

**TOWN AND COUNTRY PLANNING ACT 1990  
(AS AMENDED)**

**PLANNING STATEMENT**

Erection of a single-storey ground floor extension, loft conversion  
with rooflights, and associated alterations

**OAKLEIGH SURGERY, VILLAGE HALL LANE,  
PARTRIDGE GREEN, HORSHAM RH13 8HX**



**RTPI**

mediation of space · making of place

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## **1 SITE AND SURROUNDINGS**

- 1.1 The application site is Oakleigh Surgery, Village Hall Lane, Partridge Green, Horsham RH13 8HX, comprising a medical surgery facility located in Partridge Green, a village within the Horsham District of West Sussex.
- 1.2 The surgery is an established healthcare facility serving the local community of Partridge Green and the surrounding rural areas. The building comprises a main single-storey structure with a pitched roof and loft space, together with a single-storey flat-roofed rear extension. The existing building contains consulting rooms, waiting areas, reception, pharmacy, admin area, and staff areas.
- 1.3 The site is not located within a Conservation Area, is not subject to an Article 4 direction, nor is the site listed.

## **2 RELEVANT PLANNING HISTORY**

### Planning applications at the site address

- 2.1 No relevant history

## **3 PROPOSED DEVELOPMENT**

- 3.1 The proposed development comprises a single-storey ground floor extension to infill the existing configuration, together with the conversion of the existing loft space to create first-floor space and associated internal alterations throughout.

### Single Storey Extension

- 3.2 A single-storey ground floor extension is proposed to infill the gap between the main building and the porch. This infill extension will create a more coherent and efficient floor plan.

### Loft Conversion with Rooflights

- 3.3 The proposal involves the conversion of the existing loft space within the main pitched roof structure to provide functional first-floor accommodation. Rooflights are proposed to provide natural light and headroom to the converted space.

### Internal Alterations

- 3.4 Internal alterations are proposed at both ground and first-floor levels to improve the operational efficiency of the surgery and to optimise the use of the available floor space.
- 3.5 The reconfigured layout optimises the use of space within the building. The ground floor infill extension creates a more coherent and efficient floor plan, consolidating patient-facing consulting rooms and facilities for improved patient flow and operational efficiency. The first-floor loft conversion provides dedicated staff welfare facilities, separating staff and patient areas appropriately.

## **4 PLANNING POLICY AND GUIDANCE**

- 4.1 National Planning Policy Framework (2024)
- 4.2 Horsham District Planning Framework (2015)

## **5 PLANNING ASSESSMENT**

### Principle of Development

- 5.1 **Policy 1: Strategic Policy: Sustainable Development** of the Horsham District Planning Framework requires that development should meet the objectives of social, economic, and environmental sustainability, and should contribute to the vitality and viability of local communities.

- 5.2 **Policy 32: Strategic Policy: The Quality of New Development** requires that development should be of a high standard of design and layout, which contributes to a sense of place, and which respects the character and scale of the surrounding building and landscape.
- 5.3 **Policy 33: Development Principles** sets out detailed development principles requiring proposals to ensure:
- Buildings are locally distinctive in character and respect the local vernacular
  - Development is of a scale, massing, and appearance that is of a high standard of design
  - Proposals make efficient use of land
  - Proposals do not cause unacceptable harm to the amenity of occupiers/users of nearby property
- 5.4 The proposed development has been carefully designed to respect the existing building character through the use of matching materials and sympathetic design. The single-storey ground floor extension infills the existing configuration with a flat roof to match the existing rear extension. The rooflights on the front roof slope are proportionate and low-profile, complementing the main building without introducing incongruous elements. The isolated location of the surgery ensures that there will be no adverse impact on neighbouring residential amenity.
- 5.5 The enhancement and modernisation of an established community healthcare facility is supported in principle by both national and local planning policy. The NPPF explicitly encourages the provision, improvement, and modernisation of community facilities, recognising their essential role in creating healthy, inclusive communities
- 5.6 The proposed development will enable the surgery to:
- Create a more coherent and efficient floor plan through the ground floor infill extension
  - Make better use of the existing building through conversion of underutilised loft space
  - Provide dedicated staff welfare facilities including a staff room and staff bathroom at first-floor level

- Improve operational efficiency through better spatial organisation of consulting rooms and patient facilities at ground floor
- Enhance the working environment for healthcare staff, supporting staff retention and wellbeing
- Ensure the long-term viability of healthcare provision in this rural location

5.7 The principle of development is therefore strongly supported by Policy 1 of the HDPF (Sustainable Development) and national policy guidance contained within the NPPF.

#### Design and Appearance

5.8 The proposed development has been designed to respect the existing building character and the rural setting of the surgery.

5.9 The single-storey ground floor infill extension is proportionate to the existing building. This creates a more coherent building footprint without introducing incongruous elements. The rooflights are proportionate to the existing main building and maintain the established building form. The rooflights are flush or near-flush with the roof slope, avoiding an overly dominant or incongruous appearance.

5.10 All external materials (roof tiles, brickwork, and flat roof covering) are specified to match the existing building, ensuring visual harmony and continuity. The matching materials ensure the ground floor extension is read as an integral part of the building rather than an incongruous addition. The rooflights are a discreet intervention that do not materially alter the roofline or character of the building.

5.11 The proposals comply with Policies 32 and 33 of the HDPF, which require development to be of high design quality and to respect local character. The use of matching materials, sympathetic design, and proportionate scale ensures the extended building will integrate successfully with its surroundings.

#### Impact on Neighbouring Amenity

5.12 The surgery occupies a relatively isolated position with adequate separation distances from neighbouring residential properties. Given this

context, the proposed extension, loft conversion, and associated rooflights windows will have no adverse impact on neighbouring residential amenity.

- 5.13 The separation distance between the surgery and neighbouring residential properties is such that there will be no harmful overlooking or loss of privacy arising from either the ground floor extension or the rooflights. Rooflights by their nature direct views upward toward the sky rather than outward toward neighbouring properties, and accordingly will not result in unacceptable overlooking of neighbouring residential properties. The single-storey ground floor extension is located to the rear of the property and will not give rise to overlooking issues.
- 5.14 The modest scale and location of the proposals is such that they will not create an overbearing impact on neighbouring properties, nor will they result in any material loss of light or overshadowing. The ground floor extension is single-storey only and infills an existing configuration at the rear of the property. The rooflights are contained within the existing roof envelope and do not project above the ridge line.

#### Efficient Use of Land and Buildings

- 5.15 A key planning objective at both national and local level is to make efficient use of land and buildings. Policy 33 of the HDPF requires proposals to make efficient use of land.

The proposed development represents an efficient use of the existing site and building by:

- Infilling the gap in the existing ground floor configuration to create a more coherent and functional layout
- Converting underutilised loft space into functional staff accommodation
- Maximising the use of the existing building envelope
- Rationalising the building footprint without excessive expansion onto garden areas

- 5.16 The proposal therefore accords with the efficient use of land objectives set out in Policy 33 of the HDPF and the NPPF.

### Community Benefits

- 5.17 The ground floor infill extension creates a more coherent and efficient floor plan, eliminating the fragmented layout of the existing building. This improves patient flow, reduces wasted circulation space, and enables the surgery to operate more effectively.
- 5.18 The provision of dedicated staff welfare facilities including a staff room and staff bathroom at first-floor level will significantly improve working conditions for healthcare staff. This supports staff wellbeing, retention, and recruitment, which are critical factors in maintaining the quality and continuity of healthcare provision in rural areas.
- 5.19 The modernisation and improvement of the surgery ensures the long-term viability of healthcare provision in Partridge Green, supporting the sustainability of this rural community. Well-designed, efficient healthcare facilities with good staff amenities are essential to attract and retain healthcare professionals in rural locations.
- 5.20 These community benefits strongly support the proposal and align with the sustainable development objectives of Policy 1 of the HDPF and the community facilities provisions of the NPPF.

## **6 CONCLUSION**

- 6.1 This application proposes the erection of a single-storey ground floor extension to infill the existing rear configuration, together with a loft conversion with rooflights to create first-floor staff welfare facilities, and associated internal alterations to improve the operational efficiency of Oakleigh Surgery.
- 6.2 The proposal represents sustainable development that will deliver substantial community benefits through:
- Creating a more coherent and efficient floor plan through the ground floor infill extension
  - Making efficient use of the existing building through conversion of underutilised loft space

- Providing dedicated staff welfare facilities to support staff wellbeing and retention in a rural healthcare setting
- Improving operational efficiency through better spatial organisation of consulting rooms and patient facilities
- Ensuring the long-term sustainability and viability of healthcare provision in Partridge Green

6.3 The development has been sensitively designed to respect the existing building character through the use of matching materials and sympathetic design. The single-storey ground floor extension infills the existing rear configuration with a flat roof to match the existing rear extension. The rooflights on the front roof slope are proportionate to the existing building, low-profile in appearance, and maintain the established building form. The isolated location of the surgery ensures there will be no adverse impact on neighbouring residential amenity.

6.4 The proposed development is consistent with the aims and provisions of the National Planning Policy Framework and the Horsham District Planning Framework.

6.5 The Council is respectfully requested to grant planning permission for the proposed development.