Horsham District Council

DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	**17th September 2026**
Check Neighbours	x
Check Consultations (including newts) / Press List	x
Check Description, Plans and Supporting Documents	x
Print and Display Site Notice (if required)	x
WEEK TWO (+7)	**24th September 2026**
Visit Site or request site visit photos (in accordance with Site Visit Guidance Note)	x
Draft HRA / AA if necessary. If the water statement is insufficient discuss with TL / PPO whether to discuss / accept amendments to the strategy.	N/A
Instruct Legal if s106 required (with prior TL / PPO agreement)	N/A
WEEK THREE (+14)	**1st October 2026**
If amendments are likely to be needed discuss with TL / PPO (N.B. Only minor amendments will be accepted in accordance with the Amendment Guidance). When requesting amendments give clear deadline (i.e. start of week 5).	**N/A**
WEEK FOUR (+21)	**8th October 2026**
If no amendments required, contact agent / applicant with update on progress.	**x**
Confirm whether delegated or committee decision (re: parish and neighbour representations)	**x**
WEEK FIVE (+28)	**15th October 2026**
14-day re-consultation letters to be sent on any amended plans	**N/A**
Prepare draft report	**x**
WEEK SIX (+35)	**22nd October 2026**
Check 35-day Cllr call-in for Committee	**x**
If decision based on original plans, report to be drafted and submitted for sign off	**x**
WEEK SEVEN (+42)	**29th October 2026**
If decision based on amended plans, report to be drafted and submitted for sign off	**N/A**
Reason for EOT	**N/A**

NATIONAL SCHEME OF DELEGATION:

The proposal constitutes Schedule 2 development as it relates to a Schedule 2 application for Listed Building Consent which is eligible for referral to Planning Committee. Upon review, the application does not raise a significant planning matter or an economic, social or environmental issue of significance to the local area. The application is therefore delegated to Officers for determination.

APPLICATION NO./ADDRESS:

DC/26/1496
Thakeham Place Cottage , The Street, Thakeham, West Sussex, RH20 3EP

DESCRIPTION:

Erection of a single storey (corridor) extension, installation of 2no. rooflights and internal alterations. (Householder Application).

RELEVANT PLANNING HISTORY:

T/22/82	Conversion of existing outhouses to form living accommodation for aged parent (From old Planning History)	Application Refused on 16.09.1982
T/23/82	Conversion of existing outhouses to form living accommodation for aged parent Comment: L.b. consent granted (From old Planning History)	Application Permitted on 16.09.1982
T/32/82	Conversion of existing outhouse to accommodation for aged parent (From old Planning History)	Application Permitted on 02.11.1982

RELEVANT PLANNING POLICIES

The National Planning Policy Framework (NPPF)

Horsham District Planning Framework (2015):
Policy 25 - Strategic Policy: The Natural Environment and Landscape Character
Policy 26 - Strategic Policy: Countryside Protection
Policy 28 - Replacement Dwellings and House Extensions in the Countryside
Policy 32 - Strategic Policy: The Quality of New Development
Policy 33 - Development Principles
Policy 34 - Cultural and Heritage Assets

Thakeham Parish Neighbourhood Plan to 2031
Thakeham 6 - Design

Horsham District Local Plan (2023-40) (Regulation 19):
Strategic Policy 9: Water Efficiency
Strategic Policy 19: Development Principles
Strategic Policy 21: Heritage Assets and Managing Change within the Historic Environment
Policy 45: Replacement Dwellings and House Extensions in the Countryside

Parish Design Statement:
None

The Local Plan is currently at examination, where the Inspector's letter dated 30.10.2026 concludes that the plan is sound, subject to the proposed main modifications and the limited number of further changes discussed within the letter. The final report from the Inspector is anticipated to be received in January 2027, where changes to the draft Schedule of Main Modifications will need to be published for consultation. Given this letter and the status of the Local Plan, the policies contained within the Horsham District Local Plan 2023-2040 (HDLP) are considered to be of significant weight.

REPRESENTATIONS AND CONSULTATIONS RESPONSES

Where consultation responses have been summarised, it should be noted that Officers have had consideration of the full comments received, which are available to view on the public file at www.horsham.gov.uk.

Consultations:

Conservation Officer: No objection

Ecology: No objection

Parish Comments:

None received

Representations:

None received

HUMAN RIGHTS AND EQUALITY:

The application has been considered having regard to Article 1 of the First Protocol of the Human Rights Act 1998, which sets out a person's rights to the peaceful enjoyment of property and Article 8 of the same Act, which sets out their rights in respect to private and family life and for the home. Officers consider that the proposal would not be contrary to the provisions of the above Articles.

The application has also been considered in accordance with Horsham District Council's public sector equality duty, which seeks to prevent unlawful discrimination, to promote equality of opportunity and to foster good relations between people in a diverse community, in accordance with Section 149 of the Equality Act 2010. In this case, the proposal is not anticipated to have any potential impact from an equality perspective.

PLANNING ASSESSMENT:

The application has been assessed on the basis of the submitted details, together with the planning history of the site and adjoining properties, available images and photographs obtained during site visit. These details were considered sufficient to allow the application to be properly considered and determined.

Character and Appearance

Policy 28 of the HDPF relates to house extensions and outbuildings in the countryside, stating that extensions should not be disproportionate to the size of the existing dwelling, and should be in keeping with the scale and character of the existing dwelling. The policy also states that the cumulative impact of existing extensions will be taken into account.

Policies 32 and 33 of the HDPF seek to ensure that development promotes a high standard and quality of design in order to enhance and protect locally distinctive characters. The policies also seek to ensure that the scale, massing and appearance of development relates sympathetically with the built surroundings, landscape, open spaces and routes within and adjoining the site, including any impact on the skyline and important views.

Strategic Policy 19 of the HDLP states that high quality and inclusive design for all development in the District will be required based on a clear understanding of the local, physical, economic, environmental and policy context. In order to conserve and enhance the natural and built environment, and deliver beautiful and sustainable buildings and places, development should make efficient use of land; ensure that the scale, massing and appearance of the development is of a high standard of design and layout and relates sympathetically with the built surroundings and heritage; and use high standards of building materials, detailing, finishes and landscaping.

Strategic Policy 21 of the HDLP states that the Council will preserve and enhance its historic environment through positive management of development affecting designated and non-designated heritage assets and their settings. Development will only be supported if they preserve and ensure the clear legibility of locally distinctive vernacular building forms and their settings, including traditional architectural form, proportion, detailing, materials, and where appropriate, landscape features.

Policy Thakeham 6 of the Thakeham Parish Neighbourhood Plan aims to maintain that the scale, density, massing, height, landscape design, layout and materials of all development proposals, including alterations to existing buildings, should reflect any architectural or historic characteristics of particular merit in, and the scale of the surrounding buildings and in the wider area.

The proposal seeks planning permission for the erection of a single storey (corridor) extension, installation of 2 no. rooflights and internal alterations.

The main building is a horseshoe shape which was a former farmstead outbuilding related to Thakeham Place. The building consists of a cottage, farm office as well as stabling. Whilst Thakeham Place is a Grade II Listed Building, the Council's Conservation Officer considers the Cottage to form part of the listed building having been an ancillary agricultural building serving the principal house.

The submitted planning statement explains that the proposed extension, alongside the proposed internal alteration of the storage areas, would result in the expansion of the existing two bedroom cottage into a three bedroom dwelling with enlarged living space.

The proposed courtyard extension would be of a modest scale and the hipped roof design coupled with the lowered ridgeline would ensure the development appears subservient to the main dwelling. The proposed external materials would match the existing building including timber cladding. This approach would reinforce the special character of the historic environment. It is considered that the proposed alterations would not harm the listed building or its setting and would facilitate preservation of the historic farm buildings for the future.

Therefore, the proposal is considered to be of a design, form and scale which would preserve the character and appearance of the listed building and its setting. The development would not harm the character or appearance of the wider area. It is therefore considered that the visual impact of the proposal is acceptable and would accord with the above policies.

Impact on Neighbouring Amenity

Policy 33 of the HDPF states that permission will be granted for development that does not cause unacceptable harm to the amenity of the occupiers/users of nearby properties and land.

Strategic Policy 19 of the HDLP states that development should provide and retain a good standard of amenity for existing and future occupants of the proposed site. Proposals should avoid unacceptable harm to the amenity of existing and future occupiers or users of nearby property and land, for example due to overlooking, overdominance or overshadowing, light pollution, noise, odour and/or vibration, and having regard to the sensitivities/impacts of surrounding development.

The main dwelling was a former farmstead outbuilding related to Thakeham Place Farm therefore, the dwelling is positioned sufficient distance away from the immediate neighbouring properties. The proposed extension would be located within an internal courtyard and the new windows / doors would be suitably positioned outlooking onto the agricultural fields.

For the above reasons, it is considered that the siting and layout of the proposal and the resulting relationship with adjacent properties would be sufficient to prevent any unacceptable harm to neighbouring amenity.

Ecology

Policy 31 of the HDPF states that Development proposals will be required to contribute to the enhancement of existing biodiversity and should create and manage new habitats where appropriate. The Council will support new development which retains and /or enhances significant features of nature conservation on development sites. The Council will also support development which makes a positive contribution to biodiversity through the creation of green spaces, and linkages between habitats to create local and regional ecological networks.

Following consultation with the Council's Ecologist, it is considered that there is sufficient ecological information available to support determination of this application. The mitigation measures identified in the Preliminary Ecological Appraisal (Ecology & Habitats Management Ltd., July 2026) would be secured by a planning condition requiring the measures to be implemented in full. Also, the reasonable biodiversity enhancement measures would need to be outlined within a separate Biodiversity

Enhancement Layout which would be secured by a planning condition. Any external light would need to adhere to wildlife sensitive lighting design scheme based on Guidance Note: 08/23 (Institute of Lighting Professionals).

Biodiversity Net Gain

In accordance with the Biodiversity Gain Requirements (Exemptions) Regulations 2024 as amended, this application is exempted from the statutory requirement to demonstrate a 10% net gain in biodiversity as the development is below 0.2 hectares.

Conclusion

The proposal is considered to comply with relevant local and national planning policies and is therefore recommended for approval.

Recommendation: Application Permitted

Conditions:

2 **Standard Time Condition**: The development hereby permitted shall begin before the expiration of three years from the date of this permission.

Reason: To comply with Section 91 of the Town and Country Planning Act 1990.

3 **Pre-Commencement (Slab Level) Condition**: A Biodiversity Measures Layout for the biodiversity measures listed in the Preliminary Ecological Appraisal (Ecology & Habitats Management Ltd., July 2026) shall be submitted to and approved in writing by the local planning authority.

The content of the Biodiversity Measures Layout shall include the following:
a) detailed designs or product descriptions for biodiversity measures; and
b) locations, orientations and heights for biodiversity measures on appropriate drawings.

The biodiversity measures shall be implemented in accordance with the approved details prior to occupation and all features shall be retained in that manner thereafter.

Reason: To enhance protected and Priority species & habitats and allow the LPA to discharge its duties under the National Planning Policy Framework (August 2026) N2 Part F and s40 of the NERC Act 2006 (as amended).

4 **Pre-Occupation Condition**: Prior to occupation, a lighting design strategy for biodiversity in accordance with Guidance Note 08/23 (Institute of Lighting Professionals) shall be submitted to and approved in writing by the local planning authority. The strategy shall:

a) identify those areas/features on site that are particularly sensitive for bats and that are likely to cause disturbance in or around their breeding sites and resting places or along important routes used to access key areas of their territory, for example, for foraging; and
b) show how and where external lighting will be installed so that it can be clearly demonstrated that areas to be lit will not disturb or prevent the above species using their territory or having access to their breeding sites and resting places.

All external lighting shall be installed in accordance with the specifications and locations set out in the scheme and maintained thereafter in accordance with the scheme. Under no circumstances should any other external lighting be installed without prior consent from the local planning authority.

Reason: To allow the LPA to discharge its duties under the Conservation of Habitats and Species Regulations 2017 (as amended), the Wildlife & Countryside Act 1981 (as amended) and s40 of the NERC Act 2006 (as amended).

5 **Regulatory Condition**: The materials to be used in the development hereby permitted shall strictly accord with those indicated on the application form and approved plans.

Reason: To enable the Local Planning Authority to control the development in detail in the interests of visual amenity and in accordance with Policy 33 of the Horsham District Planning Framework (2015).

6 **Regulatory Condition**: The new windows fitted in the building hereby permitted shall have casements flush fitted with their frames if manufactured in timber.

Reason: To ensure that the significance of the designated heritage asset, and the character, appearance and integrity of the building, is not prejudiced, thereby preserving the special architectural or historic interest which it possesses, and to comply with Policy 34 of the Horsham District Planning Framework (2015).

7 **Regulatory Condition**: The roof lights hereby permitted shall be metal framed and sit flush with the roof slope.

Reason: To ensure that the significance of the designated heritage asset, and the character, appearance and integrity of the building, is not prejudiced, thereby preserving the special architectural or historic interest which it possesses, and to comply with Policy 34 of the Horsham District Planning Framework (2015).

8 **Regulatory Condition**: All new and replacement rainwater goods shall be cast iron or cast aluminium.

Reason: To ensure that the significance of the designated heritage asset, and the character, appearance and integrity of the building, is not prejudiced, thereby preserving the special architectural or historic interest which it possesses, and to comply with Policy 34 of the Horsham District Planning Framework (2015).

9 **Regulatory Condition**: All mitigation measures and/or works shall be carried out in accordance with the details contained in the Preliminary Ecological Appraisal (Ecology & Habitats Management Ltd., July 2026), as already submitted with the planning application and agreed in principle with the local planning authority prior to determination.

This may include the appointment of an appropriately competent person e.g. an ecological clerk of works (ECoW) to provide on-site ecological expertise during construction. The appointed person shall undertake all activities, and works shall be carried out, in accordance with the approved details.

Reason: To conserve protected and Priority species and allow the LPA to discharge its duties under the Conservation of Habitats and Species Regulations 2017 (as amended), the Wildlife & Countryside Act 1981 (as amended) and s40 of the NERC Act 2006 (as amended).

NOTE TO APPLICANT

Biodiversity Net Gain Condition

Paragraph 13 of Schedule 7A to the Town and Country Planning Act 1990 states that planning permission is deemed to have been granted subject to the "biodiversity gain condition" which means development granted by this notice must not begin unless:

(a) a Biodiversity Gain Plan has been submitted to the planning authority, and
(b) the planning authority has approved the plan.

Under Regulations 4, 5, 7 & 8 of the Biodiversity Gain Requirements (Exemptions) Regulations 2024 the statutory biodiversity gain condition required by Schedule 7A to the Town and Country Planning Act 1990 (as amended) does not apply in relation to planning permission for development which meet a defined criteria.

Based on the information submitted in the planning application documents, the Planning Authority considers that this permission is exempt from biodiversity net gain, and as such does not require approval of a biodiversity gain plan before development is begun.

Statutory exemptions and transitional arrangements
There are statutory exemptions and transitional arrangements which mean that the biodiversity gain condition does not always apply. These can be found at Paragraph: 003 Reference ID: 74-003-20240214 of the Planning Practice Guidance, which can be found at https://www.gov.uk/guidance/biodiversity-net-gain.

Irreplaceable habitat
If the onsite habitat includes irreplaceable habitat (within the meaning of the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024) there are additional requirements for the content and approval of Biodiversity Gain Plans.

POSITIVE AND PROACTIVE STATEMENT

Statement pursuant to Article 35 of the Town and Country Planning (Development Management Procedure) (England) Order 2015. The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received, in order to be able to, where possible, grant permission.

Plans list for: DC/26/1496
(The approved plans will form Condition 1 on the Decision Notice of all Permitted applications)

Schedule of plans/documents **approved**:

Plan Type	Description	Drawing Number	Received Date
Plans	View of Corridor from Courtyard	010b	17.09.2026
Floor plan	Proposed Ground Floor Plan	013d	17.09.2026
Location plan	Location Plan	016c	17.09.2026
Layout plan	Proposed Site Layout	017b	17.09.2026
Roof plan	Proposed Roof Plan	018a	17.09.2026
Elevation plan	Proposed Elevations A	019a	17.09.2026
Elevation plan	Proposed Elevations B	020a	17.09.2026
Block plan	Block Plan	021	17.09.2026
Elevation plan	Elevations 1, 2, 3, 4, 5 & 6	25/197/300-A	17.09.2026
Elevation plan	Elevations 7, 8, 9, 10, 11 & 12	25/197/300-B	17.09.2026
Floor plan	Ground Floor Plan	25/197/200	17.09.2026
Roof plan	Roof Plan	25/197/201	17.09.2026
Plans	Topographical Survey	25/197/100-2D	17.09.2026
Supporting Docs	Preliminary Bat Roost Assessment & Bat Survey Report by Deepdene Ecology dated July 2026	NONE	17.09.2026

DELEGATED

Case Officer sign/initial Halima Chowdhury Date: 05.11.2026

Authorising Officer sign/initial Tamara Dake Date: 10.11.2026