



**Horsham
District
Council**

Mark Simm
Mark Simm Architect
59 Gorings Mead
Horsham
West Sussex
RH13 5BS

Our ref: PE/26/0019
Your ref:
Officer: Meg Bayliss
Email: meg.bayliss@horsham.gov.uk
Tel: 01403 215598
Date: 18th February 2026

Dear Sir/Madam,

Location: Old Pinkhurst Bashurst Hill Itchingfield Horsham

Details: Rear extension to form a utility area off the existing wc extension.

Your enquiry has been considered and I can advise as follows:

Character and Appearance

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.

Old Pinkhurst is a detached Grade II Listed dwelling on Bashurst Hill, outside of the built-up area boundary.

The details submitted in support of the pre-application enquiry indicate that a single storey pitched roof extension is proposed to the north-east side elevation to provide a utility area. The materials would match the existing dwelling, with the proposed window of similar design and proportion to the existing.

The Site Plan submitted also indicates that 2no. existing outbuildings are proposed to be re-roofed. No details have been provided of the proposed materials or finish.

The proposed extension is considered to be a minor addition which would be sufficiently reflective of the host building as to retain the character and appearance of the host dwelling and wider area. It is therefore considered that the visual impact of the proposal would likely be acceptable.

The principle of re-roofing the 2no. outbuildings is considered acceptable, however should an application be submitted, further details of the proposed materials, colour, and finish would be required. It is anticipated that the proposed materials reflect those found on the main dwelling in order to relate sympathetically to the built character of the site and wider surroundings.

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.

Due to the minor scale and nature of the proposal, and given the distance to the nearest residential property to the north-east, it is not anticipated that the proposal would result in harm to neighbouring amenity through overlooking, loss of privacy, or loss of light. Should an application be submitted, it would be subject to wider public consultation.

Heritage Impact

Policy 34 of the HDPF seeks to conserve and sustain the heritage assets that are within the district. It ensures that development within conservation areas is consistent with the special character of buildings and areas of which they are located within.

Following consultation with the HDC Conservation Officer, the principle of a single storey extension in the location indicated would be acceptable. It is understood that discussions have taken place about the replacement of certain windows in the ancient portion of the house and in the later extensions. None of the existing windows are historically significant so replacement is acceptable in principle. It was suggested an application that proposed double glazed windows in the later extensions and a retention of single glazed, true leaded lights in the ancient part of the house would be supportable.

Discussions were also had about a close boarded fence on the side of the property fronting the A264. This would require planning permission. The HDC Conservation Officer does however considered that such a proposal would not harm the setting of the listed building. Furthermore, the replacement of the felt roofing on the 2no. outbuildings with a natural slate is considered to be an improvement to the setting of the designated heritage asset.

Finally, discussions were held about moving the oil-fired boiler outside the property. This would also require planning permission. The HDC Conservation Officer confirmed this could be supported, providing it was placed in an inconspicuous location and further concealed by a structure that reflected a traditional outhouse or lean to extension.

Conclusion

The proposed single storey extension, re-roofing of the 2no. outbuildings, and the proposed fencing and re-siting of oil-fired boiler as discussed during the site visit, would require planning permission. These works would also require the benefit of Listed Building Consent, alongside the replacement windows.

It is considered that the principle of the proposed development is acceptable, and it is therefore recommended that an application for planning permission Listed Building Consent be submitted. Should an application be pursued, further details on the proposed materials for the re-roofing would be required. Full details of the replacement windows, including sections, would be necessary, and elevations of the proposed fencing would also be required.

The following documents should be submitted to accompany an application:

- Location Plan
- Block Plan
- Existing and Proposed Floor Plans
- Existing and Proposed Elevation Plans
- Existing and Proposed Elevations of 2no. Outbuildings

- Proposed Elevations of fencing
- Existing/Proposed Elevations of Oil Fired Boiler
- Heritage Statement

Further information on the application process can be found at:

<https://www.horsham.gov.uk/planning/planning-applications/apply-for-planning-permission>

The above comments are given as the opinion of the Case Officer and do not prejudice any outcome of a subsequent application. Should you submit a formal planning application, please quote reference number PE/26/0019 in your submission.

Yours faithfully

Meg Bayliss
Planning Officer

COMMUNITY INFRASTRUCTURE LEVY (CIL)

Horsham District Council implemented a Community Infrastructure Levy (CIL) Charging Schedule on 1st October 2017.

The Community Infrastructure Levy is a charge placed on new development. The funds raised will help to pay for a wide range of infrastructure to support development across Horsham District.

Most new development which creates net additional floorspace of 100m² or more, or creates a new dwelling, (including permitted development), is potentially liable for the levy.

How does it affect you?

Applications for CIL liable development which are determined on or after 1st October 2017 are required to pay the Community Infrastructure Levy (unless the development qualifies for relief or exemption).

Further information and the rates charged by Horsham District Council are set out in the CIL Charging Schedule which can be viewed online at www.horsham.gov.uk/planning/apply/cil

General Consent e.g. Permitted Development

Developments which are permitted by way of a general consent (such as permitted development) may still be liable to pay the Community Infrastructure Levy if they meet the above criteria.

In these circumstances, you must submit a Notice of Chargeable Development (CIL form 5), notify us of the person who will assume liability to pay the CIL and make any applications for relief or exemption, before the development is commenced.