

# Planning, Design and Access Statement

The Cottage, 330 Grove Street, Petworth  
(Single Storey Rear Extension)

Full Planning Application

January 2024

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**GENESIS**  
T O W N P L A N N I N G



<b>Application</b>	Application for a replacement single storey rear extension and demolition of the existing porch
<b>Site Address</b>	The Cottage, 330 Grove Street, Petworth GU28 0BD
<b>GTP Ref</b>	23010.SSRE.PDAS01

## Document Management

Project	Version	Date	Author	Checked/ Approved by	Reason for Revision
23010	SSRE.PS01	15/01/2024	CC	KM	
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## 1 INTRODUCTION

- 1.1 The Cottage, 330 Grove Street, Petworth is an end-of-terrace Grade II listed cottage located within Petworth Conservation Area and the South Downs National Park. The property is constructed of stone with red brick detailing, a clay tiled roof, and tile hanging to the second floor side elevation and to the first floor rear elevation. There is a part-brick and part-glazed, tiled porch to the rear of the dwelling which was a later addition (circa 1990).
- 1.2 The property is classified as a small/medium sized dwelling as it has three bedrooms and an internal floor area of 86.56m<sup>2</sup>. The South Downs National Park Extensions and Replacement Dwellings Technical Advisory Note defines a small dwelling/medium sized dwelling as having a total Gross Internal Area of 120m<sup>2</sup> or less and/or has one, two or three bedrooms (as it presented in December 2002).
- 1.3 The property comprises a ground floor with a kitchen, dining room and living room and modern porch addition to the rear; three bedrooms and a bathroom on the first floor; and a boarded loft room which is currently not in use.
- 1.4 The building is orientated north-south with a rear garden facing west.
- 1.5 The site is located within an urban environment with a doctors' surgery to the rear comprising a car park and some grassed areas which form the backdrop to the site.
- 1.6 The site itself is well screened by a boundary wall and hedging such that views into the site are unobtainable from outside the site at ground floor level.
- 1.7 The listing reads:  
*SU 9721 29/28*  
*Formerly listed as Nos 330, 331 (The Studio) and 332 II Cottages. One building. C18 front to an older building. Two storeys. Five windows. No 330 faced with ashlar with red brick dressings and quoins. No 331 red brick. No 332 red brick and grey headers. Tiled roof. Casement windows.*

## 2 THE PROPOSAL

- 2.1 The proposed development is for a replacement single storey rear extension constructed of red brick to match the existing dwelling with a zinc standing seam roof, grey aluminium slim line sliding patio doors and a grey aluminium slim line window.
- 2.2 The proposed single storey rear extension will replace an existing porch and increase the size of the dwelling by 8% overall.
- 2.3 A new rear door and entrance to the dwelling will replace an existing window (which was originally a door). This will lead into a hall area which was the kitchen. The kitchen will move into the dining room.
- 2.4 The only alteration to the historic fabric of the building is the conversion of the window to the door. No other alterations are proposed which alter the historic fabric or room layout that would affect the property.

### 3 PLANNING HISTORY

3.1 The relevant planning history for this application is listed below:

3.2	<b>SDNP/23/04200/LIS</b>	New staircase on first floor and associated internal alterations. Permit
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3.3	<b>SDNP/23/00928/PRE</b>	Demolition of rear porch; single storey rear extension; and loft conversion.
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The advice received confirmed the principle of a new staircase, to provide a bedroom in the loft space is capable of support subject to a condition to ensure the careful removal and reuse of the historic floor boards.

The proposed rear extension fails to contribute to the local distinctiveness of the host building and its siting as part of the historic terrace. The introduction of a rear extension would result in an unsympathetic addition to the established residential character and pattern of development, which would have an adverse impact to the continued enhancement and conservation of the Petworth Conservation Area and the South Downs National Park. If a formal application were to be submitted it would not be supported.

3.4	<b>SDNP/22/05442/PRE</b>	Single storey side and rear extension.
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The advice received confirmed the replacement of the porch would be acceptable subject to the submission of a contextually designed rear extension which replicates the dimensions of the existing porch. The introduction of a side and rear extension would result in an unsympathetic addition to the established residential character and pattern of development. The proposed use of a vernacular palette of materials is supported.

3.5	<b>SDNP/22/02969/HOUS &amp; SDNP/22/02970/LIS</b>	Demolition of existing rear porch extension and new single-storey extension with internal alterations. Reinstatement and renovation of existing loft with new staircase, dormer window and conservation rooflight. Withdrawn
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## 4 PLANNING POLICY CONSIDERATIONS

4.1 Planning policy considerations relevant to the proposed development comprise the National Planning Policy Framework (July 2021); relevant policies contained in the South Downs Local Plan (July 2019) and the Petworth Neighbourhood Plan.

### National Planning Policy Framework (NPPF) – December 2023

4.2 The National Planning Policy Framework (NPPF) was revised in December 2023. The NPPF sets out the Government’s planning policies for England and how these should be applied. Planning law requires that applications for planning permission be determined in accordance with the development plan unless material considerations indicate otherwise.

4.3 Paragraph 11 confirms that at the heart of the NPPF is a presumption in favour of sustainable development. For decision-taking this means:

- approving development proposals that accord with an up-to-date development plan without delay; or
- where there are no relevant development plan policies, or the policies which are most important for determining the application are out-of-date, granting planning permission unless:
  - the application of policies in this Framework that protect areas or assets of particular importance provides a clear reason for refusing the development proposed, or
  - 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.

4.4 Paragraph 38 confirms that LPAs should approach decision taking in a positive and creative way. It confirms that decision makers at every level should seek to approve applications for sustainable development wherever possible.

4.5 Paragraphs 47-50 are concerned with decision making and reaffirms the requirement to determine applications in accordance with the development plan unless material considerations indicate otherwise.

4.6 On design, paragraph 135 of the NPPF requires decisions to 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);

- 4.7 Section 15 (Conserving and Enhancing the Natural Environment) paragraph 182 confirms that great weight should be given to conserving and enhancing landscape and scenic beauty in National Parks, the Broads and Areas of Outstanding Natural Beauty, 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. It also confirms that the scale and extent of development within these areas should be limited.
- 4.8 Section 16 (Conserving and Enhancing the Historic Environment) paragraph 200 requires an applicant to describe the significance of any heritage assets affected, including a contribution made by their setting. The level of detail should be proportionate to the assets importance and no more than is sufficient to understand the potential impact of the proposal on their significance.
- 4.9 Paragraph 201 requires local planning authorities to identify and assess the particular significance of any heritage asset that may be affected by a proposal (including by development affecting the setting of a heritage asset) taking account of the available evidence and any necessary expertise. They should take this into account when considering the impact of a proposal on a heritage asset, to avoid or minimise any conflict between the heritage asset's conservation and any aspect of the proposal.
- 4.10 Paragraph 203 states: In determining applications, local planning authorities should take account of:
- a) the desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation;
  - b) the positive contribution that conservation of heritage assets can make to sustainable communities including their economic vitality; and
  - c) the desirability of new development making a positive contribution to local character and distinctiveness
- 4.11 Paragraph 212 requires local planning authorities to look for opportunities for new development within conservation areas to enhance or better reveal their significance. Proposals that preserve those elements of the setting that make a positive contribution to the asset (or which better reveal its significance) should be treated favourably.

### South Downs Local Plan (2014-2033)

- 4.12 The South Downs Local Plan (SDLP) was adopted on 2<sup>nd</sup> July 2019.
- 4.13 The relevant policies of the South Downs Local Plan are:
- SD5: Design
  - SD12: Historic Environment
  - SD13: Listed Buildings
  - SD15: Conservation Areas
  - SD31: Extensions to existing dwellings and provision of annexes and outbuildings



- 4.14 Policy SD5: Design requires development to contribute to local distinctiveness and sense of place through its relationship with adjoining buildings, spaces and landscape features including historic settlement patterns. Policy SD5 confirms that development will only be permitted where it adopts a landscape-led approach and respects the local character through sensitive and high-quality design that makes a positive contribution to the overall character and appearance of the area. It sets out a number of criteria. Those of most relevance to the proposed development include:
- a) integration with and respect and sympathetic complementation of the landscape character by ensuring development proposals are demonstrably informed by an assessment of the landscape context;
  - e) the incorporation of hard and soft landscape treatments that take the opportunity to connect to the wider landscape, enhances GI, and is consistent with local character;
  - f) Utilisation of architectural design which is appropriate and sympathetic to its setting in terms of height, massing, density, roof forms, materials, night and day visibility, elevational and where relevant, vernacular detailing; and
  - g) provides high quality outdoor amenity space appropriate to the needs of occupiers and users;
- 4.15 Policy SD12: Historic Environment permits development which conserves and enhances the historic environment. Development proposals which affect heritage assets or their setting will be determined with regard to the significance of the asset including the long term conservation and enhancement of that asset.
- 4.16 Policy SD13: Listed Buildings requires development proposals to preserve and enhance the significance of the listed building and its setting by demonstrating that loss of historic fabric and details of significance, including internal features, floor plans and the integrity of rooms is avoided. The removal of any historic fabric will require full and detailed justification.
- 4.17 Policy SD15: Conservation Areas states development proposals within a conservation area, or within its setting, will only be permitted where they preserve or enhance the special architectural or historic interest, character or appearance of the conservation area. Sufficient information to support an informed assessment should be provided on the following matters:
- a) The relevant conservation area appraisal and management plan;
  - b) Overall settlement layout and relationship to established landscape setting;
  - c) Historic pattern of thoroughfares, roads, paths and open spaces, where these provide evidence of the historic evolution of the settlement, and the historic street scene;
  - d) Distinctive character zones within the settlement;
  - e) Mix of building types and uses, if significant to the historic evolution of the settlement;
  - f) Use of locally distinctive building materials, styles or techniques;
  - g) Historic elevation features including fenestration, or shop fronts, where applicable;

- h) Significant trees, landscape features, boundary treatments, open space, and focal points; and
  - i) Existing views and vistas through the settlement, views of the skyline and views into and out of the conservation area.
- 4.18 The Petworth Conservation Area Character Appraisal and Management Plan was adopted by the South Downs National Park on the 10<sup>th</sup> October 2013. Whilst the Management Plan identifies Grove Street and several properties within it as being notable features, no mention is made of the terrace 330-332 Grove Street, therefore the overall contribution of the terrace to the Conservation Area can be considered less than significant.
- 4.19 Policy SD31: Extensions to existing dwellings and provision of annexes and outbuildings states that the purposes of Policy SD31 is to reduce the loss of small and medium sized homes in the National Park through over extension by substantially larger homes and to avoid adverse impacts on the landscape of the National Park through over extension.
- 4.20 The main mechanism for achieving these purposes is to limit the increase in the size of existing small and medium dwellings to approximately 30%. Therefore, all applications to extend small and medium sized dwellings should not extend the original dwelling by more than approximately 30%. In regard to Policy SD31, there is provision that makes an allowance for extensions that are larger than approximately 30% if there are exceptional circumstances.
- 4.21 All proposals for extensions to dwellings should be considered for their impact on local character and appearance.

### Petworth Neighbourhood Plan 2015-2033

- 4.22 The Petworth Neighbourhood Plan was adopted on the 12<sup>th</sup> July 2018. The relevant policies of the Neighbourhood plan are:
- PP2: Core Planning Principles
  - ESD1: Character and Design
- 4.23 Policy PP2: Core Planning Principles requires development proposals to demonstrate how the scale and character of the proposal respects the local character and how it will make a positive contribution to the local character, shape and scale of the area.
- 4.24 Policy ESD1: Character and Design requires new development to respond to the character of the site and its setting.
- 4.25 When assessing the proposal, the Planning (Listed Buildings and Conservation Areas) Act 1990 is also taken into consideration.

- 4.26 Section 66 of the Act requires planning authorities, when considering whether to grant planning permission for development which affects a listed building or its setting, to 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.
- 4.27 Section 69 of the Act stipulates that local planning authorities have a duty to ‘determine which parts of their area are areas of special architectural or historic interest the character of which it is desirable to preserve or enhance’.
- 4.28 Section 72 of the Act requires planning authorities, when considering whether to grant planning permission for development which affects a Conservation Area, to have special regard to the desirability of preserving or enhancing the character and appearance of that area.

## 5 ASSESSMENT OF THE DEVELOPMENT PROPOSALS

- 5.1 The application site has planning history (SDNP/22/02969/HOUS and SDNP/22/02970/LIS) for a single storey rear extension following the demolition of the existing porch and for the return of the room in the roof into a habitable space, alongside minor alterations to facilitate the works to the listed building.
- 5.2 Applications SDNP/22/02969/HOUS and SDNP/22/02970/LIS (Demolition of existing rear porch extension and new single storey extension with internal alterations. Reinstatement and renovation of existing loft with new staircase, dormer window and conservation rooflight) were withdrawn on the advice of the case officer.
- 5.3 The case officer misinterpreted the application plans and considered that an additional bedroom was being created which would have led to the property being a 4 bedroom dwelling and therefore no longer a small/medium sized dwelling which would contravene Policy SD31. The plans however, clearly showed the rearrangement of the internal modern stud walling on the first floor to lose a bedroom on the first floor with its replacement with a room in the attic space (which was a former bedroom), thus retaining the property as three bedrooms.
- 5.4 The case officer required further detail on the historic fabric of the building to ascertain the impact of the proposed development on the historic fabric of the building.
- 5.5 The case officer considered the front entrance, fenestration pattern, roof form and rear courtyard to be intrinsic to the special character and interest of the listed terrace and its setting within the Petworth Conservation Area.
- 5.6 The Conservation and Design Officer in his consultee response on the application, considered the timber roof structure to be in good condition with very little intervention and that the insertion of additional support to increase head height with the addition of a dormer window and roof light would result in the loss of the integrity of the historic roof structure and result in the loss of historic material. The Conservation Officer concluded the proposed side porch and extension to the side and rear of the cottage would fail to respect the pattern of the built form and the extensions, when viewed in conjunction with the proposed catslide roof were considered to overwhelm and dominate the historic proportions of the listed terrace to the detriment of the application site, the adjoining dwellings and the conservation area.
- 5.7 The applicant withdrew the applications to address the case officer and conservation officer concerns regarding the design of the extensions, the loss of historic fabric and impact on the terrace. The applicant confirmed that the property would remain a small/medium sized dwelling and that the additional floor area would be within the limits prescribed within Policy SD31.

- 5.8 Following the withdrawal of applications SDNP/22/02969/HOUS and SDNP/22/02970/LIS, two further pre-application discussions were held to establish a dialogue with the LPA (SDNP/22/05442/PRE and SDNP/23/00928/PRE). The results of the pre-application discussions were somewhat contradictory in nature, however, the overall conclusion was that a loft conversion and single storey rear extension would not contravene the size or number of bedroom restrictions within policy SD31.
- 5.9 A Heritage Assessment was also submitted with pre-application advice request SDNP/23/00928/PRE to provide a more detailed appraisal of the existing dwelling and the potential implications on the historic fabric of the building from a single storey rear extension and loft conversion. The Heritage Statement is submitted in full with this application, but is summarised as follows:
- 5.10 The Heritage Assessment concluded that the property started out as an estate cottage, probably timber framed thatched cottages which could have been improved when Petworth House was extended and repaired in the 16<sup>th</sup> and 17<sup>th</sup> centuries.
- 5.11 The Heritage Assessment analyses the historic building and establishes the areas of the building which are of high, medium, low and neutral importance which has informed the design of the extension and the layout of the ground floor of the building.
- 5.12 The Heritage Assessment concluded that the following features had high historic significance due to their age, constructional importance and aesthetic or architectural value:
- 5.13 High Significance
1. Timber frame structure, especially the roof with signs of a queen post form
  2. Attic floorboards (appear to date from 17<sup>th</sup> century)
  3. Brick chimneystack and structure
  4. Living room Georgian side cupboard
  5. Front façade with brick facings
  6. Raised garden with hedges – being last vestige of rural setting
- The areas identified as having high historic significance will remain unaltered and intact.
- 5.14 Medium Significance
1. The first floor rooms (intact but with altered partitions)
  2. Chimney stack in front east bedroom
  3. Timber casement windows with rams horn closings
  4. Rear patio – defines the west setting and gives a sense of enclosure

A small area of the rear patio will be given over to the new extension, however, the setting and sense of enclosure are retained therefore there will be no impact to the areas of medium significance in this application.

#### 5.15 Low Significance

1. Ground floor – kitchen and narrow dining space to the west due to alterations
2. Ground floor rear porch due to being largely altered and windows replaced
3. First floor bathroom and any stud partitions

#### 5.16 Neutral significance

The hall and circulation spaces due to their lack of architectural features and are very likely to have been altered, including moving the present stairs.

5.17 The proposed replacement single storey rear extension replaces the ground floor porch which is designated as of low significance. The proposed extension will retain the existing south western window on the ground floor and the southern wall of the proposed extension is the same as that of the existing porch. The enlarged extension will encompass a window within the extension, leaving it in situ, but replaces a window with a door to create a new entrance outside the extension. This appears to have been a door in the past which was subsequently replaced with a window. The only alteration to the historic fabric is to replace the window with a door.

5.18 Internally, on the ground floor, the living room remains intact. The kitchen is turned into a hallway with a new external entrance and new partitions to form a downstairs WC, however the proposed works do not affect the historic fabric of the building and could be reversible. The main alterations are to the areas of neutral significance.

5.19 The alterations proposed seek to make the building fit for purpose for the current occupiers therefore ensuring the longevity of the historic building which should be able to adapt to modern-day living whilst ensuring the retention of the historic core.

5.20 In pre-application advice SDNP/22/05442/PRE where a single-storey side and rear extension were considered, the Local Planning Authority (LPA) advised that a replacement to the porch would be supported subject to the submission of a contextually designed rear extension.

5.21 The Heritage Assessment (page 20) confirms there has been a rear extension at 330 Grove Street since the early C20th. The Heritage Assessment (page 56) considered the impact of a single storey rear extension on the property. The single storey rear extension being considered in the Heritage Assessment retained the authentic casement window and C18th opening with burnt brick header and red brick surround. The window was originally retained as a feature within the extension, but in the current proposal (the subject of this application), the window and opening are retained outside the extension as the proposed extension has moved further to the north on the building to encompass the window further north within the proposed extension. This retains the separation with the property to the south and the design idea remains as considered by the Heritage Assessment which is for a small, light touch rear extension allowing legibility of the historic building behind.

- 5.22 The existing porch has a hipped tiled roof, the windows appear to be modern replacements, and the brick plinth is a cavity wall build with a modern stretcher bond. The Heritage Assessment (page 60) confirms the existing porch has a low significance compared with the historic fabric of the principal house. No objection was raised in the Heritage Assessment to the replacement of the porch with a conservatory or other lightweight structure which forms a transparent wing allowing the original rear elevation still to be 'read'.
- 5.23 Pre-application advice received under reference SDNP/22/05442/PRE asserts the view that:  
*'The significance of the enquiry property is considered to be its modest vernacular appearance and its siting as part of a historic terrace of former workers cottages. Although subject to minor changes the linear form of the terrace remains relatively unaltered'.*
- 5.24 The pre-application advice received under reference SDNP/23/00928/PRE asserts:  
*'The proposed rear extension fails to contribute to the local distinctiveness of the host building and its siting as part of the historic terrace. The introduction of a rear extension would result in an unsympathetic addition to the established residential character and pattern of development, which would have an adverse impact to the continued enhancement and conservation of Petworth Conservation Area and the South Downs National Park'.*  
*'The existing row of cottages survives in something very close to its original external arrangement, that is, flat elevations without any meaningful extensions'.*
- 5.25 These assertions are simply not true. Both 330 and 331 Grove Street have existing single storey rear extensions. The rear elevations are not flat and are not without any meaningful extension. This can be ascertained from a site visit or even Google Earth.
- 5.26 A rear extension is not being introduced as one is already in existence on the dwelling. The extension has no impact on the residential character of the building as it is already in residential use and the pattern of development replicates that of the attached property (331 Grove Street).
- 5.27 The attached dwelling (331 Grove Street) has been extended in 2005 (PW/05/01854/LBC) through the addition of a single storey rear extension which was uncontroversial and the Conservation Officer noted that a brick or render extension would be equally appropriate materials.
- 5.28 The proposed rear extension was designed under guidance from John Saunders at a pre-app meeting in relation to SDNP/23/00928/PRE who advised that a light weight structure could be supported, utilising contemporary materials.
- 5.29 The follow up minutes from the meeting sent via email to John Saunders and Beverly Stubbington on the 3<sup>rd</sup> July 2023 stated:  
*'Thank you for your time last Monday in discussing my clients proposals for the improvements and alterations she wishes to make to her home at 330 Grove Street, Petworth.*

*...In our discussions, you advised that a shallow pitched zinc roof over a single storey rear extension where the original building behind was legible would be likely to be acceptable, provided any alterations to the historic fabric of the building were acceptable. We discussed the use of glazing as the main fabric of the single storey rear extension to allow the building behind to be visible.'*

- 5.30 These minutes were not disputed by either John Saunders or Beverley Stubbington.
- 5.31 The proposed extension has been designed as a lightweight structure retaining the legibility and features of the historic building behind and with no alterations to any features identified as of high or medium significance. The use of contemporary materials allows the different phases of the buildings development to be read and is considered to enhance the character of the host building and the terrace as a whole by replacing an existing sub-standard porch with a new single-storey rear extension of improved design and sustainability. This in turn will ensure the dwelling makes a positive contribution to Petworth Conservation Area and the South Downs National Park.



## 6 CONCLUSION

- 6.1 In summary, the proposed replacement single storey rear extension complies with policy SD31 of the SDNPLP as the proposed extension to the dwelling would add only 8% increase in size which would remain within the permitted 30% increase in size and would have no significant impact on the wider landscape character of the conservation area or the South Downs National Park as views into the site at ground floor level are limited.
- 6.2 The proposed rear extension was designed on the advice of the team leader for the South Downs National Park.
- 6.3 The proposed extension utilises contemporary materials to enable the extension to be distinct from the historic building to allow the different phases of the buildings evolution to be read as one. The use of glazing retains the legibility of the historic building behind.
- 6.4 The only alteration to the historic fabric of the building is the replacement of an external window with a door, which was originally a door. There are no internal alterations to the historic fabric of the building or the legibility of the rooms.
- 6.5 The replacement extension retains the existing character of the terrace as the attached neighbour has a single storey rear extension as does the existing building.
- 6.6 The proposed extension would enable the building to adapt to the modern day requirements of future generations as well as improving its sustainability and energy saving credentials through fabric first.

# GENESIS

T O W N P L A N N I N G

26 Chapel Street  
Chichester  
PO19 1DL  
Tel: 01243 534050



Company Registration No: 6849869  
Registered Office: 3 Johnsons Barns, Waterworks Road, Petersfield GU32 2BY