

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/2050	Case Officer:	Anna Tidey
Application Type:	Householder Application		
Proposal:	Erection of a two storey side and rear extension.		
Site:	Bowleys, Church Lane, Albourne, Hassocks, West Sussex, BN6 9BY, ,		
Validation Date	14 Aug 2025	Overall Expiry Date:	9 Oct 2025
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	13 Nov 2025
Target Date:	9 Oct 2025	Recommending Officer Signature:	<i>Anna Tidey</i>

Date Legal Agreement Completed: (if applicable)		No of Representations:	1
--	--	-------------------------------	---

Signed and Agreed By:	<i>Steven King</i>	Date:	13 Nov 2025
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/2050

**Bowleys, Church Lane, Albourne, Hassocks, West Sussex, BN6 9BY,
Erection of a two storey side and rear extension.
Mr C Knight**

SUMMARY OF REPRESENTATIONS

One representation received, which contains the following points:

- Do not wish to object to the application but have issues regarding right of access to Bowleys.
- A new access has been created by the applicant to Bowleys, on land he owns.
- The former right of access across the frontage of the neighbouring house at Nulli Secundus will be closed, with agreement of the owner of Bowleys, and eventually blocked by construction of a garage.
- Concern that the application does not clarify the access position.
- Concern that Notice has been served for the proposed works affecting Nulli Secundus.
- The neighbour will not permit the proposed works to proceed with pedestrian access for builders and materials through their property.

SUMMARY OF CONSULTEES

Southern Water: No comments. The development site is not located within Southern Water's statutory area for water supply drainage services.

PARISH COUNCIL OBSERVATIONS

Albourne Parish Council: Albourne Parish Council has no objections to this application, and would be in support of the proposal.

INTRODUCTION

This application seeks planning permission to add a two storey side and rear extension at a semi detached cottage at Bowleys, Church Lane, Albourne.

RELEVANT PLANNING HISTORY

None found.

SITE AND SURROUNDINGS

Bowleys is a 3 bed cottage located off Church Lane to the west of Albourne village

The property is constructed in stock brickwork, with an asymmetric clay tiled roof and white UPVC windows. The property has a front catslide roofline with a part recessed frontage to the existing sitting room. There is an existing front facing dormer, with a triangular gabled roofline, which is attached to a similar shaped dormer at the neighbouring cottage, which is located to the north, and as known as 'Nulli Secundus'.

The Location and Block Plan submitted with the application show a red line around the boundaries of the site, to include a pedestrian right of way to Bowleys past the front (west) of both cottages, routed through the front garden of Nulli Secundus.

Since the application was submitted a new pedestrian pathway has been constructed to serve Bowleys. This runs from the shared highway access off Church Lane, which serves both cottages, their designated parking spaces and shared car port, and runs in a southerly direction, over a footbridge and into the front garden of Bowleys.

Bowleys benefits from a small front and rear garden and additional land to the west and south, which had been cleared and mown at the time of the site inspection for this application.

The property is located in a rural setting outside the Built up Area boundary of Albourne.

APPLICATION DETAILS

This application seeks planning permission for the extension of the cottage by the addition of a two storey side and rear extension. The proposed wrap around addition will extend to the southern side of the cottage by 4m and to a depth of 2.4m (approx.) at the rear, with a 8.4m wide rear twin gabled section.

The gabled roofline on the proposed extension is set approximately 0.5m lower than the main ridge line of the cottage, with the eaves on the front (west) facing elevation sited level with those on the main building, at ground floor level. To the rear the eaves are set at a height of 4m, to meet the higher roofline.

The proposed extension will provide an open plan enlarged sitting room/reception/dining space on the ground floor, with a new kitchen provided within the side extension. It is proposed to infill the front recessed section to enlarge the ground floor area and a new utility/toilet is to be provided in place of the current ground floor bathroom. The existing front door is to be retained and adjacent to the entrance a new coat cupboard will be provided in the extension. A pair of French doors are shown in the front elevation of the side extension, with the catslide roof forming a stepped entrance under an open sided canopy.

The proposed floor plans show to the position of the staircase to be reconfigured to allow access onto a new first floor landing within the rear extension. A new first floor bathroom will also be created in the rear addition and the side extension will accommodate a new fourth bedroom. This master bedroom will benefit from an ensuite shower room and dressing room. The three existing bedrooms will remain unaltered except for the addition of added headroom in Bedroom 2 as a result of the addition of a new triangular front dormer, attached to and reflecting the form of, the existing front facing dormer.

The submitted application form and plans show the roofs on the extension are to be finished in plain tiles to match the existing. The walls of the extension are to be constructed in matching solid brickwork with part vertical tile hanging on the gables and new dormer.

LEGAL FRAMEWORK AND LIST OF POLICIES

Planning legislation holds that the determination of a planning application shall be made in accordance with the Development Plan unless material considerations indicate otherwise.

Using this as the starting point the development plan for this part of Mid Sussex consists of the District Plan, the Albourne Neighbourhood Plan and Site Allocations DPD.

National policy (which is contained in the National Planning Policy Framework and National Planning Policy Guidance) does not form part of the development plan, but is an important material consideration.

Mid Sussex District Plan

The District Plan was adopted at Full Council on 28th March 2018.

Relevant policies:

DP12 Protection and Enhancement of Countryside
DP26 Character and design
DP38 Biodiversity

Site Allocations Development Plan Document

The SADPD was adopted on 29th June 2022. It allocates sufficient housing and employment land to meet identified needs to 2031.

There are no policies deemed relevant to this application.

Neighbourhood Plan

Neighbourhood Plan - Albourne Neighbourhood Plan - made on 22 September 2016.

Relevant policies:

Policy ALC1 Countryside - Conserving and Enhancing Character

Other Material Considerations

Mid Sussex District Plan 2021 - 2039 - Submission Draft (Regulation 19)

The District Council is reviewing and updating the District Plan. Upon adoption, the new District Plan 2021 - 2039 will replace the current District Plan 2014-2031 and its policies will have full weight. In accordance with the NPPF, Local Planning Authorities may give weight to relevant policies of the emerging plan according to the stage of preparation; the extent to which there are unresolved objections to the relevant policies; and the degree of consistency of the relevant policies in the emerging plan to the NPPF. The draft District Plan 2021-2039 (Regulation 19) is currently at Examination and the stage 1 hearings were concluded on the 31st October 2024. There are unresolved objections to some of the Policies in the draft District Plan and as such, only minimal weight can be given to the Plan and this planning application has been assessed against the policies of the adopted District Plan.

Relevant policies:

DPS2 Sustainable Design and Construction
DPS6 Health and Wellbeing
DPB1 Character and Design
DPN1 Biodiversity, Geodiversity and Nature Recovery

Mid Sussex Design Guide Supplementary Planning Document (SPD)

The Council has adopted a 'Mid Sussex Design Guide' SPD that aims to help deliver high quality development across the district that responds appropriately to its context and is inclusive and sustainable. The Design Guide was adopted by Council on 4th November 2020 as an SPD for use in the consideration and determination of planning applications. The SPD is a material consideration in the determination of planning applications.

National Planning Policy Framework (NPPF) (December 2024)

ASSESSMENT

It is considered that the main issues that need to be considered in the determination of this application are as follows:

Design and Impact upon the Countryside
Impact on residential amenities

Design and Impact upon the Countryside

The site is located outside the built up boundary of Albourne, within the open countryside. The relevant District Plan Policy is DP12.

Policy DP12 seeks to maintain and enhance the quality and character of the rural area and states:

The countryside will be protected in recognition of its intrinsic character and beauty. Development will be permitted in the countryside, defined as the area outside of built-up area boundaries on the Policies Map, provided it maintains or where possible enhances the quality of the rural and landscape character of the District, and:

- o it is necessary for the purposes of agriculture; or*
- o it is supported by a specific policy reference either elsewhere in the Plan, a Development Plan Document or relevant Neighbourhood Plan.*

Also relevant in the determination of the application is Policy ALC1 of the Albourne Neighbourhood Plan, which states:

'Policy Countryside ALC1: Conserving and enhancing character: Development, including formal sports and recreation areas will be supported in the countryside, defined as the areas outside the Built up Area Boundary shown on the policy map where the following criteria are met:

- 1. It is necessary for the purposes of agriculture, or some other use which has to be located in the countryside;*
- 2. It maintains, or where possible enhances, the quality of the rural and landscape character of the Parish area;*
- 3. It is supported by a specific policy reference elsewhere in this Plan.*
- 4. It is necessary for essential infrastructure and it can be demonstrated that there are no alternative sites suitable and available, and that the benefit outweighs any harm or loss.'*

The proposed extension to the semi detached dwelling at Bowleys will not be out of keeping on the original pair of cottages and will not encroach on public views of the site, or its rural setting.

Policy DP26 of the District Plan seeks to promote well located and designed development, to protect valued characteristics of the built environment for their historical and visual qualities and support sustainable communities and create accessible environments. Policy DP26 states:

'All development and surrounding spaces, including alterations and extensions to existing buildings and replacement dwellings, will be well designed and reflect the distinctive character of the towns and villages while being sensitive to the countryside. All applicants will be required to demonstrate that development:

- * is of high quality design and layout and includes appropriate landscaping and greenspace;*
- * contributes positively to, and clearly defines, public and private realms and should normally be designed with active building frontages facing streets and public open spaces to animate and provide natural surveillance;*
- * creates a sense of place while addressing the character and scale of the surrounding buildings and landscape;*
- * protects open spaces, trees and gardens that contribute to the character of the area;*
- * protects valued townscapes and the separate identity and character of towns and villages;*
- * does not cause significant harm to the amenities of existing nearby residents and future occupants of new dwellings, including taking account of the impact on privacy, outlook, daylight and sunlight, and noise, air and light pollution (see Policy DP29);*

- * creates a pedestrian-friendly layout that is safe, well connected, legible and accessible;*
- * incorporates well integrated parking that does not dominate the street environment, particularly where high density housing is proposed;*
- * positively addresses sustainability considerations in the layout and the building design;*
- * take the opportunity to encourage community interaction by creating layouts with a strong neighbourhood focus/centre; larger (300+ unit) schemes will also normally be expected to incorporate a mixed use element;*
- * optimises the potential of the site to accommodate development.'*

Also relevant in the determination of the application is the design guidance contained in the Mid Sussex Design Guide, which seeks good design in house alterations and extensions.

Principle DG49 states:

'Extensions should respond to the design of the original dwelling and applicant will be expected to demonstrate how local character has informed the design proposal. Extensions should also normally be designed to be well integrated with the existing scale, form and massing allow the original building to remain the dominant element of the property whether it has one or several additions.'

Extensions should typically use simple, uncomplicated building forms to complement and coordinate with the scale, form and massing of the original dwelling. The design approach may benefit from coordinating with the existing pattern of window and door openings as well as employing facing materials to match those of the existing dwelling. Otherwise it should demonstrate the appropriateness of the alternative approach.

Extensions should not result in a significant loss to the private amenity area of the dwelling.

There are two general approaches to extending a property:

- designing in the style of the existing building by closely matching its facing materials, architectural features, window sizes and proportions; and*
- designing in a contemporary style that takes its cues from key aspects of the existing building that might include its underlying form and proportions, facing materials, window design and other specific architectural features. The success of this approach is particularly reliant on high quality facing materials and finishes, and this will normally need to be demonstrated through detailed elevations and section drawings.*

Both approaches can create successful, well designed extensions that can be mutually beneficial to both the house and the wider area. All extensions and alterations should consider their impact on neighbouring properties (refer to Chapter 8 on residential amenity).'

Design Guide Principle DG50 refers to Front and Side extensions and states:

'Front and side extensions are typically visible from the public realm and will be resisted where they have an adverse impact on the street scene or the appearance of a dwelling.'

Front extensions

Front extensions are more likely to be acceptable where the building line is staggered or where the dwelling is set well back from the road. They are less likely to be acceptable in streets with a strong consistent building form as they risk disrupting the underlying order. Where front extensions are considered acceptable, they should normally be limited to a modest single storey or porch-type extension that reflect the character of the existing property.

Side extensions

Side extensions should normally be subservient to the original dwelling and typically be set-back from the front of the house to help define the original building.

The gaps between dwellings can sometimes positively contribute to articulating (for example, through the consistent rhythm of repeated houses) and adding interest in a street frontage or by providing views / visible connections to the surrounding countryside. Side extensions will therefore need to appropriately respond to the character of the street form and will not normally be accepted where they close an important gap and view'.

The Design Guide also contains Principle DG51 which specifically relates to rear extensions, and states:

'rear extensions which are not visible from the street and do not negatively impact on neighbouring properties can be expressed in many forms, including by adopting a contemporary architectural approach. With reference to DG49, they should nevertheless have consideration for the character of the existing building and the relationship of the extension with the side boundaries and adjacent buildings and gardens.'

The proposed extension has been designed to reflect the design of the cottage, with the roofline set down from the main ridge, to provide a subordinate relationship to the host building. Whilst the extension will extend along the side and around the rear elevation of the cottage, in a wrap around form, it is considered that the overall scale of the addition and the proposed construction materials will reflect the appearance of the existing pair of cottages and blend in with the other similar styled cottages close by.

Overall the design and scale of the proposed additions are considered appropriate to, and subordinate in form to, the existing property and its rural setting.

Consequently the design and appearance of the proposed extension and dormer addition are considered to accord with Policies DP12 and DP26, Albourne Neighbourhood Plan Policy ALC1 and with the relevant Design Guide principles.

Impact on residential amenities

District Plan Policy DP26 requires that development *'does not cause significant harm to the amenities of existing nearby residents and future occupants of new dwellings, including taking account of the impact on privacy, outlook, daylight and sunlight, and noise, air and light pollution.'*

In addition Principle DG45 in the Design Guide refers to the need to consider privacy of existing and future residents and it is noted that privacy may be affected by the relationship of buildings to each other.

The immediate neighbouring dwellings are the attached cottage at Nulli Secundus (to the north), and No 2 The Limes, to the east, which adjoins the rear garden, the residents of which would be the most affected by the proposed extension works.

Nulli Secundus is located directly to the north of Bowleys. Currently there is an open front garden space between the two houses and construction works are in progress at that property. At the rear of the cottages there is a 2m close boarded fence on the boundary, which serves to screen the rear amenity spaces. A double porch straddles the boundary. This is shown on the proposed plans to be retained as an open sided shed at Bowleys.

There is a current (yet to be determined) planning application at Nulli Secundus, under DM/25/1847 for: 'Proposed two storey side extension including link building with alterations to the existing building with veluxs and changes to the fenestration , including demolition of existing garage and new garage construction with office in the roof space.' The construction of the proposed side and rear extension at Bowleys will not affect the determination of that application. No ground or first floor windows are proposed in the rear extension at Bowleys to overlook the adjacent cottage or garden.

Due to the position of Nulli Secundus to the north of Bowleys Cottage it is considered that the siting, scale and the position of the proposed extensions will not cause significant harm to the privacy, outlook, daylight and sunlight of the immediate residents.

Whilst new windows are proposed in the east facing elevation of the rear extension these will serve bathrooms and a landing at first floor and staircase levels. The two east facing ground floor windows are secondary windows to the reception/dining and kitchen areas. It is considered that whilst the proposed rear extension will contain windows, the size and position of these windows will not cause significant harm to the privacy or outlook of the immediate residents at No 2 The Limes or Nulli Secundus.

The larger windows in the proposed extension (which include a 5m wide set of glazed bifold doors at ground floor level and a 1.6m wide pair of glazed French doors with side lights at first floor) are proposed in the south and west elevations of the proposed extension, to face towards the South Downs and the open countryside, rather than the neighbouring properties.

The proposal therefore accords with the requirements of Policy DP26 of the District Plan and the relevant principles of the Design Guide with regards to neighbouring amenities.

Access and Parking

Representations have been received regarding the pedestrian access and rights of access to Bowleys. The applicant's agent has confirmed that the occupants at Bowleys have a right of access over the part of the site at Nulli Secundus, hence the red line as drawn on the submitted Location and Block Plan are correct. The correct certificate of ownership has been served and the neighbours' concerns regarding rights of access are a private matter.

The applicant's agent has confirmed that the recently created pedestrian access path that has been constructed for Bowleys will be the subject of a retrospective planning application, which will also address the inclusion of additional land into the curtilage of the cottage. This matter has been subject to investigation and monitoring by the Planning Investigations Team. It is understood that the application is at an advanced stage in its preparation.

As the current application has proceeded additional supporting information has been provided by the applicant's agent which includes a plan to show the available parking provision, which consists of one half of a wooden car port and the driveway leading to it. Google Street View images from April 2024 show that the car port and access point can accommodate at least 3 cars parked off the highway, Church Lane.

The proposed extension will increase the bedrooms in Bowleys Cottage from 3 to 4. With regards to parking provision for the extended house the relevant District Plan Policy is DP21, which states:

'Development will be required to support the objectives of the West Sussex Transport Plan 2011- 2026, which are:

- o A high quality transport network that promotes a competitive and prosperous economy;*
- o A resilient transport network that complements the built and natural environment whilst reducing carbon emissions over time;*
- o Access to services, employment and housing; and*
- o A transport network that feels, and is, safer and healthier to use.*

To meet these objectives, decisions on development proposals will take account of whether:

- o The scheme is sustainably located to minimise the need for travel noting there might be circumstances where development needs to be located in the countryside, such as rural economic uses (see policy DP14: Sustainable Rural Development and the Rural Economy);*
- o Appropriate opportunities to facilitate and promote the increased use of alternative means of transport to the private car, such as the provision of, and access to, safe and convenient routes for walking, cycling and public transport, including suitable facilities for secure and safe cycle parking, have been fully explored and taken up;*
- o The scheme is designed to adoptable standards, or other standards as agreed by the Local Planning Authority, including road widths and size of garages;*

o The scheme provides adequate car parking for the proposed development taking into account the accessibility of the development, the type, mix and use of the development and the availability and opportunities for public transport; and with the relevant Neighbourhood Plan where applicable;
o Development which generates significant amounts of movement is supported by a Transport Assessment/ Statement and a Travel Plan that is effective and demonstrably deliverable including setting out how schemes will be funded;
o The scheme provides appropriate mitigation to support new development on the local and strategic road network, including the transport network outside of the district, secured where necessary through appropriate legal agreements;
o The scheme avoids severe additional traffic congestion, individually or cumulatively, taking account of any proposed mitigation;
o The scheme protects the safety of road users and pedestrians; and
o The scheme does not harm the special qualities of the South Downs National Park or the High Weald Area of Outstanding Natural Beauty through its transport impacts.

Where practical and viable, developments should be located and designed to incorporate facilities for charging plug-in and other ultra-low emission vehicles.

Neighbourhood Plans can set local standards for car parking provision provided that it is based upon evidence that provides clear and compelling justification for doing so'.

For a 3 bed property located in Albourne the West Sussex County Council Guidance on Parking recommend 2.2 spaces should be provided, and for a 4 bed house, 2.7spaces.

The applicant's agent has demonstrated that there is adequate parking provision available to the property. The proposal is therefore considered acceptable in this location, to accord with the aims of District Plan Policy DP21.

Biodiversity Net Gain

Biodiversity net gain is required under a statutory framework introduced by Schedule 7A of the Town and Country Planning Act 1990. This is a householder application within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015. As a householder application this development is exempt from the requirement to provide biodiversity net gain.

PLANNING BALANCE AND CONCLUSION

The proposed side and rear extension at Bowleys is accepted as a subordinate addition to this semi detached cottage, in a rural setting. The design is appropriate and will not appear out of keeping with the character and appearance of the property. The proposed works are considered to accord with District Plan Policies DP12 and DP26, Albourne Neighbourhood Plan Policy ALC1 and the Design Guide principles.

It is considered that the proposed extension works will not cause significant harm to the neighbouring amenities. The proposal accords with the aims of District Plan Policy DP26 and the relevant principles of the Design Guide.

The available access and parking provision will accord with the aims of District Plan Policy DP21.

Consequently this application is recommended for approval.

Decision: Permission

Case Officer: Anna Tidey