Horsham District Council

DELEGATED APPLICATIONS - ASSESSMENT SHEET

APPLICATION NO./ADDRESS:
DC/26/1361
Wood Grange Lodge , Henfield Road, Cowfold, West Sussex, RH13 8DT

DESCRIPTION:
Conversion of the existing building into three self-contained flats and associated works

RELEVANT PLANNING HISTORY:

DC/26/0201	Variation of Conditions 1, 9, 10, 11 and 14 to introduce an integrated solar roof system and make changes to the approved site layout and landscaping, and removal of Condition 5 relating to water neutrality of previously approved application DC/24/0511 (Conversion of Lodge to 2No 2-bedroom flats and associated alterations. Erection of 2No. detached 3 bedroom dwellings, and erection of a detached garage building with office above, associated landscape works).	Permitted on 22.05.2026
DC/24/0511	Conversion of Lodge to 2No 2-bedroom flats and associated alterations. Erection of 2No. detached 3 bedroom dwellings and erection of a detached garage building with office above. Associated landscape works.	Permitted on 03/06/2026

DESCRIPTION OF THE SITE
The application site consists of a Grade II listed dwellinghouse located on the west side of Henfield Road known as Wood Grange. Immediately north of Wood Grange, and within its curtilage lies Wood Grange Lodge which comprises a double garage at ground floor and a one bedroom flat at first floor. A section of the Wood Grange Lodge in closest proximity to the main road is considered a non-designated heritage asset. The application site is within the defined built up area boundary of Cowfold.

DESCRIPTION OF THE APPLICATION
The application seeks permission to convert the existing building to three flats spread over two floors. The conversion would include alterations to the external materials of the building. The applicant has included a site plan detailing the parking and amenity arrangements, the existing access would not be altered and the parking plan has not changed since the application DC/24/0511.

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 3 - Strategic Policy: Development Hierarchy
Policy 9 - Employment Development
Policy 15 - Strategic Policy: Housing Provision

Policy 16 - Strategic Policy: Meeting Local Housing Needs
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 35 - Strategic Policy: Climate Change
Policy 36 - Strategic Policy: Appropriate Energy Use
Policy 37 - Sustainable Construction
Policy 38 - Strategic Policy: Flooding
Policy 40 - Sustainable Transport
Policy 41 – Parking

Cowfold Neighbourhood Plan 2019-2031
Policy 4: Conservation Area
Policy 9: Residential Development Principles
Policy 16: Car Parking Provision

Horsham District Local Plan (2023-40) (Regulation 19):
Policy 1: Sustainable Development
Policy 2: Development Hierarchy
Policy 3: Settlement Expansion
Policy 6: Climate Change
Policy 7: Appropriate Energy Use
Policy 8: Sustainable Design and Construction
Policy 9: Water Neutrality
Policy 10: Flooding
Policy 11: Environmental Protection
Policy 12: Air Quality
Policy 13: The Natural Environment and Landscape Character
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 23: Infrastructure Provision
Policy 24: Sustainable Transport
Policy 25: Parking
Policy 37: Housing Provision
Policy 40: Improving Housing Standards in the District

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: No Objection

Southern Water: Comment. No information on drainage and Southern water would not let surface water to drain into the foul-only sewer network. There is further information that would be required to demonstrate a SuDs scheme and the applicant would need to demonstrate the foul connection.

WSCC Highways: Comment: -

The proposal seeks to convert the existing building into three self-contained flats. As the site already benefits from permission for two residential units, this would result in one additional unit over what has previously been permitted. The LHA is satisfied that the additional movements associated with the proposed use can be accommodated into the local highway network without adverse capacity impact.

Vehicle access arrangements will remain as previously approved. The LHA has previously assessed and accepted the use of the existing access for the previous planning permission, and this view is maintained for the current proposals also.

Four car parking spaces are proposed for the three flats. The WSCC Car Parking Demand Calculator indicates that the three flats would require five car parking spaces. Consequently, any overspill parking would have to be accommodated either on-street or elsewhere within the site. The LHA does not anticipate that the shortfall of one car parking space would give rise to a highway safety concern, but the LPA may wish to consider the potential impacts on on-street parking from an amenity point of view.

The site is situated in Cowfold Village, which does provide some local services and amenities within walking/cycle distance of the site. Bus stops located nearby along the A281 provide hourly services towards Horsham and Brighton. Cycling is a viable option in the local area, and cycle parking appears to be provided. The LPA should ensure that sufficient cycle parking is provided for each of the three proposed flats.

Representations:
No representation received at the time of drafting the report.

Parish Comments:
Raises concerns regarding the parking provision. The submitted plans indicate a total of four parking spaces allocated to the three dwellings. This falls significantly short of the standards set out in the Cowfold Neighbourhood Plan, which requires:

- 2 spaces per single-bed dwelling (x2)
- 3 spaces per two-bed dwelling (x1)
- A total requirement of 7 spaces.

Even under the more lenient WSCC guidance, the development would require 5 spaces, still exceeding the provision shown.

Cowfold has a specific reliance on private car travel due to very limited east-west public transport and constrained north-south services. On-street parking in this location is already under considerable pressure, exacerbated by nearby businesses (S&G Motors and Clarks Lifting) and existing residential demand. The Parish Council has received multiple reports of minor accidents and vehicle damage along this stretch linked to congestion and obstructive parking.

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:

The building subject to the current application benefits from an extant planning permission for a conversion to create two flats (one at each level), ref: DC/24/0511. This current application seeks to convert the building to three flats, comprising a ground floor 1-bed and studio, and a first-floor remaining a 2-bed flat (as previously approved).

As with the existing permission, the site is within the built-up area of Cowfold with the proposed development appropriate in nature and scale to maintain the characteristics and function of the settlement. The principle of development does not create any conflict with the HDPF, with the NPPF confirming through Policy S4 that development within settlements should be approved unless the benefits of doing so would be substantially outweighed by any adverse effects. The principle of development is therefore considered acceptable subject to detailed considerations.

Design, Appearance and Heritage:

Policies 25, 32, and 33 of the HDPF promote development that protects, conserves and enhances the landscape and townscape character from inappropriate development. Proposals should take into account townscape characteristics, with development seeking to provide an attractive, functional and accessible environment that complements the locally distinctive character of the district. Buildings should contribute to a sense of place, and should be of a scale, massing, and appearance that is of a high standard or design and layout which relates sympathetically to the landscape and built surroundings.

Policy 34 of the HDPF recognises that heritage assets are an irreplaceable resource, and as such the Council will sustain and enhance its historic environment through positive management of development affecting heritage assets.

The proposed external alterations would reflect those approved under ref: DC/24/0511, with the increase in dwellings on the site not giving rise to any adverse impacts on the character or appearance of the site or surrounds, including the setting of surrounding heritage assets. To reflect the existing permission, conditions are again recommended in respect of external materials and landscaping. Overall, the proposal is considered to accord with the above policies.

Residential Amenity:

Policy 32 of the HDPF states that development will be expected to provide an attractive, functional, accessible, safe, and adaptable environment that contribute a sense of place both in the buildings and spaces themselves. Policies 32 and 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.

There would be an increase in activity given the increase in the number of flats since the previous permission, however this would be a modest change and not to such an extent that would give rise to amenity concerns. There are no other alterations beyond the existing permission which would result in unacceptable harm to amenity, in accordance with the above policies.

While the development would create two smaller ground floor units (in comparison to the approved scheme), both would remain of an acceptable size and would provide a satisfactory standard of accommodation for future occupants.

Highways Impacts:

Policies 40 and 41 of the HDPF promote development that provides safe and adequate access, suitable for all users.

Policy 16 of the NP states that residential development proposals should provide off-street parking in accordance with the following minimum standards:

a. Residential 1 Bed dwellings; 2 spaces;
b. Residential 2 Bed dwellings; 3 spaces; and
c. Residential 3+ Bed dwellings; 4 or more spaces

And development proposals that demonstrate that off road parking provision is sufficient so as to minimise on-street parking will be supported

There would be no objections to the proposal in light of the access arrangements, which reflect those approved as part of the earlier planning permission.

The development would provide four on-site parking spaces, sited to the rear of the building. The Local Highway Authority has commented, advising that 5 spaces would be required based on their standards. The Parish Council has commented, advising that 7 spaces would be required based on the NP.

The Parish Council concerns and conflict with the NP is acknowledged. The LHA has though advised that the shortfall of one car parking space would not be anticipated to give rise to a highway safety concern. Further, it is not considered that the identified shortfall would inevitably lead to a level of displaced parking which would adversely impact on neighbouring amenity. The site is situated within the settlement boundary of Cowfold, which provides local services and amenities within walking / cycle distance of the site, with bus stops located nearby along the A281 provide hourly services towards Horsham and Brighton, and it would not therefore be essential for occupants to rely on private vehicles on a day-to-day basis.

The NPPF is clear that development proposals within settlements should be approved unless the benefits of doing so are *substantially outweighed* by any adverse effects when assessed against national decision-making policies. In this case it is considered that the modest shortfall in on-site parking would not result in any wider adverse impacts, and in the absence of harm the NP policy conflict would not substantially outweigh the benefits derived from the delivery of additional housing within a settlement boundary.

The proposal is therefore considered acceptable in respect of the above policies.

Ecology:

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.

An updated Preliminary Ecological Assessment has been submitted, which found negligible potential for roosting bats. The assessment and findings are considered acceptable, and it is considered therefore that the proposal would not give rise to unacceptable impacts to relevant protected species subject to the inclusion of a condition which would ensure compliance with the above policy.

Climate Change:

Policies 35, 36 and 37 of the HDPF require that development mitigates to the impacts of climate change through measures including improved energy efficiency, reducing flood risk, reducing water consumption, improving biodiversity and promoting sustainable transport modes. These policies reflect the requirements of Chapter 14 of the NPPF that local plans and decisions seek to reduce the impact of development on climate change.

Should the proposed development be approved, the following measures to build resilience to climate change and reduce carbon emissions would be secured by condition:

- Water consumption limited to 110litres per person per day
- Requirement to provide full fibre broadband site connectivity
- Dedicated refuse and recycling storage capacity
- Electric vehicle charging points

Subject to these conditions the application will suitably reduce the impact of the development on climate change in accordance with local and national policy.

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 Applicant has submitted within their application form a statement a statement which indicates the red line boundary is below 0.2 hectares with no priority habitats, such that they consider the development be exempt from BNG requirements.

Conclusions:

The development, taken as a whole, is considered to accord with relevant local and national planning policies, and is 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-Occupation Condition:** No part of the development hereby permitted shall be first occupied until full details of all hard and soft landscaping works shall have been submitted to and approved, in writing, by the Local Planning Authority. The details shall include plans and measures addressing the following:

- Details of all existing trees and planting to be retained including tree protection
- measures
- Details of all proposed trees and planting, including schedules specifying species,
- planting size, densities and plant numbers and tree pit details
- Details of all hard surfacing materials and finishes
- Details of all boundary treatments including gates
- Details of external lighting

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

Reason: To ensure a satisfactory development that is sympathetic to the landscape and townscape character and built form of the surroundings, and in the interests of visual amenity in accordance with Policy 33 of the Horsham District Planning Framework (2015).

4 **Pre-Occupation Condition:** No part of the development hereby permitted shall be first occupied until the parking, turning and access facilities necessary to serve that dwelling have

been implemented in accordance with the approved details as shown on plan 2604WO_001. The facilities shall be thereafter retained as such.

Reason: To ensure adequate parking, turning and access facilities are available to serve the development in accordance with Policy 40 of the Horsham District Planning Framework (2015).

5 **Pre-Occupation Condition**: No part of the development hereby permitted shall be occupied until provision for the storage of refuse and recycling has been made in accordance with the details approved drawing number 2604WO_001. These 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 **Pre-Occupation Condition:** No part of the development hereby permitted shall be occupied until the cycle parking facilities serving it have been constructed and made available for use in accordance with approved drawing number 2604WO_001. The cycle parking facilities shall thereafter be retained as such for their designated use.

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).

7 **Pre-Occupation Condition:** No part of the development hereby permitted shall be occupied until the necessary in-building physical infrastructure and external site-wide infrastructure to enable superfast broadband speeds of a minimum 30 megabits per second through full fibre broadband connection has been provided to the premises.

Reason: To ensure a sustainable development that meets the needs of future occupiers in accordance with Policy 37 of the Horsham District Planning Framework (2015).

8 **Pre-Occupation Condition:** No dwelling hereby permitted shall be occupied until a fast charge electric vehicle charging point for that dwelling has been 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).

9 **Regulatory Condition:** All mitigation and enhancement measures and/or works shall be carried out in accordance with the details contained in the Preliminary Ecological Assessment (Sylvatica Ecology Ltd., 21st June 2026).

Reason: To conserve and enhance 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) and Policy 31 of the Horsham Development Framework (2015).

10 **Regulatory Condition:** The flats 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 in accordance with Policies 31 and 37 of the Horsham District Planning Framework (2015).

11 **Regulatory Condition**: The development will be carried out in accordance with the external materials and finishes as the detailed within the plan 2401WO_R0_203.

Reason: As this matter is fundamental to enable the Local Planning Authority to control the development in detail in the interests of visual amenity and to ensure that the significance of the designated heritage asset is not prejudiced in accordance with Policies 33 and 34 of the Horsham District Planning Framework (2015).

Biodiversity Net Gain
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.

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/26/1361
(The approved plans will form Condition 1 on the Decision Notice of all Permitted applications)

Schedule of plans/documents **approved**:

Plan Type	Description	Drawing Number	Received Date
Location plan		2604WO_000	25.08.2026
Block plan	Approved and proposed	2604WO_001	25.08.2026
Floor plan	Approved and proposed	2604WO_200	25.08.2026
Elevation plan	Approved and proposed	2604WO_201	25.08.2026
Floor plan	Existing ground and first	2604WO_100	11.09.2026
Elevation plan	Existing	2604WO_101	11.09.2026
Elevation plan	Elevations with materials	2401WO_R0_203	04.11.2026
Supporting document	Sylvatica Ecology Ltd., 21st June 2026		08.09.2026

DELEGATED

Case Officer sign/initial Hannah Darley Date: 4th November 2026

Authorising Officer sign/initial Guy Everest Date: 06.11.2026