Horsham District Council

DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	**7th May 2025**
Check Neighbours	21/05/2025
Check Consultations (including newts) / Press List	21/05/2025
Check Description, Plans and Supporting Documents	21/05/2025
Print and Display Site Notice (if required)	N/A
WEEK TWO (+7)	**14th May 2025**
Visit Site or request site visit photos (in accordance with Site Visit Guidance Note)	N/A
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)	**21st May 2025**
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)	**28th May 2025**
If no amendments required, contact agent / applicant with update on progress.	
Confirm whether delegated or committee decision (re: parish and neighbour representations)	**Delegated**
WEEK FIVE (+28)	**4th June 2025**
14-day re-consultation letters to be sent on any amended plans	**N/A**
Prepare draft report	**19/06/2025**
WEEK SIX (+35)	**11th June 2025**
Check 35-day Cllr call-in for Committee	**N/A**
If decision based on original plans, report to be drafted and submitted for sign off	**19/06/2025**
WEEK SEVEN (+42)	**18th June 2025**
If decision based on amended plans, report to be drafted and submitted for sign off	☐
Reason for EOT	☐

APPLICATION NO./ADDRESS:

DC/25/0754
The Paddocks, Stane Street, Five Oaks, West Sussex, RH14 9AG

DESCRIPTION:

Part-retrospective erection of a single and double storey side extension, front porch reconfiguration, roof fenestration, loft conversion with two small rear dormers. Erection of a single storey rear extension.

RELEVANT PLANNING HISTORY:

DC/23/2327	Erection of a two storey side extension projecting to the front and rear of the existing property, including the	Application Permitted on 29.02.2024

	provision of a garage.	
DC/25/0153	Part-retrospective erection of a single storey rear extension, conversion of loft into habitable living space, replacement of front flat roof with a pitched roof, replacement of hipped roof with a gabled roof with glazed screen, installation of 6no. rooflights to front roof, installation of solar PV panels to the south facing roof, and alterations to fenestration.	Application Refused on 15.04.2025

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 31 - Green Infrastructure and Biodiversity
Policy 32 - Strategic Policy: The Quality of New Development
Policy 33 - Development Principles
Policy 34 - Cultural and Heritage Assets

Billingshurst Parish Neighbourhood Plan 2019-2031:
Policy BILL 2 – Housing Design and Character

Horsham District Local Plan (2023-40) (Regulation 19):
Policy 9: Water Neutrality
Policy 17: Green Infrastructure and Biodiversity
Policy 19: Development Quality
Policy 20: Development Principles
Policy 21: Heritage Assets and Managing Change within the Historic Environment
Policy 45: Replacement Dwellings and House Extensions in the Countryside

Design Statement for the Parish of Billingshurst

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:

Natural England: Standing Advice:-

It cannot be concluded that existing abstraction within the Sussex North Water Supply Zone is not having an adverse effect on the integrity of the Arun Valley SAC/SPA/Ramsar sites. Developments within Sussex North must therefore must not add to this impact and one way of achieving this is to demonstrate water neutrality. The definition of water neutrality is the use of water in the supply area before the development is the same or lower after the development is in place.

To achieve this Natural England is working in partnership with all the relevant authorities to secure water neutrality collectively through a water neutrality strategy. Whilst the strategy is evolving, Natural England advises that decisions on planning applications should await its completion. However, if there are applications which a planning authority deems critical to proceed in the absence of the strategy, then Natural England advises that any application needs to demonstrate water neutrality.

Parish Comments:

Billingshurst Parish Council made comments neither objecting or supporting the application:

At the Planning and Environment committee meeting of 3rd June 2025, the committee resolved to a NEUTRAL response to this application, in that they saw no cause for objection to the plan as submitted.

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 supplied by the agent. These details were considered sufficient to allow the application to be properly considered and determined.

This is a subsequent application to refused decision DC/25/0153, for the below reason:

1. *The rear dormer, by reason of its design, siting, scale and proportion, is considered to be a dominant and incongruous addition that is out of keeping with the character and appearance of the existing dwelling. This development is therefore contrary to Policies 28 and 33 of the Horsham District Planning Framework (2015) and Policy BILL 2 of the Billingshurst Parish Neighbourhood Plan 2019-2031.*

This was made following a compliance complaint as the development was not constructed in accordance with previous planning consent DC/23/2327.

This application seeks to regularise such changes, as well as including several new elements to the development. This application is for the part-retrospective erection of a single storey rear extension, conversion of loft into habitable living space, replacement of front flat roof with a pitched roof, replacement of hipped roof with a gabled roof with glazed screen, installation of 6no. rooflights to the front roof, installation to solar PV panels to the south facing roof and alterations to fenestration.

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.

Policy BILL 2 of BPNP requires development to be of high-quality design that respects the scale and local vernacular of the surrounding buildings.

The application site is located in the countryside within an established cluster of built surroundings in Five Oaks with residential dwellinghouses and commercial facilities, including a car dealership and a petrol station. Construction works have been ongoing after planning permission was granted for DC/23/2327.

The proposed extensions and additions, considering the amendments to the roof dormers following the previous refusal, are considered to relate sympathetically to the character and proportion of the existing dwelling. The introduction of pitched roof dormers in replacement of the flat roof dormer is considered to sit more comfortably within the context of the roof slope, and while of differing size and position, are not considered to result in harm to the character and appearance of the dwelling.

The scale and form of the additions are considered acceptable, with the materials and finishes also considered to appropriately reflect the host dwelling.

Overall, the proposal would be an acceptable addition and is considered to be of a design, form and scale which is appropriate to the character and appearance of the existing dwelling, and which 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.

The non-obscured Velux window at the loft level of the northern side elevation and an additional opening with glazed doors at the ground floor southern side elevation would not result in an unacceptable level of overlooking.

As the rear elevation of the dwellinghouse does not face any neighbouring dwellings, the rear dormer, single-storey rear extension with rooflights, as well as alterations to the roof of the two-storey rear extension are considered acceptable.

Following the amended design of the rear dormer, it is not considered to cause any neighbouring harm and is a sympathetic design to the wider character of the existing dwelling.

It is considered that the siting and layout of the proposed extension, and rear dormer, and the resulting relationship with adjoining properties would be sufficient to prevent any unacceptable harm to neighbouring amenity.

Water Neutrality

There is no clear or compelling evidence to suggest the nature and scale of the proposed development would result in a more intensive occupation of the dwelling necessitating an increased consumption of water that would result in a significant impact on the Arun Valley SAC, SPA and Ramsar sites, either alone or in combination with other plans and projects. The grant of planning permission would not therefore adversely affect the integrity of these sites or otherwise conflict with policy 31 of the HDPF, NPPF paragraph 180 and the Council's obligations under the Conservation of Habitats and Species Regulations 2017.

Biodiversity Net Gain

In accordance with the Biodiversity Gain Requirements (Exemptions) Regulations 2024, all householder applications are current exempt from the statutory requirement to demonstrate a 10% net gain in biodiversity.

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

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).

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/25/0754
(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
Floor plan	Existing Plans	(02)-001 rev E	07.05.2025
Elevation plan	Existing Elevations	(03)-001 rev E	07.05.2025
Floor plan	Proposed Plans 1	(07)-001 rev U	07.05.2025
Floor plan	Proposed Plans 2	(07)-002 rev S	07.05.2025
Floor plan	Proposed Plans 3	(07)-003 rev S	07.05.2025
Roof plan	Proposed Plans 4	(07)-004 rev P	07.05.2025
Elevation plan	Proposed Elevations 1	(08)-001 rev S	07.05.2025
Elevation plan	Proposed Elevations 2	(08)-002 rev R	07.05.2025
Location & Block plan	Location and Site Plans	(01)-001 rev K	07.05.2025

DELEGATED

Case Officer sign/initial Meg Bayliss Date: 26/06/2025

Authorising Officer sign/initial Tamara Dale Date: 02/07/2025