



DELEGATED APPLICATIONS - ASSESSMENT SHEET

APPLICATION NO./ADDRESS:

DC/26/0001

Jubilee Hall, Church Street, Rudgwick, Horsham, West Sussex, RH12 3EA

DESCRIPTION:

Replace and raise the roof over the lean-to annex on side elevation, to allow floor level to be raised to improve disabled access (Full Planning).

RELEVANT PLANNING HISTORY:

DC/26/0017	Replace and raise the roof over the lean-to annex on side elevation, to allow floor level to be raised to improve disabled access (Listed Building Consent)	Pending Consideration
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DESCRIPTION OF THE SITE

The application site relates to Jubilee Hall a community facility located within the built-up area of Rudgwick. The Hall is a Grade II listed building and lies within the Rudgwick Conservation Area. The site also sits adjacent to other designated heritage assets, including Eames House.

The Hall is of traditional construction and form, with a later lean-to annex positioned to the side elevation. The annex is subservient in scale and accommodates ancillary facilities including WC and kitchen areas that support the function of the main hall. The surrounding area is characterised by a mix of historic buildings; community uses and residential properties typical of the village core.

DESCRIPTION OF THE APPLICATION

Full planning permission is sought for the replacement and raising of the roof over the existing lean-to annex on the side elevation. The works would facilitate an increase in the internal floor level to provide improved disabled access between the main hall, WC and kitchen facilities.

The proposal involves replacing the existing lean-to roof with a higher pitched roof. The footprint and overall scale of the annex would remain unchanged, with alterations limited to the roof form and associated increase in wall height necessary to achieve level internal access.

A parallel Listed Building Consent application has been submitted for the same works.

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 25 - Strategic Policy: The Natural Environment and Landscape Character

Policy 26 - Strategic Policy: Countryside Protection

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 35 - Strategic Policy: Climate Change
Policy 36 - Strategic Policy: Appropriate Energy Use
Policy 37 - Sustainable Construction
Policy 40 - Sustainable Transport
Policy 41 - Parking
Policy 42 - Strategic Policy: Inclusive Communities
Policy 43 - Community Facilities, Leisure and Recreation

Neighbourhood Plan:

The Rudgwick Neighbourhood Plan was formally made on 23 June 2021.

RNP6 – Materials

RNP7 – Architectural Style

RNP8 – Development Height

RNP9 – Street Scene

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 13: The Natural Environment and Landscape Character

Strategic Policy 14: Countryside Protection

Strategic Policy 17: Green Infrastructure and Biodiversity

Strategic Policy 19: Development Quality

Strategic Policy 20: Development Principles

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

Strategic Policy 24: Sustainable Transport

Policy 25: Parking

Strategic Policy 27: Inclusive Communities, Health and Wellbeing

Policy 28: Community Facilities, Leisure and Recreation

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:

INTERNAL CONSULTATIONS

HDC Conservation: No Objection

Jubilee Hall is an important part of Rudgwick's social history, originally built in 1863 by James Brady as a school room and later gifted to the parish in 1897 during Queen Victoria's Jubilee. The building is listed in its own right, lies within the Rudgwick Conservation Area, and sits adjacent to the listed Eames House. The proposed works would improve accessibility and allow more flexible use of the Hall and are not considered harmful to its special historic interest, with the lean-to remaining appropriately subservient. However, imitation slate would be unsuitable for the roof, and natural slate should be used

instead; cast aluminium rainwater goods painted black are also recommended as a more sympathetic replacement for existing plastic fittings.

Re-consultation comments (received 17.02.2026): No Objection

Satisfied with the details to be conditioned from a heritage perspective, with no pre commencement conditions required.

OUTSIDE AGENCIES

Archaeology Consultant: No Objection

The proposed building is located within an Archaeological notification DWS8730 - Rudgwick Conservation Area- but the work is on a small scale and within an area that has been previously disturbed and so no archaeological concerns.

PUBLIC CONSULTATIONS:

Representations:

None Received

Parish Comments:

Rudgwick Parish Council: No Objection

The Parish Council has long planned improvements to Jubilee Hall, which is widely used by community groups, particularly older and less mobile residents who attend the weekly Book Exchange, community hub activities, and the Games Hub. The hall also supports regular sessions for a church teenagers' group and a children's art and craft club, alongside other hirers. To enhance accessibility and facilities, the Council aims to upgrade the side annexe, encouraging wider use while making environmentally beneficial improvements. Acknowledging the Hall's listed status within the Conservation Area, the Council has already sought informal advice from the HDC Conservation team.

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 42 of the HDPF seeks to promote the creation of inclusive and adaptable communities by supporting measures that meet the long-term needs of a wide range of people. It emphasises the importance of addressing the needs of an ageing population, individuals with disabilities or learning difficulties, and rural or essential workers. Policy 43 supports the provision of new or improved community, leisure and recreational facilities, particularly where they meet identified local needs or contribute to green infrastructure.

Jubilee Hall is an established community facility, and Policy 43 of the HDPF supports the retention and enhancement of such uses. The proposal seeks to improve accessibility and inclusivity through internal level access upgrades, aligning with Policy 42.

The works are modest in scale, confined to an existing annex structure, and would not intensify the use of the site or alter its lawful community function. The improvements are necessary to ensure compliance with accessibility requirements and to support the continued viable use of the Hall. As such, the principle of development is considered acceptable and supported by local and national planning policy.

Design and Appearance:

Policies 32 and 33 of the HDPF further require development to achieve a high standard of design which reflects local character, maintains distinctiveness and responds sensitively to its surroundings.

The proposal would retain the annex footprint and general form, with changes limited to a modest increase in roof height. The revised roof would follow the same pitch and shape as the existing, ensuring visual continuity. Given the subservient nature of the annex, the limited height increase, and the use of matching materials would preserve the character and appearance of the host building, the street scene and the wider Conservation Area. The proposal therefore accords with HDPF Policies 32 and 33 and Rudgwick Neighbourhood Plan design policies.

Heritage and Archaeology:

Policy 34 of the HDPF states that development should be reinforce the special character of the historic environment through appropriate siting, scale, form and design; and should make a positive contribution to the character and distinctiveness of the area. Proposals should preserve and ensure clear legibility of locally distinctive vernacular building forms and their settings, features, fabric and materials.

The site is subject to multiple heritage constraints: the building is listed, located within the Rudgwick Conservation Area, and lies adjacent to other listed assets.

The Council's Conservation Officer raises no objection subject to conditions requiring natural slate and appropriate rainwater goods. The works are not therefore considered to harm the building's special architectural or historic interest. Archaeological consultees also raise no objection given the limited scale of ground disturbance.

Overall, the proposal would not result in harm, in accordance with Policy 34 of the HDPF.

Residential Amenity:

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

The development is limited to roof alterations over an existing annex, involving no extension of the building's footprint, and only a minimal increase in height. No new openings, and no change to the current use or activity levels, is proposed. Owing to the modest scale of the proposal and the subservient position of the annex, there would be no material impact on neighbouring properties in terms of light, outlook, privacy or overbearing effect. The proposal therefore complies with Policy 33 by safeguarding residential amenity.

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 building 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 (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 (on unregistered sites) and significant on-site enhancements will be secured over this period by way of a Legal Agreement.

- The development qualifies as 'de minimis' under Regulation 4 of the Biodiversity Gain Requirements (Exemptions) Regulations 2024

Conclusions:

The proposed development constitutes a modest and sensitively designed alteration to an existing annex serving an important community facility. The works would provide meaningful public benefits by improving disabled access and inclusivity, thereby supporting the continued viable use of Jubilee Hall. Subject to appropriate conditions, the development accords with the HDPF.

Recommendation: Application Permitted

Conditions:

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 **Regulatory Condition:** The development shall be carried out in full accordance with the approved Schedule of Materials, including details of the new facing brick, which shall match the existing in respect of material, colour, texture, face bond, mortar mix, and jointing/pointing profile unless otherwise agreed in writing by the Local Planning Authority.

Reason: To ensure that the significance of the designated heritage asset, and the character, appearance and integrity of the building, is not prejudiced, thereby preserving the special architectural or historic interest it possesses, and to comply with Policy 34 of the Horsham District Planning Framework (2015).

- 4 **Regulatory Condition:** All new and replacement rainwater goods (including gutters, down pipes and hopperheads) and external soil pipes shall be of cast aluminium painted black. Gutters shall be half round / ogee profile.

Reason: To ensure that the significance of the designated heritage asset, and the character, appearance and integrity of the building, is not prejudiced, thereby preserving the special

architectural or historic interest which it possesses, and to comply with Policy 34 of the Horsham District Planning Framework (2015).

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/26/0001

(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
Plans	Proposed Elevations Materials Rev A	NONE	16.02.2026
Section plan	Sectional Roof Details	NONE	16.02.2026
Floor plan	Proposed Floor Plan	NONE	08.01.2026
Location plan	O.S. Map	NONE	02.01.2026
Block plan	Block Plans: Existing and Proposed	NONE	02.01.2026
Elevation plan	Existing Elevations	NONE	02.01.2026
Floor plan	Existing Plans	NONE	02.01.2026
Elevation plan	Proposed Elevations	NONE	02.01.2026
Roof plan	Proposed Roof Plan	NONE	02.01.2026
Section plan	Provisional Proposed Section	NONE	02.01.2026

DELEGATED

Case Officer sign/initial Shazia Penne Date: 17.02.2026

Authorising Officer sign/initial Tamara Dale Date: 26.02.2026