

Planning Design & Access Statement

**Householder Planning Application for Demolition of an Existing
Redundant Outbuilding and Erection of Detached Annexe Building,
with Revised On-Site Parking Layout and Associated Landscaping**

Bentley Cottage, Wickham Hill, Hurstpierpoint, West Sussex

Prepared for

Dr Acton & Mr Andrew

Prepared by

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Vr. 1.4

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1. INTRODUCTION

- 1.1. We are instructed by Dr Acton and Mr Andrew, to provide this Planning, Design & Access Statement, which has been prepared in support of a householder planning application at Bentley Cottage, Wickham Hill, within the administrative area of Mid Sussex District Council and Hurstpierpoint and Sayers Common Parish.
- 1.2. The application seeks permission for the demolition of an existing redundant ancillary building and the erection of a detached single-storey annexe, together with the formation of new parking spaces and associated landscaping.
- 1.3. The proposal relates to development within the residential curtilage of the host dwelling and is intended to provide additional accommodation incidental to the main house. [REDACTED]
- 1.4. The replacement building would have a have gross internal area (GIA), some 17% smaller than the existing building and a more compact floor area. The building would be sited further north into the garden, to reduce the visual presence to the front of the site. Likewise, the new building would be set further away from the neighbouring boundary.
- 1.5. [REDACTED]
- 1.6. The application should be read in conjunction with the following plan and document:
- Existing Layout, Floor and Elevation Plan, Drawing No. 4138-A-01 Rev B;
 - Proposed Layout, Floor and Elevation Plan, Drawing No. 4138-A-02 Rev E; and
 - Existing Site Location & Block Plan, with Existing & Proposed Site Section Plan, Drawing No. 4138-A-03 Rev A.
- 1.7. The remainder of this letter sets out the relevant planning policy and assesses the revised scheme in accordance with the requirements of the Development Plan and other material considerations including the National Planning Policy Framework (NPPF) and Supplementary Planning Guidance. It has been prepared having regard to the Town & Country Planning (Development Management Procedure) (England) (Amendment) Order 2018 and guidance contained within Planning Practice Guidance (PPG).

2. SITE & SURROUNDINGS

- 2.1. Bentley Cottage is located on Wickham Hill within the defined Development Boundary (DB). The site is not subject to any specific planning designations, although the northern boundary of the garden adjoins open countryside at the edge of the settlement.
- 2.2. Access to the site is obtained via a private roadway extending north from Wickham Hill, which then turns eastwards and serves a small number of neighbouring residential properties. The access arrangement requires vehicles to pass in front of these dwellings before entering Bentley Cottage through a gate-post access. The driveway continues eastwards across the frontage of the site and provides access to a neighbouring property, which benefits from a right of way.
- 2.3. The main dwelling is positioned toward the immediate north of the access road, with a front door opening on to this. Parking spaces are located immediately opposite the access way to the south. Due to limited depth, the existing parking arrangement necessitates angled parking in order to avoid obstructing the access route.
- 2.4. The dwelling comprises a two-storey central section, with a single-storey western wing and a one-and-a-half storey eastern wing. External materials include brick and hanging tile, with a plain tiled roof and casement windows. The rear of the property has a more irregular form, reflecting incremental additions over time. Recent planning permissions have been granted to extend and improve the rear elevation.
- 2.5. At the eastern end of the access driveway, and to the south of it, is a single-bay garage aligned parallel to the roadway. Opposite this and to the south of the access way, set on lower ground, is a detached outbuilding which forms the subject of this application.
- 2.6. The building is of limited quality and appearance, constructed from a mix of black-painted timber tongue-and-groove boarding and brick plinth, with a combination of pitched and mono-pitched roof forms, including felt and corrugated metal sheeting. Windows are mixed in type, including plain and casement styles. It has a GIA of some 104 sq.m. The building steps down with ground levels and includes a large raised deck at the rear, topped with gravel and concrete.
- 2.7. The structure has a relatively large footprint and is subdivided into three sections. Whilst the building is still in use for general household storage, it could reasonably be described as redundant. It sits close to and parallel with the north-eastern boundary. While visually recessive due to its dark finish, the building is considered to be of poor construction and limited functional value.
- 2.8. The land slopes downwards to the north, forming an extended garden area. A neighbouring bungalow is located to the north-east, set at some distance from the shared boundary.

PLANNING POLICY

- 2.9. Section 38(6) of the Planning & Compulsory Purchase Act 2004 and Section 70(2) of the Town & Country Planning Act 1990 sets out that planning applications should be determined in accordance with the Development Plan unless material considerations indicate otherwise. Section 38(3) states that the Development Plan includes the adopted Development Plan Documents (DPDs).
- 2.10. The Development Plan for the MSDC currently comprises the Mid Sussex District Plan (MSDP) and the Hurstpierpoint & Sayers Common Neighbourhood Plan (HSCNP).
- 2.11. Material considerations include Planning Planning Guidance (PPG) and the National Planning Policy Framework (NPPF).

3. NATIONAL PLANNING POLICY FRAMEWORK

- 3.1. The National Planning Policy Framework (NPPF) establishes the Government's overarching planning policies for England and sets out how these should be applied. At its heart is a presumption in favour of sustainable development. For decision-taking purposes, this means approving development proposals that accord with an up-to-date development plan without delay. The revised version of the NPPF was released in December 2024.
- 3.2. Paragraph 8 of the NPPF identifies three overarching objectives of sustainable development, which are interdependent and should be pursued jointly. The proposal contributes positively to all three.
- 3.3. *Economic Objective.* The proposed development will support the local construction economy through the procurement of building works. [REDACTED]
- 3.4. *Social Objective.* This is the most directly relevant limb to the submission. The NPPF requires planning to support strong, vibrant and healthy communities, and specifically identifies the need to provide for accommodation requirements of groups with particular needs, including older people and those requiring care. [REDACTED]
- 3.5. *Environmental Objective.* The proposal involves the demolition of a poor quality redundant building and its replacement with a purpose-designed structure of similar footprint and improved architectural quality. No greenfield land is involved; the site is within the established settlement boundary and makes efficient use of previously developed land. The replacement building will be designed and constructed to a higher environmental standard than the structure it replaces.
- 3.6. The NPPF also requires local planning authorities to support housing that meets the needs of different groups in the community, including older people and those requiring care or support. Paragraph 63 specifically identifies the need to plan for a mix of housing based on the needs of

different groups, including those who require accessible and adaptable homes or care provision. The proposed development responds directly to this objective.

- 3.7. Chapter 8 of the NPPF is of direct relevance to this application. Paragraph 92 states that planning policies and decisions should aim to achieve healthy, inclusive and safe places which enable and support healthy lifestyles, particularly where this would address identified local health and wellbeing needs.

- 3.8. Paragraph 93 requires planning decisions to provide the social, recreational and cultural facilities and services the community needs, and to guard against the unnecessary loss of valued facilities. Whilst this paragraph is primarily directed at community facilities in the conventional sense, the underlying principle — that planning should actively support provision which meets identified social and care needs — is directly applicable here and lends further weight to the proposal.

- 3.9. Paragraph 96 is of particular relevance. It identifies the need to plan for a mix of housing to meet the needs of different groups in the community and specifically references the requirement to address the needs of older and disabled people, including those who require accessible and adaptable homes or care provision.

- 3.10. Taken together, the relevant provisions of Chapter 8 provide clear and positive support for the principle of the proposed development.

- 3.11. The NPPF also makes clear that great weight should be given to conserving and enhancing the natural and historic environment, and to good design. The proposal is consistent with both objectives, replacing a redundant and poor-quality structure with a purposefully designed building of greater architectural quality.

4. MID SUSSEX DISTRICT PLAN

- 4.1. The Mid Sussex District Plan (MSDP) was adopted in March 2018 and forms the principal element of the statutory development plan for the District. The following policies are of relevance to this application.

- 4.2. Policy DP4: Housing — This policy sets out the overall approach to the delivery of new housing within the District. Residential development within the defined DB is supported in principle, subject to compliance with relevant policies. The application site falls within the DB for Hurstpierpoint, and the proposed annexe represents an appropriate form of residential development in this location.

- 4.3. Policy DP26: Character and Design — All development is required to demonstrate a high quality of design that responds positively to the character and appearance of the host building and the surrounding area. The replacement annexe building has been designed to respect the scale, form and materiality of the main dwelling. The proposal represents a significant improvement upon the existing structure, which is of limited architectural quality.

- 4.4. Policy DP27: Dwelling Space Standards — This policy requires new residential development to meet minimum internal space standards. The proposed annexe has been designed to meet these requirements and to provide accommodation of appropriate quality for the intended occupants.

5. HURSTPIERPOINT & SAYERS COMMON NEIGHBOURHOOD PLAN

- 5.1. The Hurstpierpoint and Sayers Common Neighbourhood Plan (HSCNP) was made in March 2015 and forms part of the statutory development plan for the area. The plan does not contain any specific policy relating to residential annexes. The proposal has been assessed for consistency with the general policies of the Neighbourhood Plan, in particular:
- 5.2. Policy HurstC1: Conserving and Enhancing Character — the replacement building has been designed to respect and complement the character of the existing dwelling and the surrounding area.

6. MID SUSSEX DESIGN GUIDE

- 6.1. The Mid Sussex Design Guide (MSDG) provides supplementary guidance on design quality across the District. The application has been prepared with reference to the principles set out in the Design Guide, particularly in respect of scale, massing, materials and the relationship of new development to existing buildings and the wider context. Regard has also been had to the Hurstpierpoint Village Design Statement.

7. PROPOSED DEVELOPMENT

- 7.1. The application proposes the demolition of the existing outbuilding and its replacement with a purpose-built detached annexe, to be used in association with the main dwelling.
- 7.2. The proposed building will be single storey in form, with a simple and compact footprint and a pitched roof, including a modest projection on the northern elevation. It will have a GIA of some 84 sq.m. The building will be positioned further north within the plot and set lower on the slope, reducing its visual presence within the site. The building will be set further from the neighbouring boundary. It will include a rear terrace, with level access from the living space. This terrace will be set only a metre or so further into the garden than the existing deck at the rear of the existing building.
- 7.3. The annexe will be constructed using a palette of materials appropriate to the character of the site, including timber weatherboarding, brickwork, and a plain tiled roof. The cladding materials are to provide a clear break from the main house and indicate a subservience in appearance.
- 7.4. Internally, the accommodation is arranged to provide a functional and accessible layout, comprising a principal accessibility bedroom with en-suite bathroom, a second bedroom with bathroom to allow for future care provision, and a large open-plan living area with small kitchenette. Circulation spaces are designed to allow for ease of movement, including for wheelchair users.
- 7.5. The annexe is intended to accommodate close family members in connection with the main dwelling, and is not proposed as a separate or independent unit of accommodation.

- 7.6. As part of the proposal, the repositioning of the building will enable the creation of a new four-bay parking area to the south of the site, improving the existing parking arrangement and reducing pressure on the shared access.

8. MATERIAL PLANNING CONSIDERATIONS

- 8.1. The following are matters which the applicant submits are material considerations in support of the proposal:

- Principle of Development;
- Ancillary Use and Need;
- Scale, Subservience and Built Footprint;
- Design and Character;
- Residential Amenity;
- Access, Parking and Highway Matters; and
- Levels.

- 8.2. Each is now considered in turn.

9. PRINCIPLE OF DEVELOPMENT

- 9.1. The application site lies within the defined Built-up Area (BUA) of Hurstpierpoint, as identified within the Mid Sussex District Plan (MSDP) and the Hurstpierpoint & Sayers Common Neighbourhood Plan (HSCNP). Within the BUA, there is a presumption in favour of sustainable development.
- 9.2. The proposal seeks permission for the demolition of an existing redundant outbuilding within the established residential curtilage and its replacement with a purpose-designed annexe of comparable, but reduced, scale.
- 9.3. The application is correctly submitted as a householder application, reflecting the fact that the annexe would remain functionally and physically associated with the main dwelling. The existing structure sits comfortably within the domestic curtilage, with no physical or functional subdivision of the site.
- 9.4. The building is currently of poor construction and has not been in meaningful use for some time. Its replacement therefore represents an opportunity to enhance the quality and functionality of development within the site.
- 9.5. Annexes are appropriately assessed against Policies DP26 and DP27 of the MSDP, which require development to:
- *“Remain ancillary to the host dwelling;*
 - *Be subservient in scale;*
 - *Respect local character;*

- *Avoid disproportionate additions; and*
- *Protect neighbouring amenity.”*

9.6. Whilst these matters will be considered in greater detail throughout this Statement, it is important to note at this early juncture that the development complies with each of the above matters.

9.7. It is clear that this type of development is supported by the Development Plan, in-principle, due to the site's location within the planning boundary. As the development accords with local policy (DP26 & DP27), so it is clear the development is acceptable, subject to wider general planning considerations about appearance, need, neighbouring impacts and sustainable development.

10. ANCILLARY USE AND NEED

10.1. A key requirement of MSDC's annexe policy is that the accommodation remains ancillary to the main dwelling and does not function as an independent and self-contained unit. The proposed annexe satisfies this requirement in both design and intention.

10.2.

10.3.

10.4.

10.5. It is submitted that the annexe will function as accommodation that is genuinely and demonstrably ancillary to the main dwelling, in both the practical and planning sense. The Council may, if it wishes, attach a condition removing permitted development rights and restricting occupation to persons ancillary to the main dwelling. The applicant would have no objection to such a condition.

11. SCALE, SUBSERVIENCE AND BUILT FOOTPRINT

- 11.1. The proposed annexe building has a notably smaller footprint than the existing building it replaces, and a GIA some 17% smaller. The existing building has a GIA of 104 sq.m and the replacement, some 84 sq.m. The proposal therefore represents a meaningful reduction in built footprint and usable space of the site. This is a significant consideration: the application is not seeking to introduce a new and additional building into the curtilage, but rather to replace an existing structure on a reduced scale with one of improved design quality and more appropriate use.
- 11.2. The replacement building is to be repositioned further into the garden, which serves to reduce its prominence in the streetscene and to consolidate it more clearly within the domestic curtilage of the property. It would also be set further from the neighbouring boundary.
- 11.3. There is already virtually no public visibility of the existing building, as the house is located along a private roadway. However, the removal further into the deep garden and to lower ground reduces its visual prominence and assists with the relationship with the main dwelling and visibility for neighbours. The main dwelling remains the clearly dominant structure on the site by reason of its scale, height and prominence.
- 11.4. It is a material consideration that the site currently benefits from an existing lawful outbuilding of a significantly larger footprint and greater overall bulk. The proposal would replace this with a smaller structure, representing a reduction of approximately 17% in gross internal area.
- 11.5. Accordingly, the fallback position would allow for the continued retention and potential reuse of a larger and less sympathetic building. The proposed development therefore represents a clear betterment in both visual and spatial terms.
- 11.6. It is therefore submitted that the criteria of scale and subservience are comfortably met, and that the proposal represents a demonstrable improvement in the quality of the built environment at this sit in accordance with the Development Plan.

12. DESIGN AND CHARACTER

- 12.1. The existing building on site is of limited architectural quality and makes no positive contribution to the character of the area. Its replacement with a purpose-designed annexe building represents a clear improvement in design terms.
- 12.2. The proposed annexe has been designed to be sympathetic to the scale, form and materials of the main dwelling, ensuring a cohesive and harmonious appearance across the site. The design is informed by the guidance set out in the MSDG and the Hurstpierpoint Village Design Statement, and responds to the established character of the area.
- 12.3. The proposed materials palette—comprising weatherboarding, brick and plain tile—has been selected to reflect the character of the main dwelling, whilst maintaining a clear subservient identity appropriate to an ancillary structure.
- 12.4. The proposed building is of a similar massing to the existing and therefore the proposal represents the replacement of built form not the introduction of a new relationship. By moving the building

further into the garden and to lower ground, so this will improve the subservience of the building in relationship to the main house.

- 12.5. The new annexe is being proposed along with four new parking spaces for the site. At present, the driveway access into the site is tight, with parking taking place opposite the main house. Here, there is a lack of space for cars, and they need to park at an angle to fit in and not block access. There is also a lack of space to turn and leave the driveway in a forward gear, which sometimes necessitates reversing past neighbouring dwellings, before reversing at a hammerhead. Removing the need for this is clearly beneficial to neighbours.
- 12.6. The new parking spaces will assist in overcoming these problems and should be seen as a clear benefit of the on-site works. Tracking is provided for all four bays and confirms cars can swing into these and reverse out. The bays have been designed to WSCC standard and are all generous.
- 12.7. The proposal is considered to be fully compliant with Policy DP26 of the MSDP.

13. RESIDENTIAL AMENITY

- 13.1. The repositioning of the replacement building further into the garden increases the separation between the new structure and the site frontage, whilst taking the building further away from the neighbouring boundary. There would be no unacceptable loss of privacy, daylight or outlook to the occupiers of neighbouring properties, which are all set some distance from the application site. The submitted drawings demonstrate that the relationship between the proposed annexe and neighbouring dwellings is acceptable in all relevant respects.
- 13.2. It should further be noted that neighbouring properties have been approached prior to the application being lodged. The applicant has discussed the development and its needs. It is understood that there is strong support for the proposed development.

14. ACCESS, PARKING AND HIGHWAY MATTERS

- 14.1. Access to Bentley Cottage is taken from Wickham Hill via an existing private roadway, which serves a small number of neighbouring residential properties. The application proposals do not seek to alter the established point of access or the wider access arrangements.
- 14.2. The internal driveway currently runs across the frontage of the dwelling and continues eastwards to serve a neighbouring property, which benefits from a right of access. The existing arrangement is constrained, with limited space for manoeuvring and parking. As a result, vehicles associated with Bentley Cottages are currently required to park at an angle within the site in order to avoid obstructing the access route.
- 14.3. The proposal includes the removal of the existing outbuilding and its replacement with a repositioned annexe set further to the north. This enables the formation of a new dedicated parking area to the southern part of the site, providing four parking spaces. This represents a modest enhancement to the parking provision at the site. The bays have been assigned to ensure that they comply with parking space standards from WSCC. It is submitted that the new spaces can be accommodated safely and satisfactorily.

- 14.4. The revised layout will improve the functionality of the site by providing more clearly defined and usable parking provision, reducing the need for informal or angled parking arrangements and ensuring that the shared access route can be kept clear.
- 14.5. The level of parking proposed is considered appropriate for the scale of the host dwelling and the ancillary annexe accommodation. Overall, the proposals represent an improvement over the existing situation, maintaining the established access arrangements whilst enhancing on-site parking provision and circulation. There would be no adverse impact on highway safety or the free flow of traffic in the vicinity of the site.

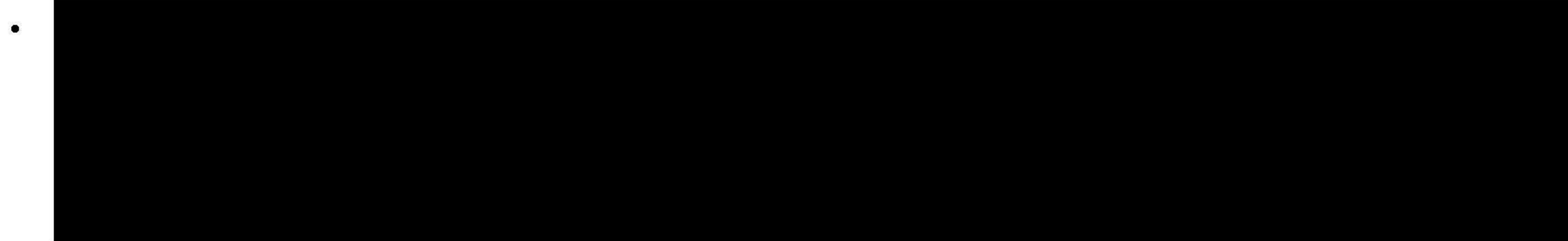
15. LEVELS

- 15.1. The site has some variation in ground levels, and a section drawing has been prepared and submitted alongside the application to illustrate how these changes will be managed as part of the proposed works. The treatment of levels has been carefully considered and is not expected to give rise to any material planning concerns.
- 15.2. At the rear of the existing building is an area of flat raised deck, with is set above the garden level, retained by a surrounding wall and topped with gravel and concrete. It is a large and poor quality feature of the garden. As part of the proposal, this would be replaced. The terrace at the rear of the annexe would be set above this and would only extend a short way beyond the existing northern edge into the garden. Although the annexe is set further notably further than the exiting building, the overall extent of built depth it is replacing is very similar due to the large size of the existing deck.
- 15.3. The parking around and containing features are shown for completeness. Whilst these would be close to the frontage of the annexe, the annexe would be located at a lower level. The primary outlook from the annexe is to the north and away from the parking area. Given that this is a householder submission, so the relationship is deemed to be acceptable and appropriate.

16. CONCLUSION

- 16.1. This planning statement has been prepared in support of a householder application for the demolition of an existing redundant building and its replacement with a purpose-designed residential annexe of a comparable footprint, together with the creation of a small parking area, at Bentley Cottage, Wickham Hill, Hurstpierpoint. The annexe would be shifted slightly further north into the garden, but would remain in a similar position within the residential curtilage.
- 16.2. The application site is located within the defined DB for Hurstpierpoint, where there is a clear presumption in favour of sustainable development. The proposed annexe is fully consistent with the policies of the MSDP, HSCNP, and the objectives of the NPPF.
- 16.3. The key material considerations in favour of the proposal are as follows:
 - The proposal replaces an existing redundant building of poor-quality with a purpose-designed annexe, with a notably smaller footprint and 17% smaller GIA. There is no material increase in the built footprint of the site;

- The replacement building is repositioned further into the garden, reducing its prominence and more clearly consolidating it within the domestic curtilage of the property;



- The proposed annexe will function as accommodation ancillary to the main dwelling and the applicant raises no objection to appropriate planning conditions to secure this;
- The design is sympathetic to the host building and the character of the surrounding area, and represents a significant improvement upon the structure it replaces;
- There is no adverse impact on the residential amenity of neighbouring occupiers, highway safety or the character of the area; and
- Neighbouring occupiers are supportive of the proposal.

16.4. There are no material considerations that would warrant refusal of the application. The proposal accords with the Development Plan when read as a whole and represents a clear enhancement to the site.

16.5. Planning permission is therefore respectfully sought.

