

Planning Application DM/25/1138 for change of use to

The Studio, Keepers Cottage, Copthorne Common, Copthorne, West Sussex RH10 3LE

I am Tamzin Wares. I am making an application with my daughter Sophie Hale [REDACTED] [REDACTED] on behalf of Julia Raines of Keepers Cottage, Copthorne Common– owner of The Studio. We have been family friends for many years.

I have been interested in pottery for 3 and half years now after taking lessons at The Clay Studio. (<https://theclay.studio/>) I took 2 terms before setting up a Pottery studio in my garden as a hobby potter. My daughter Sophie then became interested in pottery, learning her skill from me. We both then decided we would like to take our interest further and approached Julia about using her Studio and turning it into a community studio where we could teach and share our passion for pottery and ceramics with the community. Julia was interested in our proposal and keen to know more. She knew her cabin in the woods was called 'The Studio' for a reason! Julia requested that we made the application for her.

Additional Information.

Site Area – I have stated that the site area is 64 sq m. This is the internal space of the cabin based on the external measurements being approx. 8x8m. The cabin itself is located in the grounds of Keepers Cottage that sits on approx. 18 acres.

Pedestrian and Vehicle Access

Keepers Cottage has its own private fishing lake with designated parking for 5-7 cars including hard standing for 1 car which allows for disabled or motorbike parking. This is currently called the Top Car Park and is 11.4x15m. *See additional picture Parking 1.* This car park will be used for The Studio Visitors. There is additional parking for 7-8 cars in the Bottom Car park which is approx. 12x12m which requires some clearing of vegetation. *See additional picture Parking 2.*

Access to these car parks is off the north end of the lane closer to the main road where the lane is wider to allow for passing of vehicles. The car park is gated and locked when not in use. This means that visitors to The Studio will not be passing the main house or neighbours or causing wear and tear to the rest of the lane. See additional map showing boundary site, gate locations, parking, footpath to the studio and proximity to the neighbours at Hunters Lodge. *See picture carpark location*

Trees and Hedges

The cabin is located in the grounds of a mature garden so is surround by trees and bushes but none of them affect the use of the cabin. The use of the cabin in return will not affect any of the landscaping or vegetation in the garden. Julia observes "No Mow May" each year but provides mown footpaths to and from the cabin.

Flood Risk.

I checked the Government website for the Flood Risk Map and the area is in Zone 1. Please *see picture flood map*

Biodiversity and Geological Conservation

I checked the Joes Blooms exemption checker website that stated as it was just a change of use and no building works were being carried out then the proposal was subject to the de minimus exemption. *See picture de minimus.*

Waste and Storage collection.

All waste is currently put into the main dwellings refuse bins including recycling. If required The Studio can have their own designated bin storage. The bins can be located by the gate on bin day if required. Waste will be minimal due to the nature of pottery. All clay can be recycled and used again until it is fired.

During the pottery making process, we use buckets of water for making and cleaning. The buckets are then left to settle for 24 hours which allows the clay to settle to the bottom of the bucket. The clear water is then drained off the top and used again to reclaim dry clay, used for irrigation or tipped down the drain with no risk to blocking the drains. The clay that is left at the bottom of the bucket is recycled and used again. There will be a strict bucket system overseen by myself and Sophie. No clay will be disposed of in the drains. Please *see picture of recycled clay as an example.*

The same applies for glaze. Buckets will be used for cleaning of glaze brushes. The water is allowed to settle for 24 – 48 hours, the glaze particles sink to the bottom, the water is drained off and the glaze can be reused.

Employment.

Both Sophie and I will run the pottery business. Our share of hours has not yet been determined but are both committed to making this work. Sophie intends to leave her current part time job to become a full time potter and I am already a hobby potter after being made redundant from my job in 2022. We shall have a business bank account and website.

Hours of business.

We have stated on the application that the hours of business will be 0900 – 2100 Monday to Saturday. We will be running 2 sessions a day 0930-1330 & 1400-1800 for general studio hire for up to 8 people per session. This will be available 5 – 6 days a week. We shall not be open Sundays and Bank Holidays.

The times state we will be operating from 0900. This is for staff to set up for the day before the general public arrive.

The times state we will be closed at 2100. We would like to offer the opportunity to run workshops and functions slightly later on 2 days a week, possibly Friday and/or Saturday. This will allow people who work to attend evening courses. These functions and work shops may include activities such as “sip and paint”, “build a mug”, “Botanical workshops” or a function such as a Hen party or Birthday celebration. These sessions may include up to 12 people but will be limited to 2 days a week. They will be offered where there is demand for such an event but not as a matter of course.

Hazardous Substances

We do not intend to store hazardous substances. All glazes and clays are non toxic and lead free. The cabins boiler runs on LPG and 2 x 47kg bottles are stored outside the cabin and 1 is connected to the boiler for hot water and the gas hob. *See picture Rear of cabin*

Site Visit.

Julia Raines, the property owner will be available for a site visit. She has been served the Town and County Planning Order on 24/05/2025. *See picture Notice 1*

Other pictures include

Front of cabin – also showing double doors, disabled access and evidence of “No Mow May”

Right Side of Cabin – showing double doors from Bedroom 2 where a decking veranda will be made with steps to access the garden.

Rear of cabin – showing storage of 2 x LPG cannisters

Left side of cabin – showing additional door and flu where kiln 2 may be located.

Site plan to show property boundary line in red and the location of cabin ringed in blue.

Main area 1 & 2 shows the hearth, fuse board cupboard and side door.

Bedroom 1 – where kiln 1 will be located

Bedroom 2 – where 5 pottery wheels will be located. Double doors will lead out to veranda.

Google map picture to show location of lane, bus stop and traffic island