

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/2982	Case Officer:	Stefan Galyas
Application Type:	Householder Application		
Proposal:	Proposed single storey extension and internal alterations. Demolish existing single storey.		
Site:	1 Old Church Cottages, Church Lane, Horsted Keynes, Haywards Heath, West Sussex, RH17 7AY, ,		
Validation Date	20 Nov 2025	Overall Expiry Date:	26 Dec 2025
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	12 Jan 2026
Target Date:	15 Jan 2026	Recommending Officer Signature:	<i>Stefan Galyas</i>

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	<i>Stephen Ashdown</i>	Date:	13 Jan 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/2982

**1 Old Church Cottages, Church Lane, Horsted Keynes, Haywards Heath, West Sussex, RH17 7AY,
Proposed single storey extension and internal alterations. Demolish existing single storey.
Mr Guy Bowen**

SUMMARY OF REPRESENTATIONS

There were no letters of representation received in response to the current proposal.

SUMMARY OF CONSULTEES

Conservation Officer:

The current proposal represents a further decrease in the footprint of the proposed side addition (in comparison to previous applications) and also reflects a reconsideration of its form and detailing, introducing a stepped footprint and full height glazing to the rear element (the proposed dining area) - although the extension would still represent an increase in footprint and bulk over the existing side addition, these aspects of the current proposal should assist in further reducing its apparent scale. The cumulative impact of the proposed extension and existing two storey rear addition remains to my mind somewhat problematic, however, on balance, the current proposal, which is very significantly reduced from the proposed two storey side extension originally envisaged, is in my opinion now acceptable in terms of its scale.

The proposed extension sits no further forward than the existing addition and should not (subject to detail) have a harmful physical impact on the historic fabric of the building, which is confined to the front range, or result in concealment of additional fabric of interest from view. The removal of the side wall to the existing rear extension affects only relatively modern fabric and is not considered contentious.

In summary, therefore, the proposed extension is considered to preserve the special interest of the listed building and the character and appearance of the Horsted Keynes Conservation Area.

Tree Officer:

No objection.

TOWN/PARISH COUNCIL OBSERVATIONS

Parish Council: No objection.

INTRODUCTION

The application seeks planning permission for the demolition of the existing single storey side extension and in its place for the development of a single storey side extension.

RELEVANT PLANNING HISTORY

DM/21/3790: Construct single storey workshop building, new driveway and entrance gate and associated landscaping works. Permission 18.03.2022.

DM/22/0961: Discharge of conditions 3, 4, 5 and 8 relating to planning reference DM/21/3790. Permission 18.10.2022.

DM/24/2144: Single storey extension and internal alterations. Demolish existing single storey. Refused 16.04.2025.

DM/24/2128: Single storey extension and internal alterations. Demolish existing single storey. (Amended Plans and Planning Statement received 13/01/2025). Refused 16.04.2025.

DM/25/2983: Proposed single storey extension and internal alterations. Demolish existing single storey. Pending consideration.

SITE AND SURROUNDINGS

1 Old Church Cottage is located to the eastern side of Church Lane and is a semi-detached two storey dwellinghouse attached to Spring Cottage on the eastern (side) with St Giles Primary School to the north. Both 1 Old Church Cottage and Spring Cottage are Grade II Listed Buildings, the site is designated as being within the built up area boundaries of Horsted Keynes, as well as being within the Conservation Area and an Area of Outstanding Natural Beauty.

APPLICATION DETAILS

The proposed development would demolish the existing single storey side (west) elevation extension. In its place, a new single storey side extension would be developed which would measure at approximately 6m in length, 3.3m in maximum width, have an eaves height of 2.3m and a ridge height measuring at 3.9m high. Proposed external materials would comprise a brick plinth and oak cladding to the walls, plain clay roof tiles as well as a lead valley and oak joinery to the windows and doors.

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 the Horsted Keynes 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:

DP16: High Weald Area of Outstanding Natural Beauty

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.

Neighbourhood Plan

Horsted Keynes Neighbourhood Plan (Made May 2023)

Relevant Policies

Policy HK4 Maintaining Local Character and Good Quality Design

Policy HK5 Infill Development and Domestic Extensions

Other Legislation

Planning (Listed Buildings and Conservation Areas) Act 1990

Section 66(1) - Special regard to be had to the preservation of a listed building or its setting.

Section 72(1) - Special attention to be paid to preserving or enhancing the character or appearance of a conservation area.

Other Material Considerations

Mid Sussex District Plan 2021-2039 Consultation Draft

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:

DPS1 - Climate Change

DPS2 - Sustainable Design and Construction

DPC4: High Weald Area of Outstanding Natural Beauty

DPB:1: Character and Design

DPB2: Listed Buildings and Other Heritage Assets

DPB3: Conservation Areas

DPN4 - Trees, Woodland and Hedgerows

Mid Sussex Design Guide Supplementary Planning Document (SPD)

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

National Planning Policy Framework (NPPF) (December 2024)

The National Planning Policy Framework (NPPF) 2024 is a material consideration. Paragraphs 2, 8, 11, 39, 48, 131, 135, 139, 189, 207, 208, 209, 212-215, 219 & 220.

High Weald AONB Management Plan 2024-2029

High Weald Housing Design Guide (November 2019)

ASSESSMENT

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

- Impact on Character and Design, Including Heritage Assets
- Impact on the High Weald AONB
- Impact on Neighbouring Amenities

Impact on Character and Design, Including Heritage Assets

With regard to the setting of the listed building, DP34 requires:

'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.'*

In terms of the impact on the Horsted Keynes Conservation Area, policy DP35 of the District Plan states:

'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.'

Paragraph 207 of the NPPF requires the applicant to describe the significance of any heritage asset affected. Significance is defined in Annex 2 of the NPPF as *["The value of a heritage asset to this and future generations because of its heritage interest. The interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting."].* The applicant has provided a Heritage Statement in support of the application which assesses the proposals impact on the relevant heritage assets. Therefore, this requirement of the NPPF is considered to have been met.

Paragraph 208 of the NPPF requires the Local Planning Authority to identify and assess the particular significance of any heritage asset that may be affected and take this into account when considering the impact of a proposal.

The NPPF states that when considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation.

Paragraphs 212 - 215 of the NPPF states:

"212. When considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation (and the more important the asset, the greater the weight should be). This is irrespective of whether any potential harm amounts to substantial harm, total loss or less than substantial harm to its significance.

213. Any harm to, or loss of, the significance of a designated heritage asset (from its alteration or destruction, or from development within its setting), should require clear and convincing justification. Substantial harm to or loss of:

- a) grade II listed buildings, or grade II registered parks or gardens, should be exceptional;*
- b) assets of the highest significance, notably scheduled monuments, protected wreck sites, registered battlefields, grade I and II* listed buildings, grade I and II* registered parks and gardens, and World Heritage Sites, should be wholly exceptional.*

214. Where a proposed development will lead to substantial harm to (or total loss of significance of) a designated heritage asset, local planning authorities should refuse consent, unless it can be demonstrated that the substantial harm or total loss is necessary to achieve substantial public benefits that outweigh that harm or loss, or all of the following apply:

- a) the nature of the heritage asset prevents all reasonable uses of the site; and*
- b) no viable use of the heritage asset itself can be found in the medium term through appropriate marketing that will enable its conservation; and*
- c) conservation by grant-funding or some form of not for profit, charitable or public ownership is demonstrably not possible; and*
- d) the harm or loss is outweighed by the benefit of bringing the site back into use.*

215. Where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm should be weighed against the public benefits of the proposal including, where appropriate, securing its optimum viable use.

DP26 of the District Plan 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:

- 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 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'*

The Horsted Keynes Neighbourhood Plan states under Policy HK4 that:

All development should maintain the distinct local character and demonstrate good quality design. This means recognising the significance of the village setting, responding to it, and integrating with local surroundings and landscape context as well as the existing built environment and in particular:

o achieving high quality design that respects the scale, bulk and character of existing and surrounding buildings; and
o ensuring proposals relate to established plot widths within streets where development is proposed, particularly where they establish a rhythm to the architecture in a street; and
o using good quality materials that complement the existing palette of materials used within Horsted Keynes; and
o demonstrating where possible innovation to achieve low carbon sustainable design (as per policy HK11); and
o adopting the principles of sustainable urban drainage, where applicable (as per policy HK12); and
o respecting the natural contours of the site and protecting and sensitively incorporating well-established natural features of the landscape including trees, species-rich hedgerows and ponds within the site; and
o providing sufficient external amenity space, refuse and recycling storage and car and bicycle parking to ensure a high quality and well managed streetscape.

With regards to domestic extensions, the Neighbourhood Plan states under HK5:

Proposals for infill development and domestic extensions within the built-up area boundary will be supported where they comply with the following criteria:

o the spacing between buildings reflects the character of the street scene (in the case of domestic extensions, the scale, height and form must fit unobtrusively with and be subservient to the existing building); and
o existing gaps between buildings which provide important views out of the village to the surrounding countryside (as referenced within paragraph 5.29 above) are retained; and
o materials are compatible with materials of existing/surrounding buildings; and
o suitable access and on-site parking is provided without detriment to neighbouring properties; and
o there is no unacceptable harm to the amenity of adjoining residents in respect of access, noise, privacy, daylight, sunlight and outlook is retained.
o Preserving and enhancing heritage assets and their wider settings, including conservation areas, listed buildings and areas of archaeological interest (see also policy HK6).

Policy HK6 of the Horsted Keynes Neighbourhood Plan requires development proposals to preserve or enhance the special character and setting of the Horsted Keynes Conservation Area. A number of different features are also identified within the policy for proposals to have regard to within the conservation area. This includes:

- The use of traditional and natural building materials
- The hedgerows, trees and banked verges, including those in Church Lane, Bonfire Lane and Wyatts Lane.

Principle DG49 of the Mid Sussex Design Guide states:

'Extensions should typically use simple, uncomplicated building forms to compliment 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.'

Principle DG50 of the Mid Sussex Design Guide elaborates further on what constitutes 'good design' in relation to side extensions:

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

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

The below assessment is made whilst being mindful of this guidance and having regard to the statutory duty of the Council, as the Local Planning Authority, to have special regard to the desirability of preserving the listed building or its setting in accordance with the requirements of Section 66 and to pay special attention to the

desirability of preserving or enhancing the character or appearance of that area in Section 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

The proposed development constitutes a decrease in footprint from the previously refused schemes under DM/24/2144 and DM/24/2128. As noted within the Conservation Officer's response, the proposed extension would utilise a stepped footprint which would help improve its overall subservience to the original dwelling. Furthermore, the use of the hipped roof forms are considered to reduce the overall perceived size, scale and bulk of the proposal. The extension is considered to likely be read as a later addition to the property due to its use of an alternative wall material through oak cladding.

In light of the above, the proposal is considered to preserve the special interest of the listed building and would result in a neutral impact on the Horsted Keynes Conservation Area. The proposal would comply with the provisions of Policies DP26 and DP34 and DP35 of the District Plan, Policies HK4 and HK5 of the Horsted Keynes Neighbourhood Plan and the statutory duties as set out within the Listed Buildings and Conservation Areas Act.

High Weald AONB

The legal framework for AONBs, (also known as National Landscapes) in England and Wales is provided by the Countryside and Rights of Way Act (CROW) 2000 which at Section 82 reaffirms the primary purpose of AONBs: to conserve and enhance natural beauty. Section 84 of the CROW requires Local Planning Authorities to 'take all such action as appears to them expedient for accomplishment of the purpose of conserving and enhancing the natural beauty of the AONB'. The Levelling-up and Regeneration Act (2023) amended section 85 of the CROW Act, to create a new duty on relevant authorities to 'seek to further the purpose of conserving and enhancing the natural beauty of the area' when discharging their functions in AONBs'. A similar ethos is found within The High Weald Area of Outstanding Natural Beauty Management Plan which is a material consideration in the determination of planning applications in the AONB.

Policy 16 of the District Plan and policy HK9 of the Horsted Keynes Neighbourhood Plan require proposals in the AONB to conserve or enhance natural beauty.

Paragraph 189 of the NPPF is also relevant. This states:

'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 proposed extension is only single storey in nature and would be viewed in context of the existing dwellinghouse and would not result in an isolated form of development. As such it would not have any adverse impact on the wider landscape quality of the AONB and the complies with the requirements of policy DP16 of the District Plan, policy HK9 of the Horsted Keynes Neighbourhood Plan, High Weald AONB Management Plan 2024-2029 and paragraph 189 of the NPPF.

Impact on Neighbouring Amenities

DP26 states that the development will be permitted provided it;

'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)'

A similar ethos is found within Principles DG45, 46 47 and 48 of the Mid Sussex Design Guide.

Within Policy HK5 of the Neighbourhood Plan the requirement is:

'there is no unacceptable harm to the amenity of adjoining residents in respect of access, noise, privacy, daylight, sunlight and outlook is retained.'

In cases where there is a discrepancy between District and Neighbourhood Plan policies, legislation states that greater weight should be given to the Plan (and policy) that has been adopted at a later date. In this instance the Mid Sussex District Plan was adopted in March 2018 and the Horsted Keynes Neighbourhood Plan in May 2023. As such, it is considered that greater weight should be given to the Neighbourhood Plan policy, with the test being whether the proposal would result in unacceptable harm to neighbouring amenities.

With the proposed extension being single storey in nature and screened from the attached dwelling by the existing dwellinghouse it can be reasonably concluded that the proposal would not cause unacceptable harm to neighbouring amenities in accordance with the above mentioned policies.

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

To summarise, it is considered that the proposal result in a neutral impact on the Horsted Keynes Conservation Area, will have an acceptable impact on the listed building, the character and appearance of the area, the High Weald AONB and neighbouring amenities. As such, the application complies with Policies DP16, DP26, DP34 and DP35 of the Mid Sussex District Plan, Policies HK4, HK5, HK6 and HK9 of the Horsted Keynes Neighbourhood Plan, the Mid Sussex Design Guide, Section 66(1) and 72 (1) of the Planning (Listed Buildings and Conservation Areas) act and the National Planning Policy Framework.

Decision: Permission

Case Officer: Stefan Galyas