in adverse impacts on the Arun Valley sites.

To ensure development can come forward as water neutral in the meantime, the Council has agreed with Natural England to use the significant water savings made by Southern Water in 2024/25 through their programme of leakage reduction (amongst other measures). This has generated some 3,240,000 litres per day of water savings that can now be attributed to new development without increasing water abstraction in the Arun Valley beyond baseline. These savings were previously to be used to launch the Sussex North Water Certification Scheme (SNWCS), however following the withdrawal statement SNWCS will no longer be launching. Natural England standing advice dated 10 November 2025 raises no objection to using these savings to enable development to come forward. The standing advice clarifies that it functions as Natural England's formal response pursuant to Regulation 63(3) of the Conservation of Habitats and Species Regulations 2017 to all relevant planning applications which seek to achieve water neutrality using the above Southern Water savings.

Officers have undertaken an Appropriate Assessment which demonstrates that the anticipated increase in mains water consumption from this development, alongside all other development granted since the 31st of October 2025, will not exceed 3,240,000 litres per day.

Accordingly, Officers consider that the proposed development will not have an Adverse Effect on the Integrity of the Arun Valley Site, either alone or in combination with other plan and projects, thereby complying with Regulations 63 and 70 of the Conservation of Habitats and Species Regulations 2017, HDPF Policy 31, and paragraph 193 of the NPPF.

Biodiversity Net Gain (BNG):

Schedule 7A of the Town and Country Planning Act 1990 (as inserted by Schedule 14 of the Environment Act 2021) mandates that every development must achieve at least a 10% Biodiversity Net Gain (BNG) (unless the development qualifies as exempt under the Biodiversity Gain Requirements (Exemptions) Regulations 2024) and that every planning permission granted for the development of land in England shall be deemed to have been granted subject to the condition that development must not be begun unless a Biodiversity Gain Plan has been submitted to the planning authority and the planning authority has approved the Plan.

The Biodiversity Gain Plan must show how the development will achieve the required minimum 10% BNG using the statutory biodiversity metric tool and must demonstrate how the habitats will be managed and maintained for 30 years, starting from the date the development is completed. Off-site gains and significant on-site enhancements will be secured over this period by way of a Legal Agreement.

- The application is retrospective made under Section 73(A) of the Town and Country Planning Act.

Conclusions:

The conversion of the former chapel to a holiday let represents an appropriate re-use of an existing rural building that aligns with local and national policies supporting rural tourism and economic development. The design is modest and sits comfortably within the wider estate, with no undue impact on the character of the countryside or the amenities of neighbouring occupiers. Highway safety and parking arrangements are acceptable, and subject to mitigation, the development is not considered to result in a likely significant effect on the protected Arun Valley sites.

Subject to the recommended conditions, the proposal is considered to comply with the Horsham District Planning Framework and the Shipley Neighbourhood Plan and is therefore acceptable.

COMMUNITY INFRASTRUCTURE LEVY (CIL)

Horsham District Council has adopted a Community Infrastructure Levy (CIL) Charging Schedule which took effect on 1st October 2017.

It is considered that this development constitutes CIL liable development.

Use Description	Proposed	Existing	Net Gain
District Wide Zone 1	103.5	103.5	0
Total Gain			
Total Demolition			

Please note that the above figures will be reviewed by the CIL Team prior to issuing a CIL Liability Notice and may therefore change.

Exemptions and/or reliefs may be applied for up until the commencement of a chargeable development.

In the event that planning permission is granted, a CIL Liability Notice will be issued thereafter. CIL payments are payable on commencement of development.

Recommendation: Application Permitted

Conditions:

- 2 **Regulatory Condition:** Within 3 months of the date of the permission hereby granted, details of the car parking spaces to serve the development shall be submitted to and approved in writing by the Local Planning Authority. The parking spaces as approved shall be constructed with 1 month of the date of the decision, in accordance with the approved plans and details. These spaces shall thereafter be retained at all times for their designated purpose.

Reason: To provide car-parking space for the use and in accordance with Policy 40 of the Horsham District Planning Framework (2015).

- 3 **Regulatory Condition:** Within 3 months of the date of the permission hereby granted, details of secure and covered cycle parking facilities for the occupants of, and visitors to, the development shall be submitted to and approved in writing by the Local Planning Authority. The cycle parking facilities as approved shall be constructed with 1 month of the date of the decision, in accordance with the approved plans and details. The provision for cycle parking shall thereafter be retained for use at all times.

Reason: To ensure that there is adequate provision for the parking of cycles in accordance with Policy 40 of the Horsham District Planning Framework (2015).

- 4 **Regulatory Condition:** Within 3 months of the date of the permission hereby granted, a fast charge electric vehicle charging point for that dwelling shall be installed. As a minimum, the charge point specification shall be 7kW mode 3 with type 2 connector. The means for charging electric vehicles shall be thereafter retained as such.

Reason: To mitigate the impact of the development on air quality within the District and to sustain compliance with and contribute towards EU limit values or national objectives for

pollutants in accordance with Policies 24 & 41 of the Horsham District Planning Framework (2015).

- 5 **Regulatory Condition:** Within 3 months of the date of the permission hereby granted, details of refuse and recycling facilities to serve the development shall be submitted to and approved in writing by the Local Planning Authority. The refuse and recycling facilities as approved shall be constructed with 1 month of the date of the decision, in accordance with the approved plans and details. The provision for refuse and recycling facilities shall thereafter be retained for use at all times.

Reason: To ensure the adequate provision of recycling facilities in accordance with Policy 33 of the Horsham District Planning Framework (2015).

- 6 **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).

- 7 **Regulatory Condition:** The use hereby permitted shall be managed in accordance with the following:

- i) The accommodation shall be occupied for holiday and short-term let purposes only;
- ii) The accommodation shall not be occupied as a person's sole, or main place of residence;
- iii) The accommodation shall not be occupied by any one person for a period exceeding 28 days in any calendar year;
- iv) The accommodation shall at all times be managed and supervised by 'The Old Manor Estate';
- v) 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.

Reason: To maintain the availability of the site as short term holiday tourist accommodation in accordance with Policies 10, 11 and 26 of the Horsham District Planning Framework (2015).

- 8 **Regulatory Condition:** The dwelling(s) hereby permitted shall meet the optional requirement of building regulation G2 to limit the water usage of each dwelling to no more than 110 litres per person per day. The subsequently installed water limiting measures shall thereafter be retained.

Reason: To limit water use in order to improve the sustainability of the development and to ensure the development is water neutral to avoid an adverse impact on the Arun Valley SACSPA and Ramsar sites in accordance with Policies 31 and 37 of the Horsham District Planning Framework (2015), Paragraph 193 of the National Planning Policy Framework (2024), its duties under the Conservation of Habitats and Species Regulations 2017 (as amended), and s40 of the NERC Act 2006 (Priority Habitats & Species).

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.

(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 & Site plan	Site Location Plan	NJA020 / C / 01 REV P2	09.10.2025
Elevation & Floor plan	Chapel - Floor Plan & Elevations	NJA020 / C / 03 REV P1	07.08.2025
Block plan	Chapel - Site Block Plan	NJA020 / C / 02 REV P1	07.08.2025

DELEGATED

Case Officer sign/initial Shazia Penne Date: 14.11.2025

Authorising Officer sign/initial Tamara Dale Date: 18.11.2025



APPLICATIONS & APPEALS SERVICES

**OLD HOUSE MANOR (CHAPEL HOLIDAY LET),
COWFOLD ROAD, COOLHAM, RH13 8LQ**

**SUPPORTING PLANNING, HERITAGE & DESIGN
AND ACCESS STATEMENT**

AUGUST 2025



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APPENDICES

Appendix NJA/1 - DC/20/1282 - West Wantley, Fryern Road, Storrington, Pulborough

Appendix NJA/2 – DC/14/2390 - Former Outbuildings at 1 Stammerham Cottages, Capel Road, Rusper

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Appendix NJA/5 – DC/23/0984 - Walden Hall, Cowfold Road, West Grinstead

1. INTRODUCTION

1.1 Retrospective planning permission is sought for the conversion of a chapel to be used as a self-contained holiday let. The site is located at Old House Manor estate, Cowfold Road, Coolham, RH13 8QL.

1.2 The details of the proposal will be described and appraised having regard to the following aspects:

- **Physical Context** – explains the physical context of the site and its surroundings;
- **Planning Context** – the planning history of the site and broad policy requirements;
- **Use** – the purpose of the proposals;
- **Amount** – the extent of development on the site;
- **Scale** – the physical size of the development;
- **Layout** – the relationship of the proposals to neighbouring properties;
- **Appearance** – details of materials, style and impact upon the visual amenities of the area;

- **Landscape** – impact of the proposal on the existing landscape;
- **Access** – access to the development and parking provision.

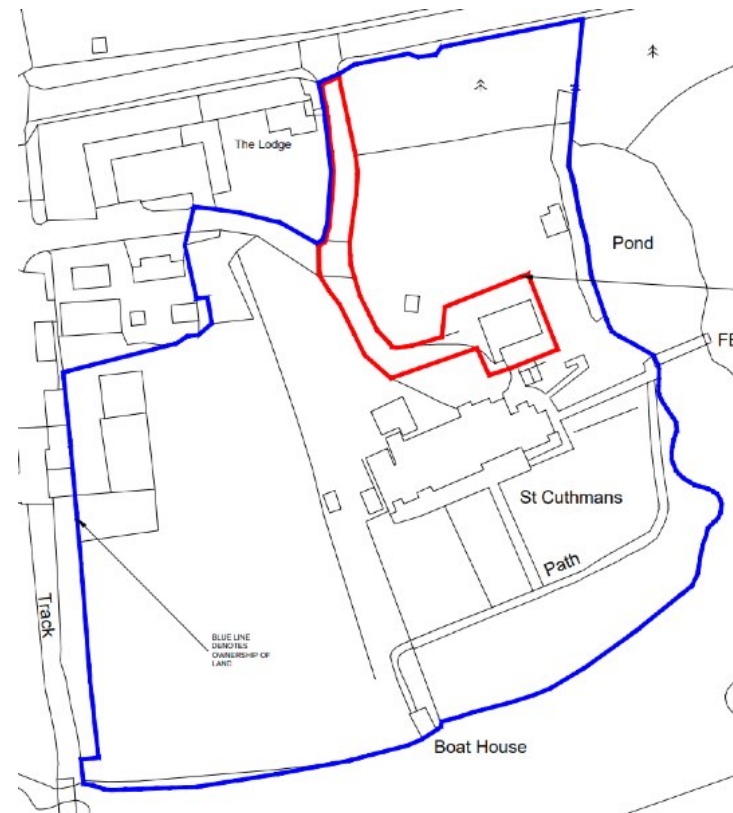
1.3 The Council is requested to consider this Statement alongside the submitted plans and this demonstration that the proposed development accords with the relevant planning policies and is acceptable in all respects. It is hoped that the Council will support the proposal and grant planning permission.

2. PHYSICAL CONTEXT & PLANNING HISTORY

Physical Context

- 2.1 The application site comprises an area of 0.08ha, it is formed by the wider Old House Manor estate, the Manor was operated as a religious retreat and has now been converted into residential accommodation. The holiday let was the old chapel associated with the religious retreat; it sits to the northeast of the main house. It is finished to a very high standard using traditional design and materials. The elevations are formed of horizontal timber weather boarding with a slate tiled roof.

Figure 2.1: Site Location Plan



Source: DMA Building Design (2025)

- 2.2 Old House Manor estate is located on the south side of Cowfold Road, to the east of the village of Coolham. Coolham is located largely around the crossroads of the A272 and the

B2139 which runs southwards towards Thakeham and Southwater. The site can be accessed via a driveway off the access lane for the wider site from Cowfold Road.

- 2.3 The application site is outside of the built-up area boundary and is therefore considered to be within the countryside for policy assessment.
- 2.4 The site is not subject to any environmental designations for its landscape or ecological value. There are some existing trees on the site, none of which would be impacted as part of the proposal. It is wholly located in Flood Zone 1.

Planning History

- 2.5 There is no recent planning history for the chapel building itself or the main Old House Manor.



Side (West) Elevation



Living Room



Side (East) Elevation



Kitchen



Guest Bedroom

Guest Bedroom



Bathroom

Source: NJA Town Planning Ltd (2025)



4. PLANNING POLICY CONTEXT

National Planning Policy Framework (NPPF) (December 2024)

Sustainable Development

- 4.1 The NPPF sets out the Government's planning policies for England and Wales and how these should be applied. It provides a framework for the preparation of local plans for housing and other development. The NPPF should be read as a whole.
- 4.2 Paragraph 2 of the NPPF sets out that ***'Planning law requires that applications for planning permission be determined in accordance with the development plan, unless material considerations indicate otherwise. The National Planning Policy Framework must be taken into account in preparing the development plan, and is a material consideration in planning decisions. Planning policies and decisions must also reflect relevant international obligations and statutory requirements'***.

- 4.3 Paragraph 7 states that the purpose of the planning system is to contribute to the achievement of sustainable development. Achieving sustainable development means that the planning system has the following three overarching objectives which are independent but need to be pursued in mutually supportive ways:

- a) ***'an economic objective – to help build a strong, responsive and competitive economy, by ensuring that sufficient land of the right types is available in the right places and at the right time to support growth, innovation and improved productivity; and by identifying and coordinating the provision of infrastructure;***
- b) ***a social objective – to support strong, vibrant and healthy communities, by ensuring that a sufficient number and range of homes can be provided to meet the needs of present and future generations; and by fostering a well-designed, beautiful and safe places, with accessible services and open spaces that reflect*** current and future needs and

support communities' health, social and cultural well-being; and

- c) an environmental objective – to contribute to protecting and enhancing our natural, built and historic environment, including making effective use of land, helping to improve biodiversity, using natural resources prudently, minimising waste and pollution and mitigating and adapting to climate change, including moving to a low carbon economy'.*

4.4 Paragraph 10 states ***'So that sustainable development is pursued in a positive way, at the heart of the Framework is a presumption in favour of sustainable development (Paragraph 11).*** For decision-taking this means approving development proposals that accord with an up-to-date development plan without delay.

4.5 Paragraph 12 of the Framework states that ***'The presumption in favour of sustainable development does not change the statutory status of the development plan as the starting point for decision-making. Where a***

planning application conflicts with an up-to-date development plan (including any neighbourhood plans that form part of the development plan), permission should not normally be granted. Local planning authorities may take decisions that depart from an up-to-date development plan, but only if material considerations in a particular case indicate that the plan should not be followed'.

Plan and Decision Making

4.6 Paragraph 34 requires local plans and spatial development strategies to be reviewed to assess whether they need updating at least once every five years and should then be updated as necessary. In particular, 'Relevant strategic policies will need updating at least once every five years if their applicable local housing need figure has changed significantly; and they are likely to require earlier review if local housing need is expected to change significantly in the future'.

4.7 In terms of decision-making, the Framework states at paragraph 39 that ***'Local planning authorities should approach decisions on proposed development in a***

positive and creative way. They should use the full range of planning tools available, including brownfield registers and permission in principle, and work proactively with applicants to secure developments that will improve the economic, social and environmental conditions of the area. Decision-makers at every level should seek to approve applications for sustainable development where possible'.

Rural Businesses

- 4.8 Paragraph 85 requires planning policies and decisions to help create conditions in which businesses can invest, expand and adapt. Significant weight should be placed on the need to support economic growth and productivity. In respect of rural areas, paragraph 88 supports ***'the sustainable growth and expansion of all types of business in rural areas, both through conversion of existing buildings and well-designed new buildings'***. It also supports ***'sustainable rural tourism and leisure developments which respect the character of the countryside'***.

- 4.9 Paragraph 89 recognises that ***'sites to meet local business and community needs in rural areas may have to be found adjacent to or beyond existing settlements, and in locations that are not well served by public transport. In these circumstances it will be important to ensure that development is sensitive to its surroundings, does not have an unacceptable impact on local roads and exploits any opportunities to make a location more sustainable (for example by improving the scope for access on foot, by cycle or by public transport). The use of previously developed land, and sits that are physically well-related to existing settlements, should be encouraged where suitable opportunities exist'***.

Highways and Car Parking

- 4.10 Paragraph 109 requires transport issues to be considered from the earliest stages of plan-making and development proposals, using a vision-led approach to identify transport solutions that deliver well-designed, sustainable and popular places. This is to ensure that (inter alia) the potential impacts of development on transport networks can be addressed.

4.11 Paragraph 112 states that if setting local parking standards for residential and non-residential development, policies should take into account the accessibility of the development, its type, mix and use, the availability of land and opportunities for public transport, local car ownership levels and the need to ensure that adequate provision of spaces for charging plug-in and other ultra-low emission vehicles.

4.12 Paragraph 116 makes it clear that ***'Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe'***.

Effective Use of Land

4.13 Paragraph 124 requires planning policies and decisions to promote an effective use of land in meeting the need for homes and other uses, while safeguarding and improving the environment and ensuring healthy living conditions.

4.14 Paragraph 125 states that planning policies and decision should encourage multiple benefits from both urban and rural land. Furthermore, paragraph 128 sets out that local planning

authorities should take a positive approach to applications for alternative uses of land which is currently developed but not allocated for a specific purpose in plans where this would help to meet identified needs.

4.15 Paragraph 129 states that ***'Planning policies and decisions should support development that makes efficient use of land.....'***

Design

4.16 In terms of design, Section 12 seeks to achieve well designed places sets out that the ***'The creation of high quality, beautiful and sustainable buildings and places is fundamental to what the planning and development process should achieve. Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities'*** (Paragraph 131).

4.17 Paragraph 135 further states that planning policies and decisions should ensure that developments function well and add to the overall quality of the area, are visually attractive as a result of good architecture, layout and appropriate and

effective landscaping. Development should also be sympathetic to local character and history and should be designed with a high standard of amenity for existing and future users.

- 4.18 Paragraph 139 states that ***‘Development that is not well designed should be refused, especially where it fails to reflect local design policies and government guidance on design, taking into account any local design guidance and supplementary planning documents such as design guides and codes. Conversely, significant weight should be given to:***

- a) development which reflects local design policies and government guidance on design, taking into account any local design guidance and supplementary planning documents such as design guides and codes: and/or***
- b) outstanding or innovative designs which promote high levels of sustainability, or help raise the standard of design more generally in an area, so***

long as they fit with the overall form and layout of their surroundings’.

Climate Change

- 4.19 Paragraph 161 requires the planning system to support the transit to a low carbon future and to taking into account flood risk. New development should be planned in ways which avoid increased vulnerability to the range of impacts arising from climate change (paragraph 164).

Countryside

- 4.20 Paragraph 187 states that planning policies and decisions should contribute to and enhance the natural local environment by: (inter alia) ***‘recognising the intrinsic character and beauty of the countryside....’.***
- 4.21 Paragraph 189 sets out that great weight should be given to conserving and enhancing landscape and scenic beauty in National Parks, the Broads and National Landscapes which have the highest status of protection in relation to these issues. The scale and extent of development within all these designated areas should be limited, while development

within their setting should be sensitively located and designed to avoid or minimise adverse impacts on the designated areas.

Biodiversity

- 4.22 Paragraph 192 requires the protection and enhancement of biodiversity and geodiversity. Paragraph 193 states that when determining planning applications, local planning authorities should avoid significant harm to biodiversity which should be adequately mitigated or, as a last resort, compensated for. Development should not result in the loss of deterioration of irreplaceable habitats unless there are wholly exceptional reasons and a suitable compensation strategy exists.

Ground Conditions and Pollution

- 4.23 Paragraph 196 requires planning policies and decisions to ensure that a site is suitable for its proposed use taking account of ground conditions and any risks arising from land instability and contamination. Where a site is affected by contamination or land stability issues, responsibility for securing a safe development rests with the developer and/or landowner (paragraph 197).

- 4.24 Planning policies and decisions should also ensure that new development is appropriate for its location taking into account the likely effects (including cumulative effects) of pollution on health, living conditions and the natural environment (paragraph 198).

Horsham District Planning Framework (2015)

- 4.25 Local planning policy is set out in the Local Plan, the Horsham District Planning Framework (HDPF) adopted was in 2015. The following policies of the HDPF are most relevant to the proposal:

- Policy 1: Sustainable Development
- Policy 2: Strategic Development
- Policy 3: Development Hierarchy
- Policy 4: Settlement Expansion
- Policy 7: Strategic Policy: Economic Growth
- Policy 10: Rural Economic Development
- Policy 11: Tourism and Cultural Facilities
- Policy 24: Environmental Protection
- Policy 25: The Natural Environment and Landscape Character
- Policy 26: Countryside Protection

- Policy 28: Replacement Dwellings and House Extensions in the Countryside
- Policy 31: Green Infrastructure and Biodiversity
- Policy 32: The Quality of New Development
- Policy 33: Development Principles
- Policy 35: Climate Change
- Policy 36: Appropriate Energy Use
- Policy 37: Sustainable Design and Construction
- Policy 38: Strategic Policy: Flooding
- Policy 40: Sustainable Transport
- Policy 41: Parking

Shipley Neighbourhood Development Plan

4.26 The Shipley Neighbourhood Plan covers the entire Parish, including the villages of Shipley and Coolham, and the hamlets of Brooks Green, and Dragons Green. It was made in August 2020 to influence and guide development within the Parish over the plan period up to 2031. Policy 'Ship CO2: Employment' of this Plan is relevant to the proposal and discussed further below.

5. DETAILS OF THE PROPOSAL: USE, AMOUNT & SCALE OF DEVELOPMENT

The Principle of Development

- 5.1 NPPF paragraph 7 states that the purpose of the planning system is to contribute to the achievement of sustainable development. Achieving sustainable development means that the planning system has three overarching objectives: economic, social and environmental (NPPF paragraph 8).
- 5.2 Paragraph 10 of the NPPF states '***So that sustainable development is pursued in a positive way, at the heart of the Framework is a presumption in favour of sustainable development (paragraph 11)***'. Importantly, paragraph 38 of the NPPF states '***Decision-makers at every level should seek to approve applications for sustainable development where possible***'.
- 5.3 HDPF Policy 1 states that when considering development proposals, the Council will take a positive approach that reflects the presumption in favour of sustainable development

contained within the NPPF. Therefore, planning applications that accord with the policies of the HDPF will be approved without delay (unless material considerations indicate otherwise).

- 5.4 HDPF Policy 26 states that within the countryside development must be essential to its countryside location and must meet certain criteria. In addition, proposals should be of a scale appropriate to its countryside character and location. The policy also notes that development will be considered acceptable where it does not lead, either individually or cumulatively, to a significant increase in the overall level of activity in the countryside, and protects, and/or conserves, and / or enhances, the key features and characteristics of the landscape character area in which it is located.
- 5.5 The proposed continued use of one, self-contained holiday let will help to enable the sustainable economic development of the rural area in accordance with policy 26. It is on a minor scale and did not lead to any increase in the level of activity in the countryside given the wider site and buildings in the surrounding area are also in use as residential and commercial buildings.

5.6 Furthermore, the proposal related to previously developed land and updated an existing structure to create a building which is of a high-quality design and appearance. As such, it resulted in a positive impact upon the visual amenities of the countryside landscape.

5.7 The proposal complies with HDPF 26 and the NPPF and the principle of development is acceptable given it is compatible with its countryside location and the positive impact of the proposal on the character of the landscape.

Use of Building As Holiday Let

5.8 The NPPF at paragraph 85 requires planning policies and decisions to help create conditions in which businesses can invest, expand and adapt. Significant weight should be placed on the need to support economic growth and productivity. In respect of rural areas, paragraph 88 supports ***‘the sustainable growth and expansion of all types of business in rural areas, both through conversion of existing buildings and well-designed new buildings’***. It also supports ***‘sustainable rural tourism and leisure***

developments which respect the character of the countryside’.

5.9 Similarly, HDPF policy 10 supports sustainable rural economic development within the District to help generate local employment opportunities and economic, social and environmental benefits for local communities. In the countryside, policy 10 supports development which maintains the quality and character of the area whilst sustaining its varied and productive social and economic activity. Any development should be appropriate to the countryside location and should (inter alia) contribute to the wider rural economy and/or promote recreation in and the enjoyment of the countryside. Development should wherever possible be contained within existing buildings suitable for conversion although new buildings or development may also be acceptable.

5.10 HDPF policy 11 supports tourism and the enhancement of local cultural facilities. The policy requires any development to be of a scale and type appropriate to the location and should increase the range, or improve the quality of

accommodation, attraction or experiences for tourists, day visitors, business visitors and residents in the District.

- 5.11 Policy 'Ship C02 - Employment' of the Shipley Neighbourhood Plan states ***"Proposals that include units for start-up businesses, small scale employment units and other businesses will be supported. Applications for such development will be supported where they comprise infill sites or involves the reuse or conversion of existing farm and rural buildings and the erection of well-designed new buildings and accord with other policies in the development plan."***

- 5.12 The existing holiday let is incidental to Old House Manor and its location lends itself well to accommodating a small-scale holiday let which positively contributes to sustaining the local rural economy, including tourism.

- 5.13 The holiday let use is small in scale and resulted in the same footprint of built development on the site compared to the previous chapel use. The use does not result in any harmful intensification of activity within the countryside.

- 5.14 The site is well connected to the main road network, Cowfold Road connects to the A272 to the north, which links directly to the A24 to the east and the A29 to the west (both of which are a short distance away). These major routes provide links north and south to London, the south coast, Gatwick airport and beyond. The site is also well placed in respect of the South Downs National Park (the boundary of which is located less than 8 miles away to the south) and a number of surrounding towns and villages such as Billingshurst (3.5 miles), South Water (3.7 miles), Thakeham (3.8 miles) and Partridge Green (6.3 miles).

- 5.15 The site is close to the rural public right of way network locally including the Downslink Cycle Route which runs through Partridge Green. There are several tourist attractions nearby including the Knepp Castle Estate, vineyards (Nyetimber and Kinsbrook as examples), the South Downs Way and the many villages and towns, walking routes and visitor attractions, restaurants, pubs, cafes, shops and other businesses within the National Park and surrounding areas. The site is therefore well located and in a suitable position to accommodate self-contained tourist accommodation.

5.16 It should be acknowledged that NPPF paragraph 85 recognises that ***‘sites to meet local business and community needs in rural areas may have to be found adjacent to or beyond existing settlements, and in locations that are not well served by public transport’.***

Given the small-scale nature of the holiday let, this use of the building will not result in harmful unsustainable vehicle movements within the countryside.

5.17 The Horsham District Visitor Hotel and Visitor Accommodation Study (2016), which is the most up to date document whilst writing, provides an assessment of the future potential for hotel and visitor accommodation across the District. It found that the District has a strong and growing market for hotel and visitor accommodation across the District based upon a number of issues including projected population growth. Within the rural areas of the District in particular, the study found opportunities for the upgrading and expansion of existing hotels and B&Bs and the provision of new high quality holiday cottages.

5.18 Paragraph 3.6.1 states that ***‘Our survey of holiday cottage letting agencies that are represented in Horsham District***

showed strong demand for all sizes and standards of self-catering property in all parts of the District. Existing agency-let self-catering properties are consistently full with full week lets during school holiday periods, May, June and September and the Christmas and New Year period. At all other times of the year there is strong demand for weekend breaks, other than during January and February when weekend demand is weaker and more variable’.

5.19 In addition, paragraph 3.6.3 states that all of the letting agencies spoken to are looking for additional properties in and around the Horsham District and in the South Downs National Park. There is clearly a high demand for the type of holiday accommodation that can be offered at The Chapel holiday let with the building providing high quality self-catering facilities in an attractive and accessible location. Visitors will contribute to and help sustain the local economy and in particular other businesses such as local restaurants, pubs and visitor attractions. Overall, the continued use of the building as a holiday let is fully supported by the NPPF and HDPF policies 7, 10 and 11 and policy C02 of the Shipley Neighbourhood Plan.

Case Studies

- 5.20 The following are examples of where the Council has granted planning permission for similar self-catering holiday let accommodation within the countryside:

DC/20/1282 - West Wantley, Fryern Road, Storrington, Pulborough (Appendix NJA/1)

- 5.21 This planning application was approved in September 2020 for the demolition of existing dairy and stables and rebuilding as a single storey building to provide 1No. 3 bed holiday let unit of accommodation. There was no Officers Report uploaded for this application, however, the Decision Notice confirmed the principle of development was acceptable.

DC/14/2390 - Former Outbuildings at 1 Stammerham Cottages, Capel Road, Rusper (Appendix NJA/2)

- 5.22 This application was approved in January 2015 for the demolition of an existing farm cottage/outbuilding and erection of a log cabin for holiday let, the Officer's Report states "**As the site is located outside of the planning boundary, a new dwelling would not normally be acceptable in this**

location. However as the application is specifically for a holiday let, which would accord with both national and local policies that support tourism and rural diversification, an exception is considered to be acceptable in this case."

DC/14/1066 - Fantasy House, Elm Grove Lane, Steyning (Appendix NJA/3)

- 5.23 Planning permission was approved in August 2014 for the demolition of part of the existing building, construction of 1.5 storey replacement building for office use and convert part of building to provide holiday let accommodation and associated internal works. The Officer's Report stated "**the applicant has also made a convincing case with evidence that there is a demand for holiday let's in the area and that the proposal would support/ promote the economic vitality and viability of the locality**".

- 5.24 The Council has also approved a range of applications for straight conversions of building into holiday lets in recent years, as set out below.

DC/23/1069 - Bentons Cottage, Bentons Lane, Dial Post (Appendix NJA/4)

- 5.25 Planning permission was approved in August 2023 for change of use of existing stable building into a holiday let. The Officer's Report stated ***"The proposal would contribute to the wider rural economy and would improve the range and quality of facilities for visitors. While it is recognised that there would be some dependence on the car to access facilities and services, this would not be unusual for accommodation of this type, and is not considered to amount to a level or intensity of activity that would result in adverse harm to the countryside location"***.

DC/23/0984 - Walden Hall, Cowfold Road, West Grinstead (Appendix NJA/5)

- 5.26 This planning application was approved in February 2024 for the conversion of a stable building to form 4no. self-contained holiday lets. The Officers Report for this application states ***"The Council aims to take a proactive stance to encourage local tourism within the District and the proposal would make a modest contribution toward the provision of visitor accommodation within the District."***

There is likely to be a demand for this type of accommodation in this location. The Council's Visitor Study (2016) identified a strong demand for this type of accommodation with supply not able to meet demand during spring and summer weekends, albeit this document is now over 7 years old."

6. LAYOUT, DESIGN & APPEARANCE

Design

- 6.1 The NPPF sets out that the Government attaches great importance to the design of the built environment and that good design is a key aspect of sustainable development. Developments should be visually attractive and sympathetic to the local character of the surrounding area and should optimise the potential of the site to accommodate and sustain an appropriate amount and mix of development (paragraphs 131 and 135).
- 6.2 HDPF policy 32 requires high quality design for all development in the District. In addition, HDPF Policy 33 sets out the Council's key development control criteria and states that development should make efficient use of land, should not cause harm to neighbouring residential amenities, should be appropriate in scale, massing and appearance and be of a high standard of design. Development should also be locally distinctive in character and should use high standards of building materials, finishes and landscaping.

- 6.3 Policy 33 sets out "***In order to conserve and enhance the natural and built environment developments shall be required to:***

1. Make efficient use of land, and prioritise the use of previously developed land and buildings whilst respecting any constraints that exist;

- 6.4 The proposal makes efficient use of an existing building that has previously been used as a chapel associated with a religious use of the main Old House Manor. This use no longer exists as it is now used for residential purposes and therefore the chapel is not required. The proposal complies with criterion 1.

2. Ensure that it is designed to avoid unacceptable harm to the amenity of occupiers/users of nearby property and land, for example through overlooking or noise, whilst having regard to the sensitivities of surrounding development;

- 6.5 The building is located away from neighbouring properties and there has been no adverse impact caused in respect of

any loss of privacy, overbearing appearance or loss of light to neighbours including to Old House Manor. The proposal complies with criterion 2.

3. *Ensure that the scale, massing and appearance of the development is of a high standard of design and layout and where relevant 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;*

- 6.6 The appearance of the building has been significantly enhanced. The accommodation is of an appropriate scale and mass and would be viewed in context of the other built form on the wider Old House Manor estate. The building is not located within an isolated countryside position due to forming part of the wider site, as such, there is limited impact upon the rural character and appearance of the area. The proposal complies with criterion 3.

4. *Are locally distinctive in character, respect the character of the surrounding area (including its*

overall setting, townscape features, views and green corridors) and, where available and applicable, take account of the recommendations/policies of the relevant Design Statements and Character Assessments;

- 6.7 The building is of a design that is typical of the rural area. As set out, it is set within other built form and its use will not result in any harmful spread of development within the countryside. The proposal complies with criterion 4.

5. *Use high standards of building materials, finishes and landscaping; and includes the provision of street furniture and public art where appropriate*

- 6.8 A range of high-quality building materials were used to undertake the conversion. The timber cladding and slate roof respects its rural character and there is no conflict with criterion 5.

6. *Presume in favour of the retention of existing important landscape and natural features, for example trees, hedges, banks and*

watercourses. Development must relate sympathetically to the local landscape and justify and mitigate against any losses that may occur through the development;

- 6.9 No trees, hedges, banks or watercourses are affected by the proposal. There is no conflict with criterion 6.

7. Ensure buildings and spaces are orientated to gain maximum benefit from sunlight and passive solar energy, unless this conflicts with the character of the surrounding townscape, landscape or topography where it is of good quality.

- 6.10 The holiday let is sufficiently lit by natural light from appropriately positioned and sized windows. The proposal complies with criterion 7.

Proposals will also need to take the following into account where relevant:

Incorporate where appropriate convenient, safe and visually attractive areas for the parking of vehicles and cycles, and the storage of bins/recycling facilities without dominating the development or its surroundings;

- 6.11 The accommodation uses the existing hardstanding to the west which provides space for 2no. car parking spaces. There is also space for the suitable storage of bins/recycling facilities at the property. The proposal complies with criterion 8.

9. Incorporate measures to reduce any actual or perceived opportunities for crime or antisocial behaviour on the site and in the surrounding area, and create visually attractive frontages where adjoining streets and public spaces, including appropriate windows and doors to assist in the informal surveillance of public amenity areas by occupants of the site;

- 6.12 The holiday let provides an appropriate use within a safe and secure building. The close relationship of the accommodation

to buildings on the wider site provides for natural surveillance within the curtilage. The proposal complies with criterion 9.

**10. Contribute to the removal of physical barriers;
and,**

**11. Make a clear distinction between the public
and private spaces within the site.**

- 6.13 The proposal raises no implications in respect of criteria 10 and 11. Overall it is demonstrated that the proposal complies in full with HDPF Policy 33.

Countryside

- 6.14 Paragraph 187 of the NPPF states that planning policies and decisions should contribute to and enhance the natural and local environment by (inter alia) ***'recognising the intrinsic character and beauty of the countryside'***.
- 6.15 HDPF Policy 24 requires the high-quality environment of the District to be protected through the planning process. Policies 25, 32 and 33 of the HDPF promote development that is of a high-quality design, which is sympathetic to the character and

distinctiveness of the site and surroundings. The landscape character of the area should be protected, conserved and enhanced, with proposals contributing to a sense of place through appropriate scale, massing and appearance.

- 6.16 The design, scale and massing of the holiday let along with considered materials ensures that the general character and appearance of the countryside was not significantly altered as a result of the proposal. There is no greater visual impact within the landscape. The wider site is also screened by mature trees, hence there is no further landscaping required in order to protect the countryside.

- 6.17 In summary, the holiday let resulted in a very minimal impact to the character and appearance of the area and the high-quality environment is fully protected. The proposal is therefore fully compliant with NPPF paragraphs 187 and HDPF policies 24, 25, 32 and 33.

Impact on Amenity

- 6.18 HDPF policy 32 states that development will be expected to provide an attractive, functional, accessible, safe, and adaptable environment that contributes to a sense of place

both in the buildings and spaces themselves. Policy 33 continues that development shall be required to ensure that it is designed to avoid unacceptable harm to the amenity of occupiers/users of nearby property and land.

- 6.19 The design of the holiday let is functional and meets all the required space standards. It does not generate any major noise, the building is located away from neighbouring residential dwellings and there is no adverse impact caused in respect of any loss of privacy, overbearing appearance or loss of light to neighbours.
- 6.20 Therefore, the holiday let meets the needs of the occupiers and does not result in an unacceptable impact on nearby residential neighbours and the requirements of policies 32 and 33 of the HDPF would be fully met as part of the proposal.

7. NATURAL ENVIRONMENT

- 7.1 The NPPF requires that local planning authorities should preserve and enhance biodiversity and that new development should adequately mitigate against any potential harm. The site is not located within any designated landscape, however HDPF Policy 25 protects the landscape and habitats of the district and is relevant to this proposal.
- 7.2 In having regard to the natural environment, no natural features such as trees, hedgerows or woodland that have public amenity value were adversely affected by the conversion.
- 7.3 The conversion did not result in the loss of significant biodiversity and resulted in an increase in green infrastructure focusing on native and wildlife enhancing features. Where practical, bird and bat boxes were installed.
- 7.4 It is not considered that the conversion raises any issues in respect of the biodiversity requirements of the NPPF and HDPF policy 31. Importantly there was no net loss in

biodiversity value and thus no conflict with the relevant development plan policies or advice set out in the NPPF addressing biodiversity.

Sustainability

- 7.5 HDPF Policy 35 sets out that development will be supported where it makes a clear contribution to mitigating and adapting to the impacts of climate change and to meet the District's carbon reduction targets. Development must be designed to mitigate the effects of climate change and to adapt to the impacts of climate change.
- 7.6 The accommodation has been carefully and specifically designed to ensure that it is environmentally sustainable in its construction and future occupation. This ensures compliance with the NPPF and HDPF policies 35, 36 and 37 and the Council's target to become carbon neutral by 2030 (direct emissions) and by 2050 (indirect emissions).

Water Neutrality

- 7.7 The application site falls within the Sussex North Water Supply Zone where Natural England have advised that

water abstraction cannot be concluded to result in no adverse effect upon the integrity of the Arun Valley Special Area of Conservation, Special Protection Area and Ramsar sites.

7.8 The Council has advised that it is able to continue to determine most planning applications for householder developments (and some other minor proposals) as it is not considered that this type of development will have a significant effect, either individually or cumulatively, on the Arun Valley sites. In the case of other developments where an increase in water consumption is more likely, planning applications are required to be submitted with a water neutrality statement setting out the strategy for achieving water neutrality within the development.

7.9 A Water Neutrality Report prepared by CGS Civils concluded The existing site (before conversion to the holiday let) as chapel had a water demand of 0 l/day. The 3-bedroom holiday let has a water demand of 271.70 l/day, prior to any mitigation techniques. The installation of water efficient taps and showers along with the implementation of rainwater harvesting techniques within the holiday let will significantly reduce the proposed site's water demand (231.71 l/day).

Additionally, the proposal's remaining water demand can be fully offset (243.62 l/day) by retrofitting another property owned by the client with water efficient taps and showers. This results in the proposals becoming water neutral.

8. ACCESS AND HIGHWAYS

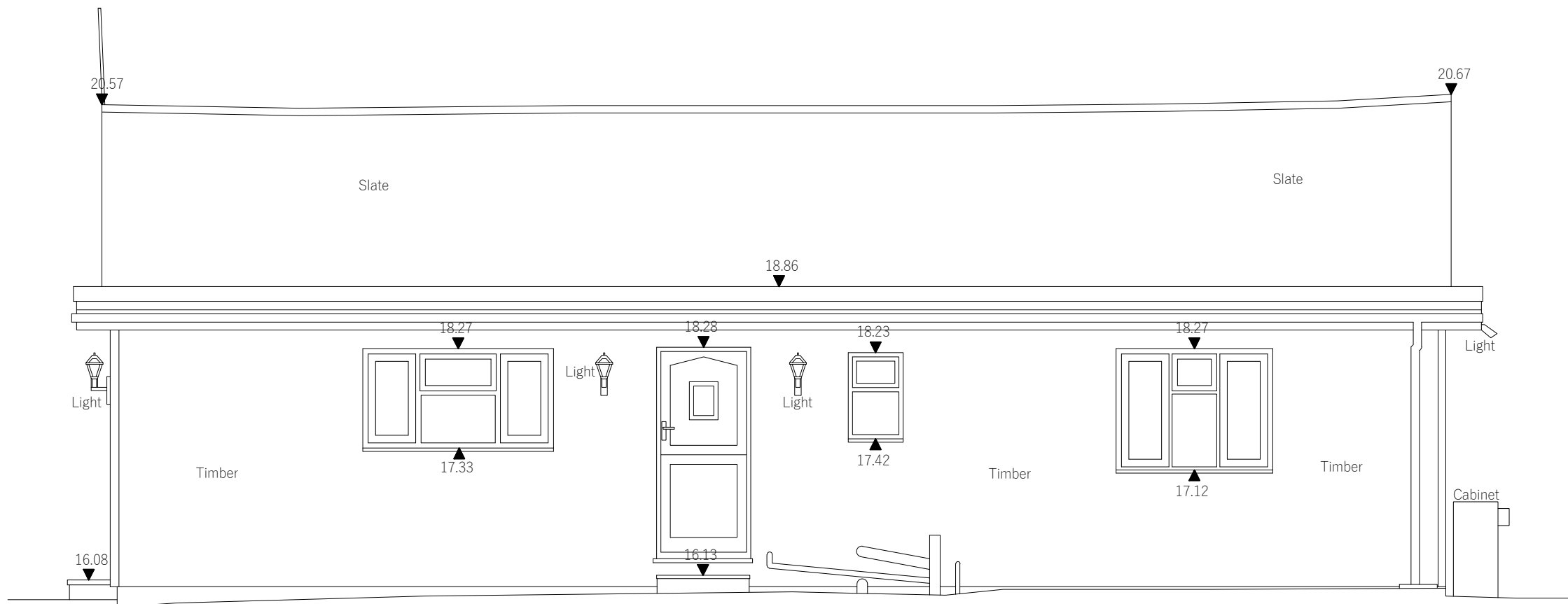
- 8.1 The NPPF sets out at paragraph 116 that development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.
- 8.2 HDPF policies 40 and 41 seek to ensure that proposals incorporate safe and adequate means of access and that there is appropriate car parking provision.
- 8.3 The existing access route off the driveway off Cowfold Road is utilised by the occupants of the holiday let. This access route has not been subject to an increase in number of vehicle movements due to the existing commercial and residential uses on the wider site that use this access. There has also been no adverse effect upon the surrounding road network.
- 8.4 The existing hardstanding to the east of the accommodation is used to provide 2no. car parking spaces and there is sufficient manoeuvring space.

- 8.5 Additionally, visitors will benefit from a range of walking and cycling routes within the vicinity. This includes the rural public right of way network locally and the Downslink Cycle Route.
- 8.6 Overall, the access and car parking provision are adequate and the proposal complies with policies 40 and 41 of the HDPF and the NPPF.

9. CONCLUSION

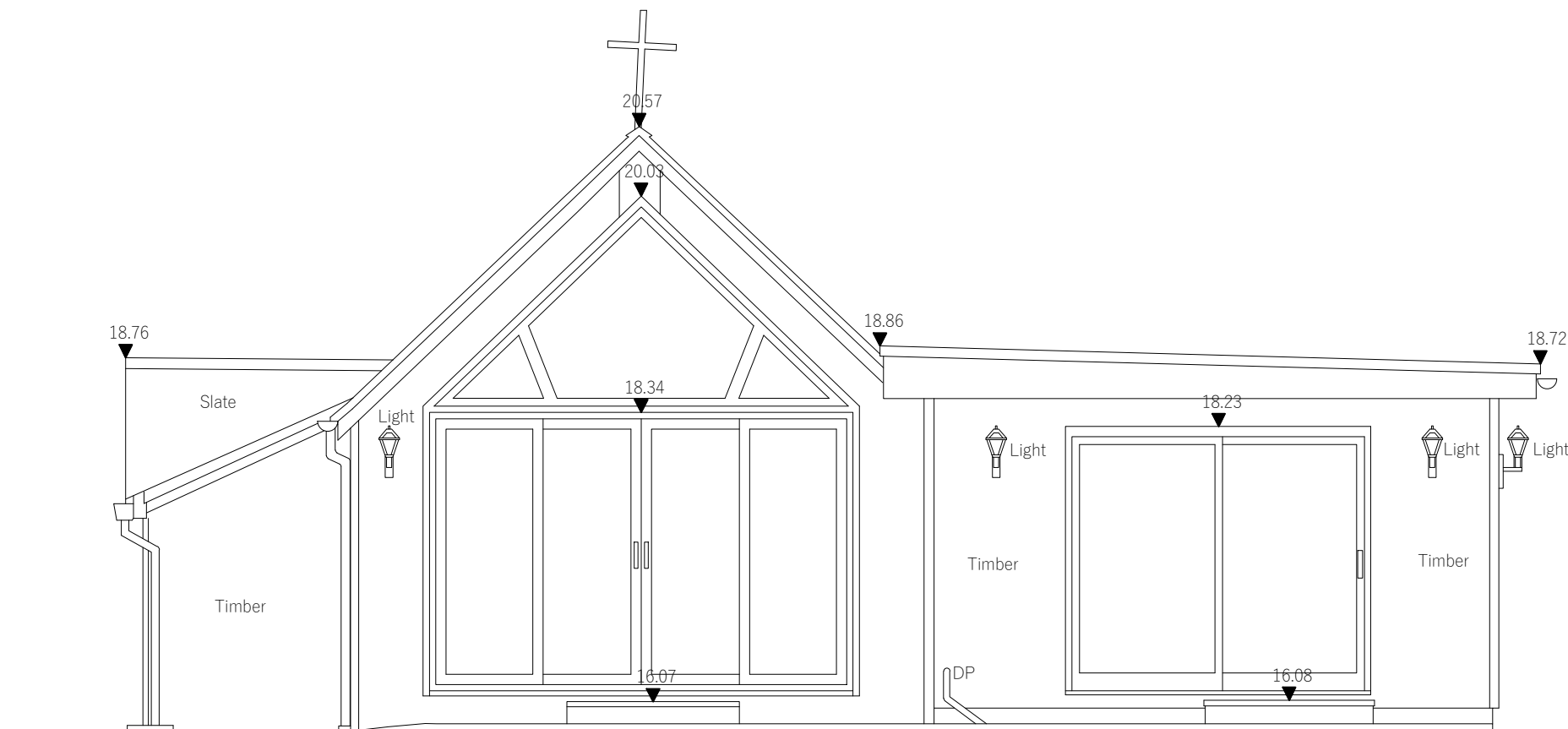
- 9.1 Retrospective planning permission is sought for the conversion of a chapel to be used as a self-contained holiday let at Old House Manor estate, Cowfold Road, Coolham.
- 9.2 The conversion is compliant with the aims of the NPPF and the HDPF to support sustainable rural economic development including tourism. The Horsham District Visitor Hotel and Visitor Accommodation Study (2016) found a strong and growing market for visitor accommodation across the District based upon a number of issues including the need for new high quality holiday cottages. The accommodation makes a small but important contribution to help fulfil this need, making efficient use of a previously used building resulting in no harm to the countryside landscape.
- 9.3 The self-contained holiday let is small in scale, as appropriate to the rural area and did not create any harmful intensification of use in accordance with HDPF policies 10, 11 and 26. The accommodation is similar to others permitted within the District as referred to within this Statement.

- 9.4 It has been demonstrated neighbouring amenity will be fully respected and there are no ecological concerns. Sufficient car parking and access is provided, and the proposal is water neutral.
- 9.5 Overall, the conversion complies with the relevant policies of the NPPF and the development plan (including the Neighbourhood Plan). Therefore, in accordance with the principles of sustainable development, retrospective planning permission should be granted.



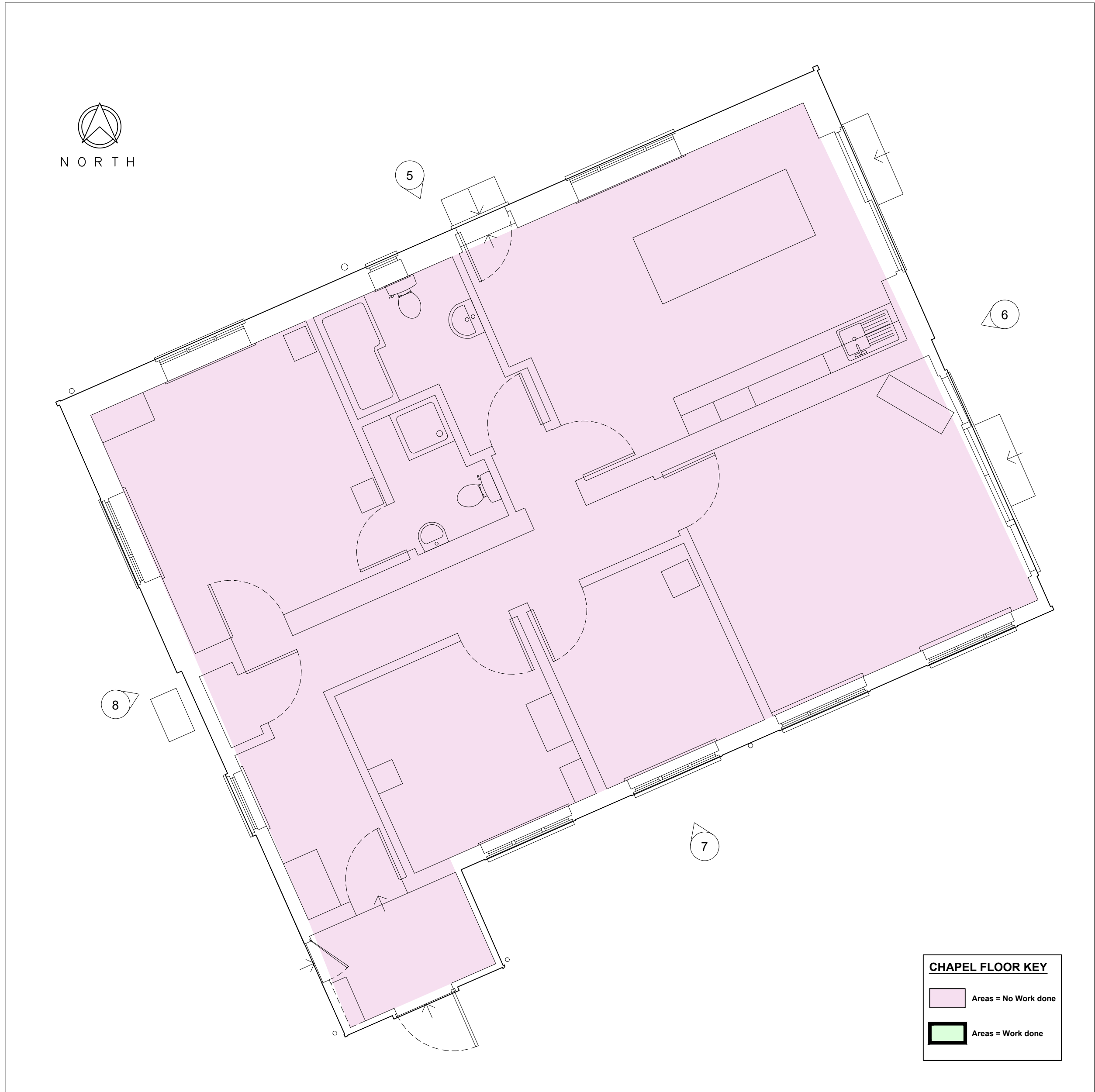
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North (Elevation5)

NORTH ELEVATION
SCALE - 1:50

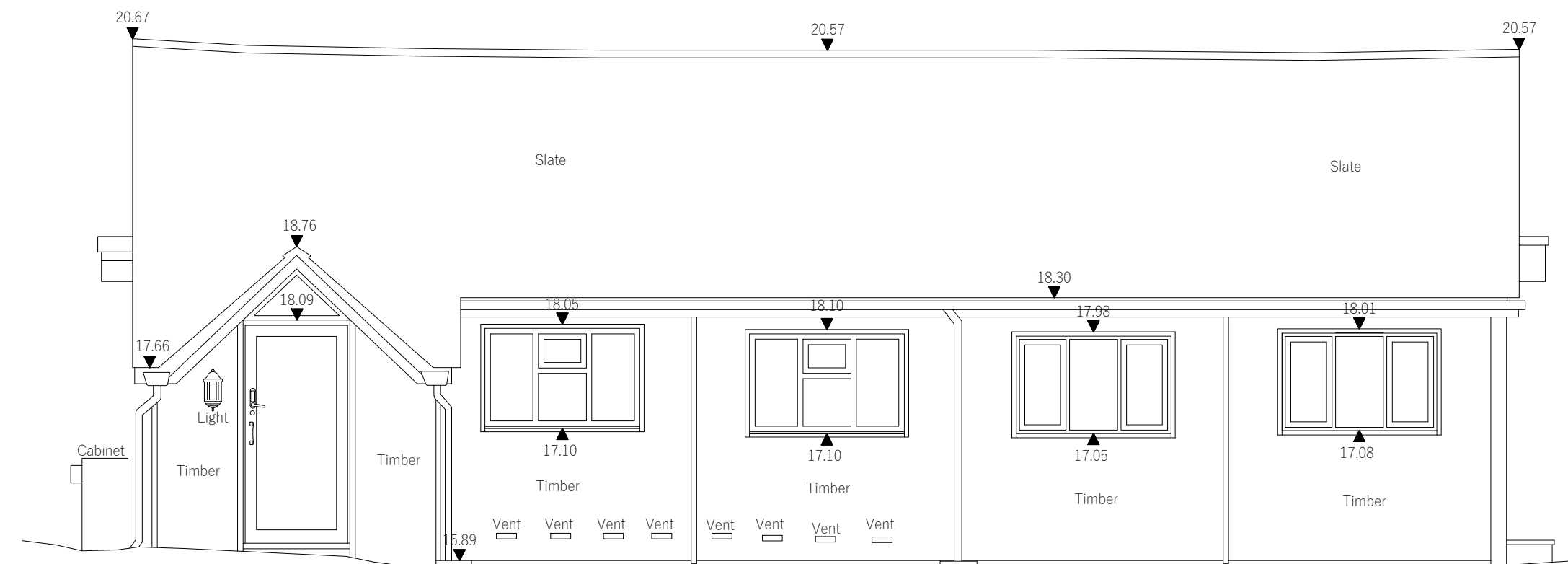


Datum 14.00m
East (Elevation6)

EAST ELEVATION
SCALE - 1:50

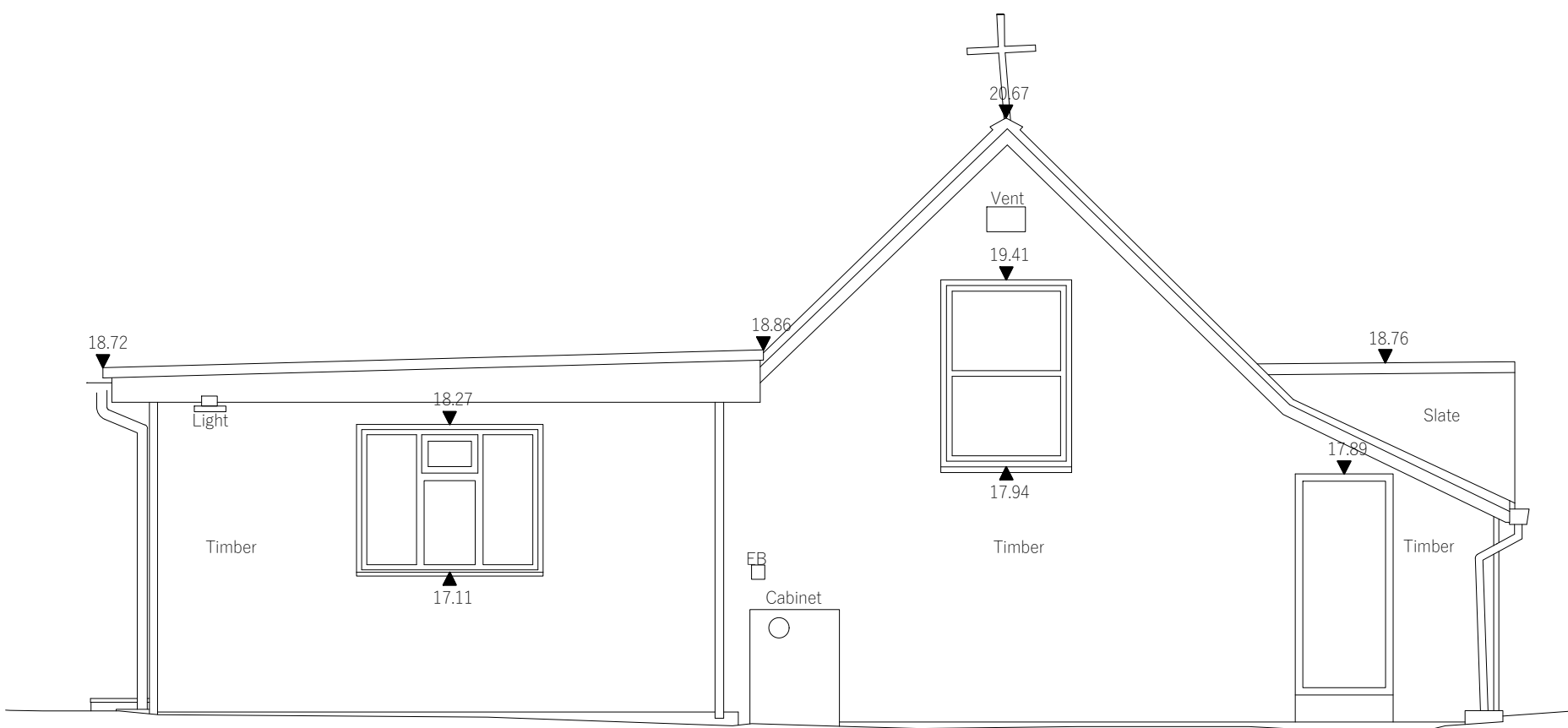


CHAPEL FLOOR PLAN
SCALE - 1:50



Datum 14.00m
South (Elevation7)

SOUTH ELEVATION
SCALE - 1:50



Datum 14.00m
West (Elevation8)

WEST ELEVATION
SCALE - 1:50

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P1 ISSUED FOR BUILDING REGULATION APPROVAL 05.2025

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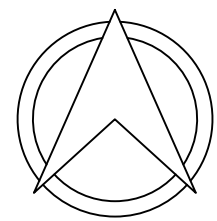
CLIENT
DEADMAN LETTINGS Ltd.

PROJECT
CHAPEL BUILDING INTERIOR WORKS

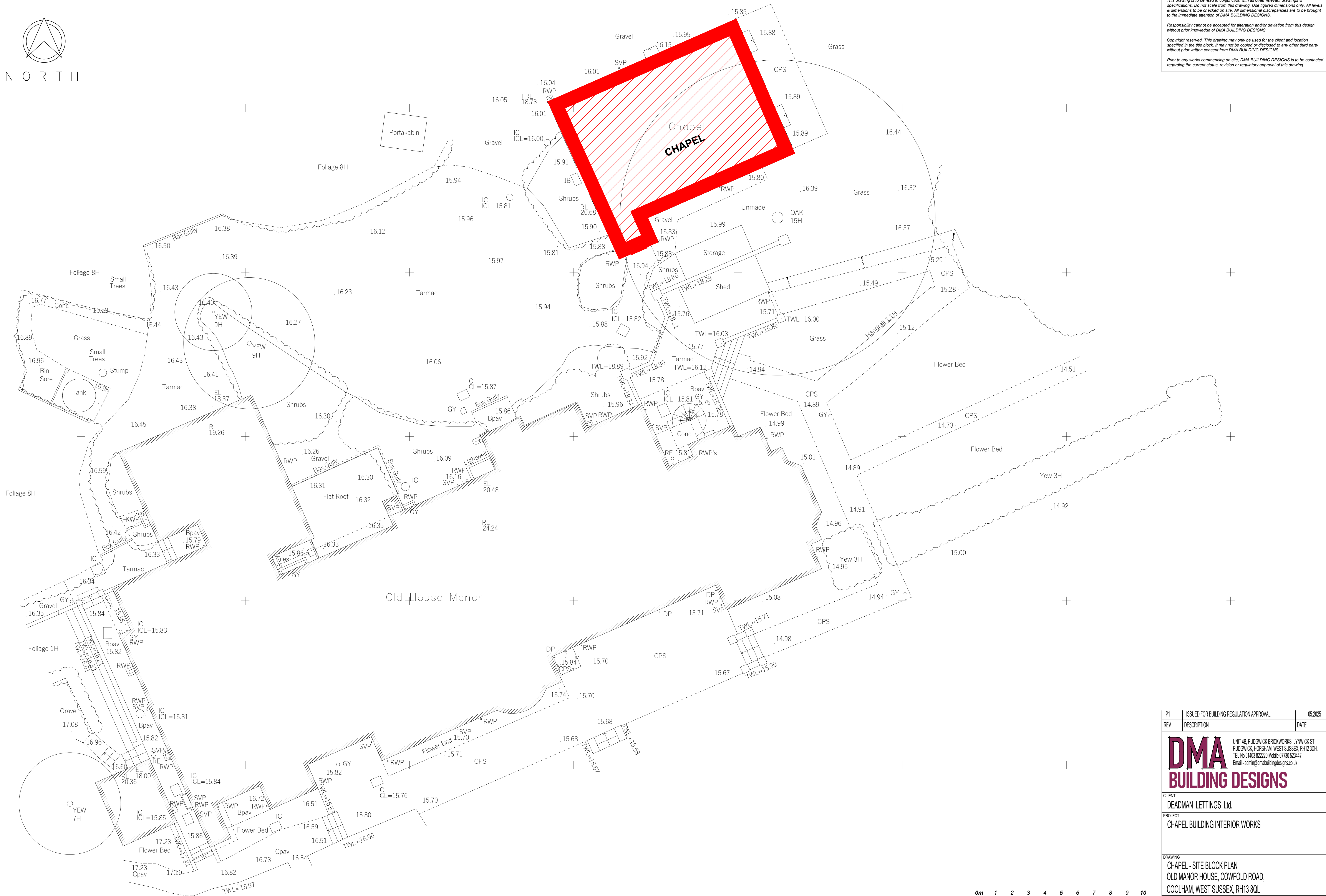
DRAWING
CHAPEL - FLOOR PLAN & ELEVATIONS
OLD MANOR HOUSE, COWFOLD ROAD,
COOLHAM, WEST SUSSEX, RH13 8QL

STATUS
PLANNING

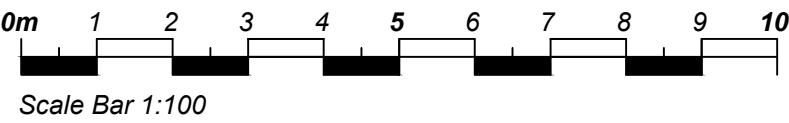
SCALE @ A1 1:50 DATE MAY 2025 ORG No NJA020 / C / 03 REVISION P1



NORTH



SITE BLOCK PLAN
SCALE - 1:100



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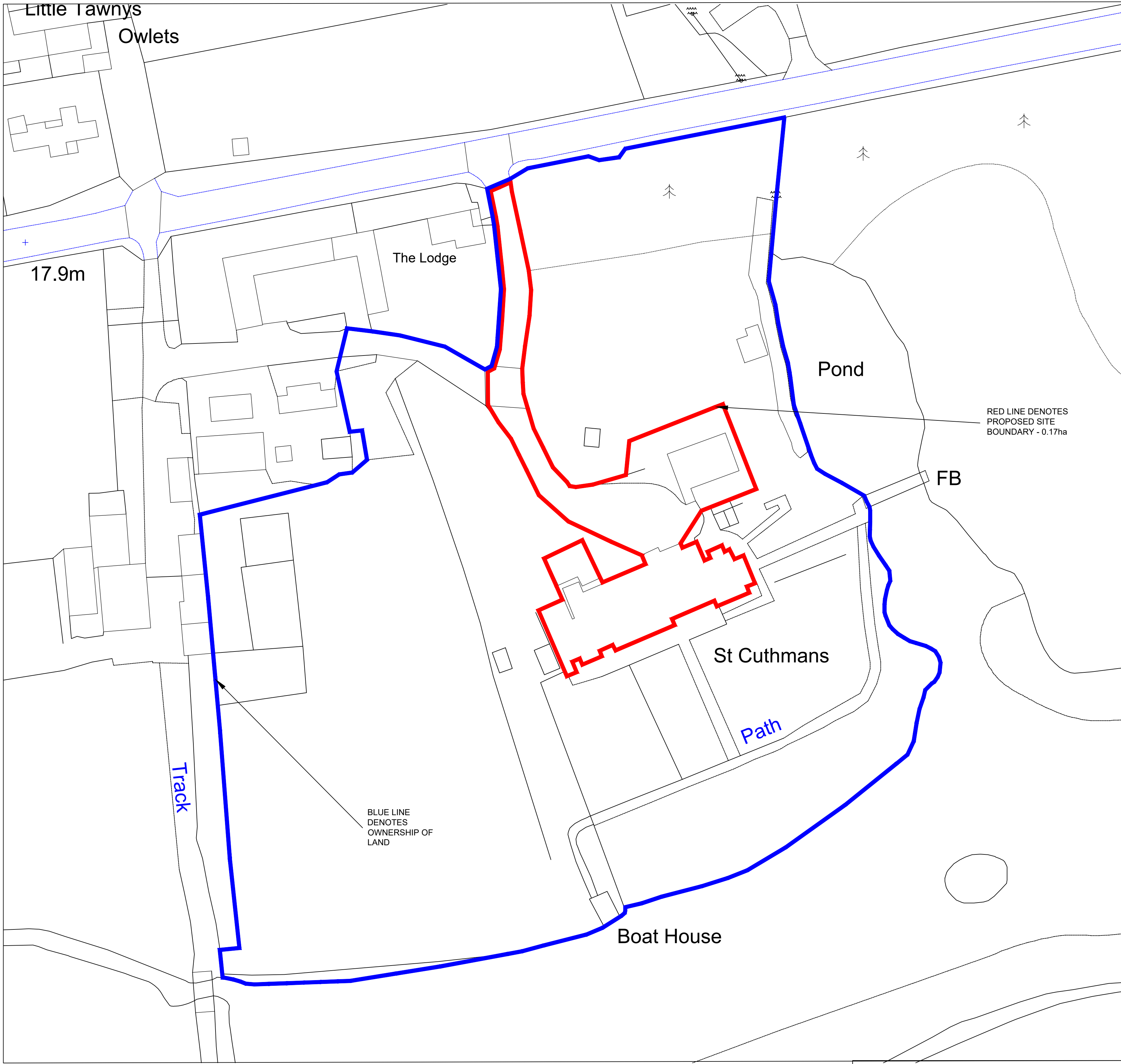
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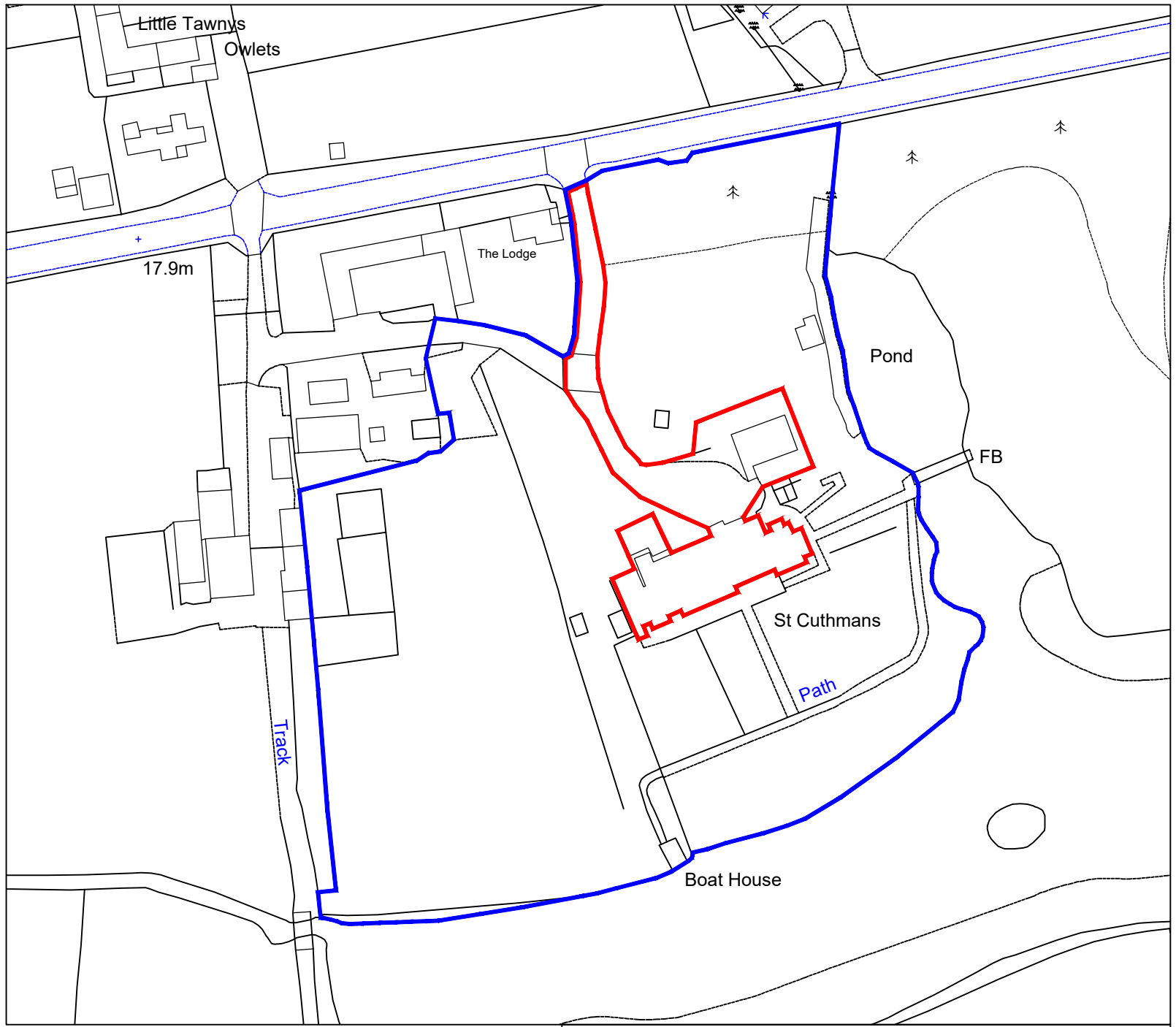
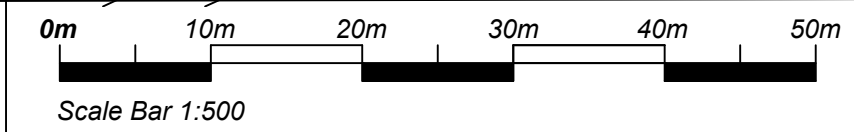
P1	ISSUED FOR BUILDING REGULATION APPROVAL	05.2025
REV	DESCRIPTION	DATE
DMABUILDING DESIGNS UNIT 4B, RUDGWICK BRICKWORKS, LYNWICK ST RUDGWICK, HORSHAM, WEST SUSSEX, RH12 3DH. TEL: No 01403 822220 Mobile 07730 523447 Email - admin@dmabuildingdesigns.co.uk		
CLIENT	DEADMAN LETTINGS Ltd.	
PROJECT	CHAPEL BUILDING INTERIOR WORKS	
DRAWING	CHAPEL - SITE BLOCK PLAN OLD MANOR HOUSE, COWFOLD ROAD, COOLHAM, WEST SUSSEX, RH13 8QL	
STATUS	PLANNING	
SCALE @ A1 1:100	DATE MAY 2025	ORG No NJAO20 / C / 02 REVISION P1



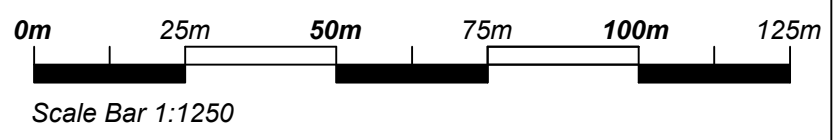
RED LINE AREA - 0.08Ha



SITE LOCATION PLAN (1:500)



SITE LOCATION PLAN (1:1250)



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Notes

P2	RED LINE BOUNDARY REVISED	08.10.2025
P1	ISSUED FOR APPROVAL	04.06.2025
REV	DESCRIPTION	DATE

DMA
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CLIENT
DEADMAN LETTINGS Ltd.

PROJECT
OLD MANOR HOUSE INTERIOR WORKS

DRAWING
SITE LOCATION PLAN
OLD MANOR HOUSE, COWFOLD ROAD,
COOLHAM, WEST SUSSEX, RH13 8QL

STATUS
PLANNING

SCALE @ A1 1:500 1:1250	DATE JUNE 2025	ORG No NJA020 / C / 01	REVISION P2
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