



DELEGATED APPLICATIONS - ASSESSMENT SHEET

APPLICATION NO./ADDRESS:

DC/26/0210

The Bungalow, The Haven, Billingshurst, West Sussex, RH14 9BN

DESCRIPTION:

Erection of a single storey rear extension, erection of a front porch, conversion of roof space to create first floor with habitable living space, installation of a rear dormer and 11no. front and rear rooflights, extension of the existing roof to create 2no. covered terraces, and alterations to fenestration.

RELEVANT PLANNING HISTORY:

No relevant planning history

RELEVANT PLANNING POLICIES

The National Planning Policy Framework (NPPF)

Horsham District Planning Framework (2015):

Policy 25 - Strategic Policy: The Natural Environment and Landscape Character

Policy 26 - Strategic Policy: Countryside Protection

Policy 28 - Replacement Dwellings and House Extensions in the Countryside

Policy 31 - Green Infrastructure and Biodiversity

Policy 32 - Strategic Policy: The Quality of New Development

Policy 33 - Development Principles

Policy 34 - Cultural and Heritage Assets

Policy 40 - Sustainable Transport

Policy 41 - Parking

Rudgwick Neighbourhood Development Plan (-2031):

RNP6: Materials

RNP7: Architectural Style

RNP8: Development Height

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

Policy 9: Water Neutrality

Policy 17: Green Infrastructure and Biodiversity

Policy 19: Development Quality

Policy 20: Development Principles

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

Policy 24: Sustainable Transport

Policy 25: Parking

Policy 45: Replacement Dwellings and House Extensions in the Countryside

Policy 46: Ancillary Accommodation

Parish Design Statement

REPRESENTATIONS AND CONSULTATIONS RESPONSES

Where consultation responses have been summarised, it should be noted that Officers have had consideration of the full comments received, which are available to view on the public file at www.horsham.gov.uk.

Consultations:

HDC Conservation: Comment

Satisfied the current proposal will not harm the setting of the adjacent listed buildings.

Southern Water: No Objection

Southern Water has determined that the flow rate for the above site will remain consistent, so capacity is not an issue, and no Southern Water asset will be affected. Therefore, Southern Water has no objections to this proposal.

Nature Space: Comment

There are mandatory conditions and informatives within the certificate that must be used in verbatim on the decision notice. This is in order to comply specifically with conditions in the council's district licence.

Ecology: Further information required

Not satisfied that there is sufficient ecological information available for determination of this application and recommend that details of survey results, mitigation and enhancement measures are required to make this proposal acceptable.

Ecology: No ecological objection subject to attached conditions

Note from the Nocturnal Bat Report (HCUK Ltd, July 2026) that a licence for bats will be required before commencement of any works. This is because the two dusk emergence surveys for bats undertaken in May 2026 and June 2026 on the building confirmed the presence of two day roosts for Soprano Pipistrelle bats. In addition, previous surveys by Collington Winter Environmental Ltd in August 2022, September 2022 and June 2023 confirmed the presence of a Brown Long-eared bat transitional roost, two Soprano Pipistrelle summer day roosts and three Common Pipistrelle summer day and transitional roosts (Nocturnal Bat Report (HCUK Ltd, July 2026).

Understand from the submitted documents that the site comprises the Groom's House building only and there are no hedgerows or trees on the site.

Therefore, there will be no severance to the flight lines of foraging or commuting bats from the SAC and habitat connectivity within the site will be maintained.

Therefore believe there will be no Adverse Effect on Integrity of the bat SAC. We are now satisfied that there is sufficient ecological information available to support determination of this application.

Parish Comments:

Rudgwick Parish Council: No Objection subject to the HDC Conservation Officer being satisfied that the setting of the nearby listed building is not adversely affected by the development.

Representations:

1 representation received neither objecting nor supporting the application:

- There is no remaining building on the site that can be described as either agricultural or equestrian. The conversion of Groom's Cottage, the last vestige of the once agricultural nature of the site, into a two-storey family home could be considered overdevelopment

HUMAN RIGHTS AND EQUALITY:

The application has been considered having regard to Article 1 of the First Protocol of the Human Rights Act 1998, which sets out a person's rights to the peaceful enjoyment of property and Article 8 of the same Act, which sets out their rights in respect to private and family life and for the home. Officers consider that the proposal would not be contrary to the provisions of the above Articles.

The application has also been considered in accordance with Horsham District Council's public sector equality duty, which seeks to prevent unlawful discrimination, to promote equality of opportunity and to foster good relations between people in a diverse community, in accordance with Section 149 of the Equality Act 2010. In this case, the proposal is not anticipated to have any potential impact from an equality perspective.

PLANNING ASSESSMENT:

The application has been assessed on the basis of the submitted details, together with the planning history of the site and adjoining properties, available images and photographs supplied by the agent. These details were considered sufficient to allow the application to be properly considered and determined.

Character and Appearance

Policy 28 of the HDPF relates to house extensions and outbuildings in the countryside, stating that extensions should not be disproportionate to the size of the existing dwelling, and should be in keeping with the scale and character of the existing dwelling. The policy also states that the cumulative impact of existing extensions will be taken into account.

Policies 32 and 33 of the HDPF seek to ensure that development promotes a high standard and quality of design in order to enhance and protect locally distinctive characters. The policies also seek to ensure that the scale, massing and appearance of development relates sympathetically with the built surroundings, landscape, open spaces and routes within and adjoining the site, including any impact on the skyline and important views.

The farmstead lies within the open countryside, outside of any settlement boundary and is accessed via a long drive which starts close to Heathers Farm. The farmstead is a collection of residential and ancillary buildings, including the Grade II listed farmhouse and East Barn. The existing cottage is a modest single storey rectilinear bungalow; it reflects typical traditional materials in the area. The building is linear with no hips to the roof and simple, low-key details. Internally, the rooms have low flat ceilings, with a living room, kitchen, 2 bedrooms, bathroom and utility room. The attic space is used for storage but with sufficient height to be used as a habitable space. The proposal seeks to add modest extensions to the east and west to provide additional space and provide some visual interest.

The proposed works involve adding larger windows and patio doors to the eastern elevation, as well as moving the chimney so that the south façade can be opened up with new patio doors. A green oak porch is proposed as well as a covered terrace structure which references similar structures across the rest of the farmstead. Rooflights would be conservation type and increased glazing will be added to the east elevation. The proposed dormer windows will be clad in clay tiles, and this, alongside the rooflights, will allow for first floor accommodation. The windows reflect the semi-industrial nature of the agricultural buildings. The building will also reuse existing materials and use new to match, such as clay roof tiles, oak feathered boarding and red brickwork.

The refurbishment and extension to the existing building would be a clearly subservient addition, creating a greater level of accommodation and providing some visual interest to the appearance and character. The proposal is considered to be of a design, form and scale which is appropriate to the character and appearance of the existing dwelling, and which would not harm the character or appearance of the wider area. It is therefore considered that the visual impact of the proposal is acceptable and would accord with the above policies.

Impact on Heritage

Policy 34 of the HDPF aims to sustain and enhance the historic environment through positive management of development affecting heritage assets. By reassuring development preserve and ensure clear legibility of, locally distinctive vernacular building forms and their settings, features, fabric, and materials.

The application site forms part of the wider farmstead which lies within open countryside. There are two Grade II listed buildings on site; the Farmhouse and East Barn while the Rudgwick Barn is curtilage listed. Any external changes should therefore reflect the heritage and history of the Farmstead through materials, scale and design. HDC Conservation are satisfied that the current proposal would not harm the setting of the listed building, and the proposal is in accordance with the above policy.

Impact on Neighbouring Amenity

Policy 33 of the HDPF states that permission will be granted for development that does not cause unacceptable harm to the amenity of the occupiers/users of nearby properties and land.

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

Impact on Ecology and Landscaping

Policy 31 of the HDPF states that development will be supported where it demonstrates that it maintains or enhances the existing network of green infrastructure. Development proposals will be required to contribute to the enhancement of existing biodiversity and should create and manage new habitats where appropriate.

A Preliminary Roost Appraisal Report was submitted with the application. The report concluded that the building was found to support multiple roosts for three species of bats, with any development or renovation to the building likely to disturb or destroy these roosts. The Report recommended that the building be refurbished under supervision of the licenced bat ecologist, with features with bat roosting potential removed by hand. The Design and Access Statement confirms that a bat licence will be obtained before work begins with all necessary mitigation measures carried out. Following the request for more information from Ecology, the Applicant provided a Bat Report. Ecology confirmed that they had no objection following the receipt of the Bat Report, which had confirmed the presence of two day roosts for Soprano Pipistrelle bats. A bat licence is however required prior to the commencement of works on site.

The application site is located close to a pond which is covered by a District Licence for Great Crested Newts. The Applicant has provided the Certificate to certify that they have entered the District Licensing Scheme and NatureSpace have confirmed this. This is considered sufficient to ensure the protection of Great Crested Newts from the proposed development. The relevant conditions would be imposed on the permission.

With regard to landscaping, the Design and Access Statement states that the site includes a small area of garden which is currently lawn and paving surrounded by hedge. The proposal includes retaining and extending the existing hedgerow, planting new native trees and a grass/meadow mix with flowering species to support pollinators. Natural stepping stones will run through the meadow planting whilst stone paving will be created to the south/south-east softened by planting. The proposed landscaping would be effective in attracting biodiversity to the site and enhance the character and appearance of the building.

Water Neutrality

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

NPPF paragraph 193 and the Council's obligations under the Conservation of Habitats and Species Regulations 2017.

Biodiversity Net Gain

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

Conclusion

The proposal is considered to comply with relevant local and national planning policies and is therefore recommended for approval.

Recommendation: Application Permitted

Conditions:

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

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

- 3 **Pre-Commencement Condition:** Any works which will impact the breeding / resting place of bats, shall not in in any circumstances commence unless the local planning authority has been provided with either:

- a) a licence issued by Natural England pursuant to Regulation 55 of The Conservation of Habitats and Species Regulations 2017 (as amended) authorizing the specified activity/development to go ahead; or
- b) evidence of site registration supplied by an individual registered to use a Bat Mitigation or Earned Recognition Class Licence; or
- c) a statement in writing from the Natural England to the effect that it does not consider that the specified activity/development will require a licence.

Reason: To conserve protected species and allow the LPA to discharge its duties under the Conservation of Habitats and Species Regulations 2017 (as amended), the Wildlife & Countryside Act 1981 (as amended) and s17 Crime & Disorder Act 1998.

- 4 **Pre-Commencement (Slab Level) Condition:** Prior to any works above slab level, a Biodiversity Enhancement Layout for biodiversity enhancements listed in the Nocturnal Bat Report (HCUK Ltd., July 2026) shall be submitted to and approved in writing by the local planning authority.

The content of the Biodiversity Enhancement Layout shall include the following:

- a) detailed designs or product descriptions for biodiversity enhancements; and
- b) locations, orientations and heights for biodiversity enhancements on appropriate drawings.

The enhancement measures shall be implemented in accordance with the approved details prior to occupation and all features shall be retained in that manner thereafter.

Reason: To enhance protected and Priority species & habitats and allow the LPA to discharge its duties under paragraph 187d of the NPPF 2024 and s40 of the NERC Act 2006 (as amended).

- 5 **Regulatory Condition:** The materials to be used in the development hereby permitted shall strictly accord with those indicated on the application form and approved plans.

Reason: To enable the Local Planning Authority to control the development in detail in the interests of visual amenity and in accordance with Policy 33 of the Horsham District Planning Framework (2015).

- 6 **Regulatory Condition:** No development hereby permitted shall take place except in accordance with the terms and conditions of the Council's Organisational Licence (WML-OR177, or a 'Further Licence') and with the proposals detailed on plan "Groom's Cottage, Hope Farm: Impact plan for great crested newt District Licensing (Version 2)" dated 23rd February 2026.

Reason: In order to ensure that adverse impacts on great crested newts are adequately mitigated and to ensure that site works are delivered in full compliance with the organisational licence (WML-OR177, or a 'Further Licence'), section 15 of the National Planning Policy Framework, Circular 06/2005 and the Natural Environment and Rural Communities Act 2006.

- 7 **Regulatory Condition:** All mitigation measures and/or works shall be carried out in accordance with the details contained in the Nocturnal Bat Report (HCUK Ltd., July 2026) and Updated Preliminary Roost Appraisal (Collington Winter, October 2025), as already submitted with the planning application and agreed in principle with the local planning authority prior to determination.

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

Reason: To conserve protected and Priority species and allow the LPA to discharge its duties under the Conservation of Habitats and Species Regulations 2017 (as amended), the Wildlife & Countryside Act 1981 (as amended) and s40 of the NERC Act 2006 (as amended).

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

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

NOTE TO APPLICANT

It is essential to note that any works or activities whatsoever undertaken on site (including ground investigations, site preparatory works or ground clearance) prior to receipt of the written authorisation from the planning authority which permits the development to proceed under the District Licence (WML-OR177, or a 'Further Licence') are not licensed under the great crested newt District Licence. Any such works or activities have no legal protection under the great crested newt District Licence and if offences against great crested newt are thereby committed then criminal investigation and prosecution by the police may follow.

NOTE TO APPLICANT

It is recommended that the NatureSpace Best Practice Principles are taken into account and implemented where possible and appropriate.

NOTE TO APPLICANT

Biodiversity Net Gain Condition

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

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

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

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

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

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

Statutory exemptions and transitional arrangements

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

Irreplaceable habitat

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

POSITIVE AND PROACTIVE STATEMENT

Statement pursuant to Article 35 of the Town and Country Planning (Development Management Procedure) (England) Order 2015. The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received, in order to be able to, where possible, grant permission.

Plans list for: DC/26/0210

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

Schedule of plans/documents **approved**:

Plan Type	Description	Drawing Number	Received Date
Supporting Docs	Nocturnal Bat Report by HCUK Group dated July 2026	12175-V2	06.07.2026
Supporting Docs	Updated Preliminary Roost Appraisal Report by Collington Winter dated 29.10.2025	CW20-516 RPT 004	06.02.2026
Section plan	Grooms Cottage: Proposed Sections	2201-DR-GC-05-400-P1	06.02.2026
Location & Block plan	Grooms Cottage: Location and Block Plan	2201-DR-GC-00-000	06.02.2026
Site plan	Grooms Cottage: Existing Site Plan	2201-DR-GC-01-001	06.02.2026
Floor plan	Grooms Cottage: Existing Ground Floor Plan	2201-DR-GC-01-100 -P1	06.02.2026
Roof plan	Grooms Cottage: Existing Roof Plan	2201-DR-GC-01-102-P1	06.02.2026
Elevation plan	Grooms Cottage: Existing Elevations (1/2)	2201-DR-GC-01-200-P1	06.02.2026
Elevation plan	Grooms Cottage: Existing Elevations (2/2)	2201-DR-GC-01-201-P1	06.02.2026
Section plan	Grooms Cottage: Existing Sections	2201-DR-GC-01-400-P1	06.02.2026
Site plan	Grooms Cottage: Proposed Site Plan	2201-DR-GC-05-001-P1	06.02.2026
Elevation plan	Grooms Cottage: Proposed Elevations (1/2)	2201-DR-GC-05-200-P1	06.02.2026
Floor plan	Grooms Cottage: Proposed Ground Floor Plan	2201-DR-GC-05-100-P1	06.02.2026
Floor plan	Grooms Cottage: Proposed First Floor Plan	2201-DR-GC-05-101-P1	06.02.2026
Roof plan	Grooms Cottage: Proposed Roof Plan	2201-DR-GC-05-102-P1	06.02.2026
Elevation plan	Grooms Cottage: Proposed Elevations (2/2)	2201-DR-GC-05-201-P1	06.02.2026
Supporting Docs	NatureSpace Great Crested Newt District Licensing Scheme Certificate	NSP1159HDC	26.02.2026
Supporting Docs	Groom's Cottage, Hope Farm: Impact Plan for Great Crested Newt District Licensing	VERSION 2	23.02.2026

DELEGATED

Case Officer sign/initial

Bethan Tinning

Date: 22.07.2026

Authorising Officer sign/initial Tamara Dale

Date: 23.07.2026