



DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	20th July 2026
Check Neighbours	☒
Check Consultations (including newts) / Press List	☒
Check Description, Plans and Supporting Documents	☒
Print and Display Site Notice (if required)	☒
WEEK TWO (+7)	27th July 2026
Visit Site or request site visit photos (in accordance with Site Visit Guidance Note)	☒
Draft HRA / AA if necessary. If the water statement is insufficient discuss with TL / PPO whether to discuss / accept amendments to the strategy.	☒
Instruct Legal if s106 required (with prior TL / PPO agreement)	☐
WEEK THREE (+14)	3rd August 2026
If amendments are likely to be needed discuss with TL / PPO (N.B. Only minor amendments will be accepted in accordance with the Amendment Guidance). When requesting amendments give clear deadline (i.e. start of week 5).	☒
WEEK FOUR (+21)	10th August 2026
If no amendments required, contact agent / applicant with update on progress.	☒
Confirm whether delegated or committee decision (re: parish and neighbour representations)	☒
WEEK FIVE (+28)	17th August 2026
14-day re-consultation letters to be sent on any amended plans	☒
Prepare draft report	☒
WEEK SIX (+35)	24th August 2026
Check 35-day Cllr call-in for Committee	☒
If decision based on original plans, report to be drafted and submitted for sign off	☐
WEEK SEVEN (+42)	31st August 2026
If decision based on amended plans, report to be drafted and submitted for sign off	☒
Reason for EOT	☐

APPLICATION NO./ADDRESS:

DC/26/1222

Yew Tree Cottage, Tismans Common, Rudgwick, Horsham, West Sussex, RH12 3BJ

DESCRIPTION:

Erection of a detached rear annexe.

RELEVANT PLANNING HISTORY:

DC/21/0580 Demolition of the existing garage. Erection of a single storey extension with roof accommodation.

Application Permitted on
06.08.2021

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 2021-2031

RNP1: Spatial Strategy
RNP6: Materials
RNP7: Architectural Style
RNP8: Development Height
RNP9: Street Scene

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

Rudgwick 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 Arboricultural Officer: Advice

Initial Comments (21/08/2026):

No trees within the application site are subject to statutory protection through a Tree Preservation Order (TPO). Furthermore, the property is not located within a designated Conservation Area, and there are no areas of ancient woodland, ancient semi-natural woodland, or veteran tree designations within influencing distance of the proposed development. Nevertheless, the potential impacts on existing trees, both on-site and adjacent to the site, remain a material planning consideration.

Secondary Consultation: No further comments

HDC Design and Conservation: No Objection

Initial Comments (14/08/2026):

The team are satisfied the proposed annex will be some distance from the neighbouring listed buildings to the north and southwest. The distance between the properties and the mature tree boundaries will negate any impact. The proposed design is reflective of traditional ancillary buildings and is appropriate in this context. Conditions suggested below to facilitate a successful build.

Secondary Consultation: No further comments

Southern Water:

Initial Comments (21/08/2026):

Drainage: Insufficient information. Foul and surface water drainage details required prior to commencement.

Water supply: Connection to the water main is feasible; formal application required.

Foul drainage: No public sewer nearby (nearest 278m). Feasibility of connection or alternative disposal should be investigated.

Package treatment plant: Consult the Environment Agency regarding discharge into soil.

Secondary Consultation: Following a review of the documents submitted Southern Waters' response of 20th August 2026 remains unchanged

Parish Comments:

Initial Comments (14/08/2026):

- The proposed accommodation is clearly not designed to be ancillary to the main dwelling as it contains all the components for stand-alone living and is also detached and so readily capable of subsequently becoming a separate housing unit, in direct conflict with HDPF Policy 28 and RNP Policy 1.1.
- The key issue is whether the proposed accommodation could be occupied ancillary to the existing dwelling, as otherwise it would form a dwelling in a location remote from any BUAB where such development is discouraged.
- The proposed self-contained unit has no meaningful physical or functional dependency on Yew Tree Cottage, and given its scale, location, access arrangements and extent of functional accommodation, there is no meaningful means of preventing it being occupied as a separate dwelling and it would therefore be unlikely to constitute an annexe.

Secondary Consultation:

- HDC Arboricultural concerns over RPAs noted and supports the requested Protection Details/Arboricultural Method Statement and Underground Services details, noting RNP17 requires tree and hedgerow loss to be avoided and replaced where unavoidable.
- The applicant's stated intention to provide ancillary accommodation for elderly parents is noted, however, good intentions, laudable though they may be, are not definitive material considerations within the context of planning proposals.
- Planning approvals relate to the property, and ownership or circumstances can change; a familial link between the properties is insufficient to justify a self-contained dwelling in the countryside, contrary to HDPF Policies 26 and 28, which could be marketed as a separate housing unit in the future.
- Ancillary accommodation should show some dependency on the main dwelling, but the proposed 104 sq m annexe provides all components for independent living and is of a scale commensurate with an average UK 3-bed semi, reinforcing its ability to function as a stand-alone home.
- The proposed structure is detached from the main dwelling and separated by a significant garage/store, resulting in a clear disassociation with no meaningful visual link between the two.
- HDPF Policy 28 requires consideration of whether ancillary accommodation can be provided within the existing dwelling or suitable buildings, and given the existing garage/storage barn could potentially be converted and the emerging HDLP Policy 46 prioritises re-use of existing buildings over a new detached building, this option should be explored to avoid establishing a separate housing unit.
- RPC maintains its Objection to this application as it is in clear breach of HDPF Policies 26 & 28, and even emerging HDLP Policy 46.

Representations:

1 representation have been received, objecting to the application for the following reasons: -

- Rudgwick Preservation Society object to the proposed development
- The proposed development is not annexed to the main dwelling
- Instead, the proposal is for stand alone dwelling, which in the future can be used by anybody, unconnected with the occupiers of Yew Tree Cottage, or sold as a separate dwelling
- Development contrary to countryside protection in the HDPF, and in the Rudgwick Neighbourhood Plan.
- Its site well to the south of the cottage would even lend itself to a separate entrance, if required in the future.
- Tisman's Common is a loose-knit settlement with no services, a significant distance from the village, where countryside predominates, unsuited for further development

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:

This application seeks permission for the erection of a detached annexe situated within the garden of Yew Tree Cottage. The property is a sizeable detached two storey Sussex cottage, located outside the built-up area boundary and therefore for planning purposes, is situated within the countryside. Whilst not subject of any statutory heritage constraints, the Grade II listed Bucks Cottage lies immediately to the north.

During the course of the application, a revised Location and Site Plan was received, along with a justification statement relating to the use of the proposed annexe.

Character and Appearance

Policy 28 of the HDPF relates to house extensions and outbuildings in the countryside, stating that ancillary accommodation and garaging must demonstrate that the need for additional space cannot be met from an existing dwelling or buildings suitable of conversion on the site, with new outbuildings sited to have regard to the dwelling they serve and be grouped with the house. The policy also states that the use of ancillary accommodation as a separate dwelling will not be supported.

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.

RNP6 requires development to use materials reflecting common building styles across the Parish, with brick as the main walling material, complemented by tile-hanging or, where appropriate in Rudgwick, barn-style cladding/clapboard. New or reclaimed brickwork should match existing frontages, with traditional or modern tiles used for roofing. RNP7 requires new development to respond to surrounding architecture and local vernacular, including characteristic rooflines such as hipped, half-hipped with

gables and catlides. Such features must be well integrated into the overall design to achieve a high standard of design. RNP8 requires new development to reflect local traditions, with its scale and massing respecting the character and appearance of the surrounding built and natural environment. RNP 9 states new buildings should be placed to form consistent building lines along streets.

The proposed annexe would be located to the south of the main dwelling, at a distance of 18 metres. The single storey annexe will measure approximately 5.8 metres to the ridge line, have a length of 14.4 metres and a width of 9.9 metres. The L-shaped building will incorporate a half-hipped roof, with a facing brickwork and timber clad walls, with a plain clay tiled roof. Windows will consist of timber casement units and patio doors are present. The submitted Floor Plan confirms there will be an open plan living room/kitchen area, a bathroom, a WC, and two bedrooms.

Whilst a sizeable outbuilding, it will occupy a relatively modest footprint appropriate to the size of the dwelling it serves. The dwelling benefits from a substantial garden/plot to the east and south which is bordered by extensive hedgerow and wire fencing respectively. The annexe would be comfortably accommodated within the curtilage and would not dominate the site, being viewed in the context of the main dwelling. The design reflects that of the main dwellinghouse and whilst Yew Tree Cottage is itself not subject to a heritage constraint, the proposed design and materials complement this attractive Sussex Cottage. The annexe's location, grouped with the dwellinghouse and the detached garage, not too dissimilar in size, will ensure it is viewed as an ancillary subservient building. The proposed siting and scale would preserve the visual amenity of Tismans Common.

The Council acknowledge the strong concerns raised by Rudgwick Parish Council and Rudgwick Preservation Society, relating to the scale, location and functionality of the annexe meaning the building would be a self-contained standalone dwelling. It is an important distinction that the Council must determine the application on the basis of the development proposed and its planning merits, which in this case is an annexe to be used ancillary to the main dwellinghouse. It is not appropriate for the Council to refuse the application based speculative development or a potential future change of use, which in itself would require planning permission. The applicant has confirmed that the annexe is to provide accommodation for the applicant's elderly parents, allowing for suitable care arrangements. This is a common arrangement and a suitably imposed condition, that will run with the land and not the current owners, ensures an appropriate mechanism to control its future use. This stance is in line with previous appeal decisions, including but not limited to 3363435, with the Inspector allowing the appeal, finding whilst there was a distance of 14metres, the annexe would be part of the same complex, sharing a singular access and residential curtilage, concluded that the building would not form a separate planning unit.

The proposal would be a clearly subservient addition and 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 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.

The closest neighbouring residential property, Bucks Cottage, is located 66 metres to the north of the proposed annexe, separated by Yew Tree Cottage itself and mature boundary vegetation. The annexe is therefore well separated from any surrounding dwellings, and the garage would not give rise to any loss of light, outlook or privacy for neighbouring residents. The proposals therefore accord with policies 32 and 33 of the HDPF.

Water Neutrality

A 2021 Position Statement from Natural England identified that it could not be concluded with the required degree of certainty that new development in the Sussex North Water Supply Zone would not have an adverse effect on the integrity of the Arun Valley SAC, SPA and Ramsar sites. As a consequence, and to comply with the legal duties set out in the Conservation of Habitats and Species

Regulations 2017 (known as the Habitat Regulations), all new development since has been required to demonstrate water neutrality.

On 31st October 2025 Natural England formally withdrew the 2021 Position Statement, citing a package of measures that they were satisfied would safeguard the Arun Valley sites. Principal amongst these measures is a reduction in the Southern Water abstraction licence 'by March 2026'. However, given the licence change has not yet taken place Horsham District Council, as competent authority under the Habitats Regulations, cannot yet be certain that new development will not result in adverse impacts on the Arun Valley sites.

To ensure development can come forward as water neutral in the meantime, the Council has agreed with Natural England to use the significant water savings made by Southern Water in 2024/25 through their programme of leakage reduction (amongst other measures). This has generated some 3,240,000 litres per day of water savings that can now be attributed to new development without increasing water abstraction in the Arun Valley beyond baseline. These savings were previously to be used to launch the Sussex North Water Certification Scheme (SNWCS), however following the withdrawal statement SNWCS will no longer be launching. Natural England standing advice dated 10 November 2025 raises no objection to using these savings to enable development to come forward. The standing advice clarifies that it functions as Natural England's formal response pursuant to Regulation 63(3) of the Conservation of Habitats and Species Regulations 2017 to all relevant planning applications which seek to achieve water neutrality using the above Southern Water savings.

Officers have undertaken an Appropriate Assessment which demonstrates that the anticipated increase in mains water consumption from this development, alongside all other development granted since the 31st October 2025, will not exceed 3,240,000 litres per day.

Accordingly, Officers consider that the proposed development will not have an Adverse Effect on the Integrity of the Arun Valley Site, either alone or in combination with other plan and projects, thereby complying with Regulations 63 and 70 of the Conservation of Habitats and Species Regulations 2017, HDPF Policy 31, and Policy N6 of the NPPF.

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.

COMMUNITY INFRASTRUCTURE LEVY (CIL)

Horsham District Council has adopted a Community Infrastructure Levy (CIL) Charging Schedule which took effect on 1st October 2017.

It is considered that this development constitutes CIL liable development.

Use Description	Proposed	Existing	Net Gain
District Wide Zone 1	103.52	0	103.52
Total Gain			
Total Demolition			

Please note that the above figures will be reviewed by the CIL Team prior to issuing a CIL Liability Notice and may therefore change.

Exemptions and/or reliefs may be applied for up until the commencement of a chargeable development.

In the event that planning permission is granted, a CIL Liability Notice will be issued thereafter. CIL payments are payable on commencement of development.

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:** No development shall commence, including demolition pursuant to the permission granted, ground clearance, or bringing equipment, machinery or materials onto the site, until an Arboricultural Method Statement detailing all trees/hedgerows on site and adjacent to the site to be retained during construction works, and measures to provide for their protection throughout all construction works, has been submitted to and approved in writing by the Local Planning Authority. The development shall be implemented and thereafter carried out at all times strictly in accordance with the agreed details.

Any trees or hedges on the site which die or become damaged during the construction process shall be replaced with trees or hedging plants of a type, size and in positions agreed by the Local Planning Authority.

Reason: As this matter is fundamental to ensure the successful and satisfactory protection of important trees and hedgerows on the site in accordance with Policy 33 of the Horsham District Planning Framework (2015).

- 4 **Pre-Commencement Condition:** No development shall commence until full details of underground services, including locations, dimensions and depths of all service facilities and required ground excavations, have been submitted to and approved by the Local Planning Authority in writing. The submitted details shall show accordance with the landscaping proposals and Arboricultural Method Statement. The development shall thereafter be carried out in accordance with the approved details.

Reason: As this matter is fundamental to the acceptable delivery of this permission, to ensure the underground services do not conflict with satisfactory landscaping in the interests of amenity in accordance with Policy 33 of the Horsham District Planning Framework (2015).

- 5 **Regulatory Condition:** The materials to be used in the development hereby permitted shall strictly accord with those indicated on the approved plan, reference DE1361/03 Rev P1, received 20/07/26.

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:** The development hereby permitted shall be occupied solely for purposes ancillary to the enjoyment of Yew Tree Cottage (as identified on the approved plans), and shall not be used for business or commercial purposes or as a separate dwellinghouse.

Reason: The establishment of a business or an additional independent unit of accommodation would give rise to an over-intensive use of the site and lead to an unsatisfactory relationship between independent units of living accommodation, contrary to Policies 28 and 33 of the Horsham District Planning Framework (2015).

- 7 **Regulatory Condition:** The new roof junctions at ridge, hips, valleys, eaves and verges shall be built to reflect traditional detailing including exposed rafter feet, cut verges without Winchester cuts, bonnet hip and valley tiles and hogs back or half round ridge tiles.

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).

- 8 **Regulatory Condition:** The new windows fitted in the extension hereby permitted shall have casements flush fitted with their frames if manufactured in timber or plastic. The windows shall not be fitted with trickle vents or lead applied to the face of the glass.

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).

- 9 **Regulatory Condition:** All new and replacement rainwater goods shall be cast iron or cast aluminium or cast effect plastic.

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/26/1222

(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
Floor plan	Proposed Floor Plan	DE1361 / 02 REVISION P1	20.07.2026
Plans	Proposed Section and Roof Plan	DE1361 / 06 REVISION P1	20.07.2026
Elevation plan	Proposed Elevations	DE1361 / 03 REVISION P1	20.07.2026
Location & Site plan	Site Location & Block Plan	DE1361 / 01 REVISION P3	25.08.2026
Supporting Docs	Justification Statement for Proposed Annexe	NONE	25.08.2026

DELEGATED

Case Officer sign/initial Sam Nye Date: 11/09/2026

Authorising Officer sign/initial Tamara Dale

Date: 14/09/2026