

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/2250	Case Officer:	Caroline Grist
Application Type:	Householder Application		
Proposal:	Single storey rear kitchen extension and extended rear patio. Installation of additional windows to existing front porch. Internal alterations including removal of modern fabric and installation of new first floor shower room and second floor WC.		
Site:	Walnut And Well Cottage, The Street, Bolney, Haywards Heath, West Sussex, RH17 5QW, ,		
Validation Date	5 Sep 2025	Overall Expiry Date:	10 Oct 2025
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	30 Oct 2025
Target Date:	31 Oct 2025	Recommending Officer Signature:	<i>Caroline Grist</i>

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	<i>Stephen Ashdown</i>	Date:	31 Oct 2025
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/2250

**Walnut And Well Cottage, The Street, Bolney, Haywards Heath, West Sussex, RH17 5QW,
Single storey rear kitchen extension and extended rear patio. Installation of additional windows
to existing front porch. Internal alterations including removal of modern fabric and installation of
new first floor shower room and second floor WC.
Emily And Richard Webster**

SUMMARY OF REPRESENTATIONS

No representations have been received in response to this application.

SUMMARY OF CONSULTEES

Southern Water

Development Site is not within Southern Water's Supply Area

The development site is not located within Southern Water's statutory area for water supply drainage services. Please contact South East Water who are the relevant statutory undertaker.

Tree planting

We have restrictions on the proposed tree planting adjacent to Southern Water sewers, rising mains or water mains. Reference should be made to Southern Water's publication "A Guide to Tree Planting near water Mains and Sewers" and the Sewerage Sector Guidance with regards to any landscaping proposals and our restrictions and maintenance of tree planting adjacent to sewers, rising mains and water mains.

Condition

In order to protect public apparatus, Southern Water requests that if consent is granted, the following pre commencement condition is attached to the planning permission; The developer must advise the local authority (in consultation with Southern Water) of the landscaping proposals in proximity of public apparatus in order to protect it in accordance with Southern Water's guidance, prior to the commencement of the development.

Proposed soakaways

The Council's Building Control officers or technical staff should be asked to comment on the adequacy of soakaways to dispose of surface water from the proposed development. No new soakaways should be located within 5 metres of a public or adoptable gravity sewer, rising main or water main.

No Soakaways should be connected to the public surface water sewer.

Hierarchy of Building Regulations H3 for disposal of surface water - not yet provided documentation proving compliance

If the applicant has not already provided documentation demonstrating compliance with the surface water hierarchy reflected in part H3 of the Building Regulations, as shown below, we will require this to be provided where surface water is being considered for discharge to our network. Whilst reuse does not strictly form part of this hierarchy, Southern Water would encourage the consideration of reuse for new developments.

- Reuse
- Infiltration
- Watercourse
- Storm Sewer
- Combined Sewer

We would like to engage with you on the design for disposal of surface water for this development at the earliest opportunity and we recommend that civil engineers and landscape architects work together and with Southern Water. In many cases this may negate or reduce the need for network reinforcement and allow earlier completion of the development.

Where a surface water connection to the foul or combined sewer is being considered, this should be agreed by the Lead Local Flood Authority, in consultation with Southern Water.

Condition

We request that should this application receive planning approval, the following condition is attached to the consent: Construction of the development shall not commence until details of the proposed means of surface water run off disposal in accordance with Part H3 of Building Regulations hierarchy as well as acceptable discharge points, rates and volumes have been agreed by the Lead Local Flood Authority, in consultation with Southern Water.

Proposed works involve demolition

In order to protect and safeguard the existing water supply apparatus, Southern Water requests formal notification of any proposed demolition works prior to such works being undertaken.

Drainage Engineer

The FRA confirms that the site lies within Flood Zone 1 and is therefore at very low risk of fluvial flooding.

The Risk of Flooding from Surface Water mapping suggests the site is shown to be at very low to high surface water flood risk (comparable to flood zones 1 and 3b) for the present day (2025) and to be at very low to high surface water flood risk (comparable to flood zones 1 and 3b) within the climate change range of 2040 - 2060.

The proposed built footprint is within Flood Zone 1 and therefore will not displace any floodwater.

We have no objection to the proposed development on flood risk grounds.

As an advisory, we would suggest the Applicant considers resistance and resilience measures suggested within the EA advice and implements any they deem appropriate due to the increased flood risk in the vicinity of this as a residential site (which are classified as 'more vulnerable').

Drainage should be managed via Building Regulations and Building Control, as necessary.

Conservation Officer

Walnut and Well Cottage is a Grade II listed timber framed building located within the southern part of the Bolney Conservation Area. The Cottage, which was previously two separate properties, is suggested in the submitted heritage statement to have its earliest origins as a late 16th century timber framed farmhouse- the surviving part of this building now forms the central bay of Well Cottage. This small house was extended to the north during the late 18th century. It would appear that subsequent to this during the mid-late 19th century the southern part of the early house was lost to fire (evidenced by soot blackened timbers and repairs to the extant structure) and was rebuilt in a 'revival' style to form Walnut Cottage. The two properties were united as one house during the mid 20th century.

The current proposal, which follows on from pre-application advice, is for various works including:

- Construction of a single storey rear extension;
- Enlargement of the rear patio;
- Installation of addition windows to the existing entrance porch;
- Removal of a wall within the southern end of the building at ground floor;
- Removal of modern concrete flooring to the ground floor reception room and installation of a limecrete floors;
- Reconfiguration of partitions at first floor to create an enlarged WC/shower room; and

- Installation of a WC at second floor.

To consider the proposed works in turn:

- The proposed rear extension is located to the southern end of the rear elevation and is shown as a linked pavilion. The adjacent part of the rear elevation, which has the form of a single storey lean-to outshot, would appear from the submitted Heritage Statement to be part of the Victorian reconstruction of Walnut Cottage. The fabric affected by the partial removal of the rear wall to create access to the link is therefore relatively late in date, and consequently makes a relatively low contribution to the special interest of the listed building. In this context, the removal of the wall with nibs retained to demonstrate the original extent of the lean-to is considered acceptable.

In terms of the principle of an extension to the building, it is noted from the Heritage Statement that the majority of any existing additions to the original timber framed building are likely to be themselves historic in nature (the exception being the porch to the northern end of Well Cottage). In this context, a further modestly scaled extension such as that currently proposed is considered acceptable in principle.

The proposed extension is in the form of a linked annexe, which sets the bulk of the addition slightly away from the main building by means of a largely glazed linking structure. The main annexe is also substantially glazed to the northern and western garden-facing elevations, which further reduces the apparent scale of the additions. The annexe has a gabled roof and exposed timber framing, with other facing and roofing materials also reflecting the historic cottage. On balance, the scale, form and design of the proposed extension are therefore not considered contentious, subject to detail.

- The proposal to enlarge the rear patio adjacent to the rear extension is not considered contentious subject to detail as a significant portion of the green space of the garden is retained.
- The existing modern porch to the northern end of the building is not of any special interest, and the loss of fabric required to create the new window openings is not considered contentious. The proportions and design of these windows are shown to match an existing window to the side of the structure and are also not considered contentious.
- The wall which it is proposed to remove at ground floor is a modern partition located within Walnut Cottage, which as above is believed to be a Victorian reconstruction of the southern end of the original building. This work is not considered contentious.
- The removal and replacement of the concrete flooring to the living room with a more sympathetic breathable alternative is welcomed.
- The relocated partition at first floor will have some impact on the floor plan of the adjacent bedroom, which will be reduced. However, given the modern nature of the fabric affected and the relatively minor nature of the alteration, this work is not considered contentious. Details of the associated works to pipe runs have been provided and are considered acceptable.
- The proposed WC at second floor level does not affect historic fabric and results in only a minor impact on the room plan of the attic space. Again, a strategy for the associated pipe runs has been provided and is considered acceptable. This aspect of the proposal is therefore not considered contentious.

In summary, the proposed works are considered to preserve the special interest of the listed building and the character and appearance of the Conservation Area, meeting the requirements of District Plan Policies DP34 and DP35 and the relevant paragraphs of the NPPF.

I would recommend the following conditions:

- Details of roofing and facing materials
- Detailed drawings, at an appropriate large scale, including sections, and annotated to show materials and finishes, of the following:
 - o Typical examples of new windows and doors including the roof lantern to the link

- o Typical eaves detail to link and annexe
- Details of the paving material to the extended patio

Tree Officer

I have reviewed the AIA for this proposal, and whilst I note a category B tree is to be removed, which would be a constraint to development. In this case, it is already causing significant damage to the hard standing, which would cause further damage if retained. I believe that this tree could be adequately mitigated by replacement, native tree, secured by condition.

Please condition adherence to the AIA, and attach a Landscaping Condition for mitigation planting, should this be approved.

PARISH COUNCIL OBSERVATIONS

No objection subject to the support of the Conservation Officer.

INTRODUCTION

Planning permission is sought for a single storey rear kitchen extension and extended rear patio; the installation of additional windows to existing front porch as well as internal alterations including the removal of modern fabric and installation of new first floor shower room and second floor WC.

RECENT PLANNING HISTORY

BK/016/79 - Construction of entrance porch at side of property. Permission.

DM/25/2251 - Single storey rear kitchen extension and extended rear patio. Installation of additional windows to existing front porch. Internal alterations including removal of modern fabric and installation of new first floor shower room and second floor WC. Pending determination.

SITE AND SURROUNDINGS

Walnut And Well Cottage is an east facing, detached, dwelling that is Grade II listed. It is a timber framed building, with sections of painted brick and tile hanging, with a tile and slate roof and casement windows. The dwelling has a porch on the northern, side, elevation. At the northern end of the garden is a detached garage building and area of hardstanding, used for parking.

The application site is located within of the built up area of Bolney and also lies within the Bolney (South) Conservation Area. To the north of the site are dwellings, the Eight Bells public house is to the south, fields are to the west and the highway is to the east. The application site directly fronts the highway.

APPLICATION DETAILS

Permission is sought for both internal and external works to the dwelling. Externally it is firstly proposed to construct a single storey rear extension. This would contain the dining room and enable the kitchen to be enlarged. The extension is to have an overall depth of some 5.3 metres, of which 1.5 metres would be a link. An irregular width is proposed, which would have a maximum width of approximately 5.7 metres and minimum of 4.9 metres. The link is to be of a flat roof design with a roof lantern. The flat roof would have a height of some 2.7 metres and overall it would be 3.1 metres high. A pitched roof is proposed over the remaining area that would measure approximately 3.1 metres to the eaves and 4.5 metres to the ridge. The extension is to be partially glazed and finished in white painted brick walls. The pitched roof is to be finished in plain clay roof tiles to match the existing building.

Adjacent to the above extension, it is proposed to enlarge the existing patio along the remaining rear elevation. This would have a maximum depth of some 6.0 metres from the rear wall, some 2.3 metres deeper than the existing patio. It is to be finished in stone to match the existing.

Lastly it is proposed to install two windows within the existing porch, on the northern elevation. These are to be timber windows, with the frames painted black.

Internally it is proposed to remove a wall and replace flooring on the ground floor, re-configure partitions on the first floor and create a WC within a bedroom located in the roofspace.

An associated application for listed building consent is being considered under application DM/25/2251.

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, Site Allocation Development Plan Document (DPD) and Bolney Neighbourhood Plan.

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:

DP26 - Character and Design

DP34 - Listed Buildings and Other Heritage Assets

DP35 - Conservation Areas

DP37 - Trees, Woodland and Hedgerows

Site Allocations DPD

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

There are no relevant policies.

Bolney Neighbourhood Plan

The Bolney Neighbourhood Plan was formally made on 21st September 2016.

Relevant policies:

BOLD1 - Design of New Development and Conservation

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) was published for public consultation on 12th January 2024 for six weeks and as a result of this consultation there are unresolved objections to the majority of Policies in the draft District Plan. 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
DPN4 - Trees, Woodland and Hedgerows
DPB1 - Character and Design
DPB2 - Listed Buildings and Other Heritage Assets
DPB3 - Conservation Areas

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 2023)

Legislation

Planning (Listed Buildings and Conservation Areas) Act 1990

ASSESSMENT

Design and impact upon heritage assets

Section 66 (1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 states *'In considering whether to grant planning permission (or permission in principle) for development which affects a listed building or its setting, the local planning authority or, as the case may be, the Secretary of State shall have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses'*.

Policy DP34 of the Mid Sussex District Plan, in part, relates to listed buildings and states:

'Development will be required to protect listed buildings and their settings. This will be achieved by ensuring that:

- o A thorough understanding of the significance of the listed building and its setting has been demonstrated. This will be proportionate to the importance of the building and potential impact of the proposal;*
- o Alterations or extensions to a listed building respect its historic form, scale, setting, significance and fabric. Proposals for the conversion or change of use of a listed building retain its significance and character whilst ensuring that the building remains in a viable use;*
- o Traditional building materials and construction techniques are normally used. The installation of uPVC windows and doors will not be acceptable;*
- o Satellite antennae, solar panels or other renewable energy installations are not sited in a prominent location, and where possible within the curtilage rather than on the building itself;*
- o Special regard is given to protecting the setting of a listed building;*
- o Where the historic fabric of a building may be affected by alterations or other proposals, the applicant is expected to fund the recording or exploratory opening up of historic fabric'.*

Section 72 (1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 states *'In the exercise, with respect to any buildings or other land in a conservation area, of any powers under any of the provisions mentioned in subsection (2), special attention shall be paid to the desirability of conservation preserving or enhancing the character or appearance of that area'*.

Policy DP35 relates to development within conservation areas:

Development in a conservation area will be required to conserve or enhance its special character, appearance and the range of activities which contribute to it. This will be achieved by ensuring that:

- o New buildings and extensions are sensitively designed to reflect the special characteristics of the area in terms of their scale, density, design and through the use of complementary materials;
- o Open spaces, gardens, landscaping and boundary features that contribute to the special character of the area are protected. Any new landscaping or boundary features are designed to reflect that character;
- o Traditional shop fronts that are a key feature of the conservation area are protected. Any alterations to shopfronts in a conservation area will only be permitted where they do not result in the loss of a traditional shopfront and the new design is sympathetic to the character of the existing building and street scene in which it is located;
- o Existing buildings that contribute to the character of the conservation area are protected. Where demolition is permitted, the replacement buildings are of a design that reflects the special characteristics of the area;
- o Activities such as markets, crafts or other activities which contribute to the special character and appearance of the conservation area are supported;
- o New pavements, roads and other surfaces reflect the materials and scale of the existing streets and surfaces in the conservation area.

Development will also protect the setting of the conservation area and in particular views into and out of the area.

New buildings of outstanding or innovative design may be acceptable in conservation areas provided that their impact would not cause material harm to the area'.

Policy DP26 of the Mid Sussex District Plan relates to design:

'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:

- o *is of high quality design and layout and includes appropriate landscaping and greenspace;*
- o *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;*
- o *creates a sense of place while addressing the character and scale of the surrounding buildings and landscape;*
- o *protects open spaces, trees and gardens that contribute to the character of the area;*
- o *protects valued townscapes and the separate identity and character of towns and villages;*
- o *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 DP27);*
- o *creates a pedestrian-friendly layout that is safe, well connected, legible and accessible;*
- o *incorporates well integrated parking that does not dominate the street environment, particularly where high density housing is proposed;*
- o *positively addresses sustainability considerations in the layout and the building design;*
- o *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;*
- o *optimises the potential of the site to accommodate development.'*

This ethos is reflected in policy BOLD1 of the Bolney Neighbourhood Plan.

The Mid Sussex Design Guide SPD also provides advice for extensions to dwellings. Principle DG49 states that:

'Extensions should respond to the design of the original dwelling and applicants 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 allowing the original building to remain the dominant element of the property whether it has one or several additions'.

With regards to rear extensions, principle DG51 of the Design Guide sets out:

'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 application relates to a Grade II listed building, dating from the 16th century. It was historically two properties that became a single dwelling in the 20th century. Permission is sought for a single storey rear extension, the enlargement of a patio, the addition of windows to a porch as well as internal works.

The application has been reviewed by the Conservation Officer. In terms of the rear extension, the area of the building that would be affected is advised as being part of a re-construction. As such the fabric that would be affected is relatively late in date and considered to make a relatively low contribution to the special interest of the listed building. The Conservation Officer has therefore advised that the removal of this section of wall, with nibs retained, would be considered acceptable.

With regards to the principle of extending the building the Conservation Officer has advised that, given the previous extensions are predominantly historic, a modest addition would be acceptable. The proposed extension includes a link, which sets the bulk away from the main building, and is to be substantially glazed, which would further reduce its apparent scale. The other materials to be used would reflect the main building. As such it is therefore concluded by the Conservation Officer that the extension would not be contentious, subject to detail.

In terms of the enlargement of the patio, as a large area of the garden is to be retained, no objection has been raised by the Conservation Officer. With regards to the works to the porch, this section of the building is modern and not of any special interest. The removal of fabric for the new windows is therefore not advised as being contentious and the proportions of the window would be consistent with the existing dwelling. No objection is therefore raised to this aspect of the proposal, and the internal works have also been advised as being acceptable.

The view of the Conservation Officer is shared from a design perspective. The scale, form and design of the rear extension would be appropriate to the host dwelling and the other works would be sympathetic.

Conditions have been recommended by the Conservation Officer to secure details of the materials, windows, doors and the eaves. These conditions are considered to be reasonable and necessary to ensure that the final details of the development would be appropriate and to protect the special interest of the listed building and the conservation area.

Impact to amenity

Policy DP26 of the Mid Sussex District Plan seeks to ensure that new 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 (see Policy DP27)'.

In terms of the impact to amenity, the proposed extension would be situated closest to the Eight Bells public house. A mature hedge forms the boundary between the application site and the public house. Given this, the scale of the addition and that both properties are set away from the boundary, it is considered that there would not be a significant loss of light or outlook to this neighbour. Whilst new windows are proposed as part of the development, given the distance between these openings and neighbouring properties, it is considered that the privacy of neighbours would not be significantly harmed.

Due to the domestic nature of the proposed works, there would not be an unreasonable impact with regards to noise, air and light pollution.

Impact to trees

Policy DP37 of the Mid Sussex District Plan relates to trees and states:

'The District Council will support the protection and enhancement of trees, woodland and hedgerows, and encourage new planting. In particular, ancient woodland and aged or veteran trees will be protected.

Development that will damage or lead to the loss of trees, woodland or hedgerows that contribute, either individually or as part of a group, to the visual amenity value or character of an area, and/ or that have landscape, historic or wildlife importance, will not normally be permitted.

Proposals for new trees, woodland and hedgerows should be of suitable species, usually native, and where required for visual, noise or light screening purposes, trees, woodland and hedgerows should be of a size and species that will achieve this purpose.

Trees, woodland and hedgerows will be protected and enhanced by ensuring development:

- o incorporates existing important trees, woodland and hedgerows into the design of new development and its landscape scheme; and*
- o prevents damage to root systems and takes account of expected future growth; and*
- o where possible, incorporates retained trees, woodland and hedgerows within public open space rather than private space to safeguard their long-term management; and*
- o has appropriate protection measures throughout the development process; and*
- o takes opportunities to plant new trees, woodland and hedgerows within the new development to enhance on-site green infrastructure and increase resilience to the effects of climate change; and*
- o does not sever ecological corridors created by these assets'.*

A Tree Survey, Arboricultural Impact Assessment and Arboricultural Method Statement has been submitted as part of this application. Eight trees have been surveyed around the garden, four have been identified as Category B and one Category A. As part of the report a Category B cypress tree is shown to be removed, which is currently affecting an area of hard surfacing. The trees within the application site are protected by virtue of being within a conservation area and are visible from public vantage points.

The Tree Officer has reviewed the report and commented that the tree to be removed would cause further damage if retained and could be mitigated through a replacement tree. No objection has been raised regarding the other tree protection measures. A condition has therefore been recommended to ensure that the development is carried out in accordance with the tree report and to secure a replacement tree. This is considered to be reasonable and necessary to protect the trees and to ensure that there is mitigation for the tree to be removed.

Other Matters

Southern Water has submitted comments on the application and have requested conditions for the developer to advise if any landscaping is proposed and for surface water run off disposal to be in accordance with Building Regulations and acceptable with Southern Water. The response provided, however, sets out the site does not lie within Southern Water's statutory area for water supply drainage services. Furthermore any planning permission granted would not override the responsibilities of the applicant in relation to Building Regulations and Southern Water's requirements. The Council's Drainage Engineer has also commented on the application and has raised no objection in relation to flooding from any source. An informative has been recommended and can be attached to any consent, as can advice from Southern Water.

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

In conclusion, the proposal would accord with the requirements of policies DP12, DP26, DP34, DP35 and DP37 of the Mid Sussex District Plan and policy BOLD1 of the Bolney Neighbourhood Plan. The development is therefore considered to be acceptable.

Decision: Permission

Case Officer: Caroline Grist