



APPLICATIONS & APPEALS SERVICES

**Erection of two storey side and rear
extension**

Bowleys, Church Lane, Albourne BN6 9BY

**PLANNING, DESIGN AND ACCESS
STATEMENT**

June 2025



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1.0 INTRODUCTION

1.1 Planning permission is sought for the erection of a two storey side and rear extension at Bowleys, Church Lane, Albourne.

1.2 This Statement sets out the details of the proposal which is appraised having regard to the following aspects:

- **Physical Context** – explains the physical context of the site and its surroundings;
- **Planning Context** – relevant planning history of the site and broad policy requirements;
- **Use** – the purpose of the proposed development;
- **Amount** – the extent of development on the site;
- **Layout** – the relationship of the proposed development to the site and its setting;
- **Access** – access to the proposed development and associated parking;

- **Landscape** – impact of the proposal on the existing landscape and proposed planting;

1.3 This Statement will demonstrate that the proposed development accords with the relevant planning policies and is acceptable in all respects.

2.0 PHYSICAL & PLANNING CONTEXT

(i) Physical Context

- 2.1 The application property is a semi-detached cottage located within an enclave of properties on the southern side of Church Lane, west of the main village of Albourne.
- 2.2 The cottage has the appearance of a chalet style property to the front, with a sloping roof containing a dormer window. To the rear the property is more two storey in appearance, with a full two storey gable end. The property is brick built, with tiled roof and a timber clad gable end.
- 2.3 The property is set within a large curtilage, and owns land to the south and west. The house is in a rural location with open fields, hedges and trees characterising the local area. The following are images of the application site and surrounding area:



Front elevation of Bowleys and Nulli Secundus



Nulli Secundis adjoining



South elevation of Bowleys



Rear elevation (east) of Bowleys



Gable end of Bowleys



View north west from rear garden



View east from garden towards The Limes



View south east



Closer view of properties in The Limes



Entrance from shared access drive off Church Lane



View south of land to west of Bowleys

(ii) Planning Context

- 2.4 An inspection of the Council's online planning register has shown that there do not appear to have been any previous planning applications relating to Bowleys.

National Planning Policy Framework (NPPF) December 2024

- 2.5 The presumption in favour of sustainable development remains at the heart of the revised National Planning Policy Framework. In Chapter 2 the NPPF restates at paragraph 7 that ***'the purpose of the planning system is to contribute to the achievement of sustainable development.'*** Paragraph 10 goes on to highlight that there is a **presumption in favour of sustainable development.**
- 2.6 Paragraph 8 of the NPPF sets out the following three dimensions to sustainable development:
- a) an economic objective – to help build a strong, responsive and competitive economy, by ensuring that sufficient land of the right types is available in the right places and at the right time to support growth, innovation and improved productivity; and by identifying and coordinating the provision of infrastructure;***

b) a social objective – to support strong, vibrant and healthy communities, by ensuring that a sufficient number and range of homes can be provided to meet the needs of present and future generations; and by fostering a well-designed, beautiful and safe places, with accessible services and open spaces that reflect current and future needs and support communities’ health, social and cultural well-being; and

c) an environmental objective – to protect and enhance our natural, built and historic environment, including making effective use of land, improving biodiversity, using natural resources prudently, minimising waste and pollution, and mitigating and adapting to climate change, including moving to a low carbon economy.

2.7 Paragraph 9 states:

“These objectives should be delivered through the preparation and implementation of plans and the application of the policies in this Framework; they are not criteria against which every decision can or should be judged. Planning policies and decisions should play an active role in guiding development towards sustainable solutions, but in doing so should take local circumstances into

account, to reflect the character, needs and opportunities of each area.”

2.8 Paragraph 11 states:

11. Plans and decisions should apply a presumption in favour of sustainable development.

For decision-taking this means:

c) approving development proposals that accord with an up-to-date development plan without delay; or

d) where there are no relevant development plan policies, or the policies which are most important for determining the application are out-of-date, granting permission unless:

i. the application of policies in this Framework that protect areas or assets of particular importance provides a strong reason for refusing the development proposed; or

ii. any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole, having particular regard to key policies for directing development to sustainable locations, making effective use of land, securing well-designed places and providing affordable homes, individually or in combination.

2.9 Footnote 9 clarifies part (ii) stating:

The policies referred to are those in paragraphs 66 and 84 of chapter 5; 91 of chapter 7; 110 and 115 of chapter 9; 129 of chapter 11; and 135 and 139 of chapter 12.

2.10 Chapter 4 addresses decision making. Paragraph 39 states that ***‘Local planning authorities should approach decisions on proposed development in a positive and creative way.’***

2.11 Paragraph 48 restates that ***‘Planning law requires that applications for planning permission be determined in accordance with the development plan, unless material considerations indicate otherwise.’***

2.12 In terms of design, Section 12 seeks to achieve well designed places sets out that the ***‘The creation of high quality, beautiful and sustainable buildings and places is fundamental to what the planning and development process should achieve. Good***

design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities’ (paragraph 131).

2.13 Paragraph 135 states:

“Planning policies and decisions should ensure that developments:

a) will function well and add to the overall quality of the area, not just for the short term but over the lifetime of the development;

b) are visually attractive as a result of good architecture, layout and appropriate and effective landscaping;

c) are sympathetic to local character and history, including the surrounding built environment and landscape setting, while not preventing or discouraging appropriate innovation or change (such as increased densities);

d) establish or maintain a strong sense of place, using the arrangement of streets, spaces, building types and materials to create attractive, welcoming and distinctive places to live, work and visit;

e) optimise the potential of the site to accommodate and sustain an appropriate amount

and mix of development (including green and other public space) and support local facilities and transport networks; and

f) create places that are safe, inclusive and accessible and which promote health and well-being, with a high standard of amenity for existing and future users; and where crime and disorder, and the fear of crime, do not undermine the quality of life or community cohesion and resilience.

2.14 Paragraph 139 states that:

Development that is not well designed should be refused, especially where it fails to reflect local design policies and government guidance on design, taking into account any local design guidance and supplementary planning documents such as design guides and codes. Conversely, significant weight should be given to:

a) development which reflects local design policies and government guidance on design, taking into account any local design guidance and supplementary planning documents such as design guides and codes; and/or

b) outstanding or innovative designs which promote high levels of sustainability, or help raise the standard of design more generally in an area,

so long as they fit in with the overall form and layout of their surroundings.

2.15 Chapter 15 relates to conserving and enhancing the natural environment. Paragraph 187 states that planning decisions should **“contribute to and enhance the natural and local environment”** by *inter alia* protecting and enhancing valued landscapes, sites of biodiversity value, recognising the intrinsic character and beauty of the countryside, and minimising impacts on and providing net gains for biodiversity.

2.16 Paragraph 189 sets out that:

Great weight should be given to conserving and enhancing landscape and scenic beauty in National Parks, the Broads and National Landscapes which have the highest status of protection in relation to these issues. The conservation and enhancement of wildlife and cultural heritage are also important considerations in these areas, and should be given great weight in National Parks and the Broads. The scale and extent of development within all these designated areas should be limited, while development within their

setting should be sensitively located and designed to avoid or minimise adverse impacts on the designated areas.

Local Planning Policy

- 2.17 Local Planning policy is set out within the Development Plan which comprises the Mid Sussex District Plan 2014 - 2031 (MSDP) adopted in March 2018, and the Albourne Neighbourhood Plan, made September 2016.
- 2.18 The Proposals Map shows the application site to lie within the countryside. It does not lie within any designated landscape protection area.
- 2.19 The relevant policies of the MSDP are set out as follows:
- DP12: Protection and enhancement of the countryside
 - DP21: Transport

- DP26: Character and Design

- 2.20 Policy DP12 states that development will be permitted in the countryside provided it maintains or where possible enhances the quality of the rural and landscape character of the District. The impact of development proposals on the quality of rural and landscape character will be assessed using evidence such as Landscape Character Assessments.
- 2.21 Policy DP21 seeks to ensure that schemes are sustainably located to minimise the need for travel, and protect the safety of road users and pedestrians, and seeks to provide adequate parking in relation to development proposals.
- 2.22 Policy DP26 requires all development and surrounding spaces, including alterations to existing buildings, to be well designed and reflect the distinctive character of the towns and villages while being sensitive to the countryside.

Albourne Neighbourhood Plan

2.23 Mid Sussex District Council formally 'made' the Albourne Neighbourhood Plan part of the Local Development Plan for the Parish of Albourne as of 22 September 2016. The policies contained therein carry full weight as part of the Development Plan for planning decisions within Albourne.

2.24 Relevant policies include

- ALC1: Conserving and Enhancing Character

Mid Sussex Design Guide Supplementary Planning Document (Nov 2020)

2.25 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 4 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.

2.26 Relevant design principles include:

- Principle DG49: General principles for extensions
- Principle DG50: Front and side extensions
- Principle DG51: Rear extensions

3.0 DETAILS OF THE PROPOSAL: USE, AMOUNT & SCALE OF DEVELOPMENT

- 3.1 Planning permission is sought for the erection of a two storey, side and rear extension to Bowleys.
- 3.2 The existing cottage is modest in scale and appears to be unaltered since being originally built. It currently provides a kitchen, sitting room and bathroom at ground floor level and 3 bedrooms at first floor level, primarily located within the roof space. Rooms are cramped, and the downstairs bathroom is outdated and not ideal for modern family living.
- 3.3 The proposed extension has been carefully designed to update the living accommodation, whilst retaining the cottage style of the property and maintaining the scale of the dwelling.

- 3.4 The proposed extension would essentially project 4m to the side of the dwelling, and 2.5m to the rear. The proposal would also see the enclosure of the open porch/patio area to the front of the existing sitting room.
- 3.5 The side extension would be set back approximately 1.8m from the front of the existing property. The rear element would have a width of approximately 8.5m and would remain approximately 3.2m from the boundary with the adjoining property. The extension would allow for the provision of a second reception room/dining room, and a larger kitchen. The bathroom would be converted into a wc and utility room
- 3.6 At first floor level the side and rear projections would reflect those at ground level. In addition, a dormer to match that already existing in the front roof slope would be provided to bedroom 2. The majority of the new floorspace would be occupied by

the master bedroom with en suite facilities. A new family bathroom would also be provided.

3.7 The site lies within an area of countryside protection under the Local Plan. Policy DP12 states that the countryside will be protected in recognition of its intrinsic character and beauty. Development will be permitted in the countryside provided it maintains or where possible enhances the quality of the rural and landscape character of the District, and:

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

3.8 The Albourne Neighbourhood Plan has a similar requirement under policy ALC1, which allows development in the countryside, providing certain 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.***

3.9 The application is not necessary for the purposes of agriculture, but is supported by Policy DP26 of the Mid Sussex District Plan, which states (in part):

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;***
- ***protects open spaces, trees and gardens that contribute to the character of the area;***

- positively addresses sustainability considerations in the layout and the building design;

3.10 The concept of design will be addressed in greater detail later within this statement, but in summary it is considered that the proposed extension is of a high quality of design, which is respectful of the scale and style of the host dwelling, as well as being appropriate to the character and appearance of the surrounding area.

3.11 It is considered that the proposed extension is acceptable in principle, meeting the relevant requirements of policies DP12, DP26 and ALC1

4.0 LAYOUT, DESIGN & APPEARANCE

4.1 The NPPF sets out that the Government attaches great importance to the design of the built environment (paragraph 131). The NPPF is clear that good design should be sought in all developments and that it can make buildings more usable, durable and adaptable.

4.2 District Plan policy DP26 is a general design policy relating to all new development. It 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;***

4.3 The proposal is for a modest addition to an existing property. The extension has been very carefully designed to retain the scale and character of the host property, as well as having regard to the adjoining semi-detached cottage. The property will remain as a residential dwelling, and the curtilage will be retained as a residential garden.

• creates a sense of place while addressing the character and scale of the surrounding buildings and landscape;

4.4 The proposed development is of a scale appropriate to the location. It will appear as subservient to the host dwelling thus ensuring that the host dwelling retains its cottage character. Furthermore, it has been designed so that the pair of semi-detached cottages will not appear significantly unbalanced.

4.5 The property will remain of a modest scale, in keeping with the other properties in the immediate vicinity. The proposed design, and the materials to

be used, are in keeping with the character of the area. It will not encroach into the countryside.

• protects open spaces, trees and gardens that contribute to the character of the area;

4.6 The proposal relates to an existing building. There will be no encroachment into open spaces. No trees will be harmed by the proposal.

• protects valued townscapes and the separate identity and character of towns and villages;

4.7 The site does not lie within an area designated for any special character or historic value. The traditional style of the dwelling will be retained, and will remain in keeping with the rural character of the area.

• 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);

- 4.8 The extension has been sited to reduce the impact on the adjoining property. The rear projection is restricted to approximately 2.8m (less than the 3m allowed under permitted development), and is set approximately 3.2m from the boundary with Nulli Secundus (the adjoining property). At ground floor level, both properties have an attached small porch/shed structure on the boundary which would be located between the proposed extension and any ground floor windows in the adjoining property.
- 4.9 At first floor level, the extension would be approximately 4m from the nearest first floor window at the adjoining property.
- 4.10 It is not considered that the proposal would result in any significant detriment by reason of loss of day light or sunlight to the occupiers of the neighbouring property.

4.11 No windows are proposed in the north elevation of the extension. The new first floor rear windows will not increase the amount of overlooking that is already possible from the existing bedroom window. It is normal for the occupiers of semi-detached properties to be able to view parts of the garden of the neighbouring property. No loss of privacy will result from the proposal with respect to the adjoining property.

4.12 The extension will be set some 20m from the properties to the rear of Bowleys at The Limes. It is not considered that the proposal will have any significant impact on the occupiers in terms of overlooking or loss of privacy.

• creates a pedestrian-friendly layout that is safe, well connected, legible and accessible;

4.13 This criterion is not relevant given the modest scale of the proposal.

- ***incorporates well integrated parking that does not dominate the street environment, particularly where high density housing is proposed;***

4.14 The proposal has no impact on existing arrangements.

- ***positively addresses sustainability considerations in the layout and the building design;***

4.15 The building works will comply with the relevant Building Regulations.

- ***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;***

4.16 Given the small scale of the current proposal, this criterion is not considered to be relevant.

- ***optimises the potential of the site to accommodate development.***

4.17 Given the small scale of the current proposal, this criterion is not considered to be relevant.

4.18 It is considered that the proposal meets all the requirements of policy DP26.

4.19 Chapter 9 of the Mid Sussex Design Guide SPD relates to household extensions. Design Principle DG49 sets out the general design principles for extensions. It states:

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.

4.20 The addition has been carefully designed to reflect and retain the character of the host property. It incorporates features that are characteristic of the host and the adjoining property such as the dormer window, roof slopes and the change from chalet to two storey height. However, with the set back from the front elevation, the minimal projection to the rear and the lower ridge height, the addition appears subservient to the host dwelling, Bowleys retains its cottage character and the balance of the pair of semis is retained.

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.

4.21 As stated, the form of the addition reflects that of the host dwelling. Features have been incorporated to complement those already existing. All materials

will match those already in use for the existing property.

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

4.22 There will be no significant loss to the amenity space existing at the property.

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.

4.23 The proposed addition utilises the first approach outlined by the Design Guide. It is considered that the proposal is well designed, retains the character and style of the host property, respects the adjoining property, and respects the character of the wider area.

All extensions and alterations should consider their impact on neighbouring properties (refer to Chapter 8 on residential amenity).

4.24 As outlined earlier within this statement, the proposal will not result in any detrimental impact to residential amenity for the occupiers of neighbouring properties.

4.25 Design Principle DG50 relates to front and side extensions and advises that 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 relevant sections state:

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.

4.26 Due to the location of the host property, the proposed addition will not be seen in the context of a streetscene. Notwithstanding this matter, it is considered that the high standard of design utilised for the proposed addition means that the resultant building will not be seen as a prominent feature in the views available, and will not have an adverse impact on the appearance of Bowleys.

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.

4.27 As stated, the proposed side extension is set back from the front elevation of the property. Combined with the lower ridge height of the side addition, the proposal will appear subservient to the host property.

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.

4.28 Due to the location of Bowleys, this criterion is not relevant to the current proposal. However, the extension has been carefully designed having regard to the semi-detached neighbouring property. The subservient design of the extension has been utilised to ensure that the pair of semi-detached properties does not become unbalanced.

4.29 Principle DG51 relates to rear extensions and advises that they should have consideration for the character of the existing building and the relationship with side boundaries and adjacent buildings and gardens. It 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.

4.30 The rear element of this proposal has continued to reflect the character and appearance of the host property and its attached neighbour. It is set well away from site boundaries. With regard to the adjoining property, the rear projection has been kept to a modest 2.5m (less than is allowed under permitted development) and is set some 3.2m away from the common boundary. It is considered that the relationship is appropriate and also protects the residential amenities of the occupiers of the adjoining occupiers.

4.31 It is considered that the proposal meets the requirements of relevant Local Plan policies, as well

as being in accord with the principles of the adopted Design Guide.

5.0 ACCESS & PARKING

- 5.1 Access and parking arrangements remain unaltered. The amount of parking available is retained and there is no impact on access arrangements. There will be no increase in vehicle movements or parking requirements.

6.0 CONCLUSIONS

- 6.1 This Planning, Design and Access Statement supports the application seeking planning permission for the erection of a two storey, side and rear extension at Bowleys, Church Lane, Albourne.
- 6.2 The proposal will not result in any harm to the amenities of adjoining properties.
- 6.3 The proposal will not cause any harm to the character or appearance of the surrounding area. The high-quality design of the proposal will not detract from the character and appearance of the host dwelling. Moreover, it respects and reflects the scale, character and appearance of the host dwelling, as well as that of its adjoining neighbour.
- 6.4 This Planning, Design and Access Statement demonstrates that the proposed development is compliant with the aims of the revised NPPF and policies of the MSDP and Albourne Neighbourhood

Plan, and meets the principles set out in the Mid Sussex Design Guide SPD. It is therefore hoped that the application may be viewed favourably.