



**DELEGATED APPLICATIONS - ASSESSMENT SHEET**

| <b>OFFICER CHECKLIST</b>                                                                                                                                                                                                    |                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <b>WEEK ONE (Date Valid)</b>                                                                                                                                                                                                | <b>27th March 2026</b>              |
| Check Neighbours                                                                                                                                                                                                            | <input checked="" type="checkbox"/> |
| Check Consultations (including newts) / Press List                                                                                                                                                                          | <input checked="" type="checkbox"/> |
| Check Description, Plans and Supporting Documents                                                                                                                                                                           | <input checked="" type="checkbox"/> |
| Print and Display Site Notice (if required)                                                                                                                                                                                 | -                                   |
| <b>WEEK TWO (+7)</b>                                                                                                                                                                                                        | <b>3rd April 2026</b>               |
| Visit Site or request site visit photos (in accordance with Site Visit Guidance Note)                                                                                                                                       | <input checked="" type="checkbox"/> |
| Draft HRA / AA if necessary. If the water statement is insufficient discuss with TL / PPO whether to discuss / accept amendments to the strategy.                                                                           | -                                   |
| Instruct Legal if s106 required (with prior TL / PPO agreement)                                                                                                                                                             | -                                   |
| <b>WEEK THREE (+14)</b>                                                                                                                                                                                                     | <b>10th April 2026</b>              |
| 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). | -                                   |
| <b>WEEK FOUR (+21)</b>                                                                                                                                                                                                      | <b>17th April 2026</b>              |
| If no amendments required, contact agent / applicant with update on progress.                                                                                                                                               | <input checked="" type="checkbox"/> |
| Confirm whether delegated or committee decision (re: parish and neighbour representations)                                                                                                                                  | <input checked="" type="checkbox"/> |
| <b>WEEK FIVE (+28)</b>                                                                                                                                                                                                      | <b>24th April 2026</b>              |
| 14-day re-consultation letters to be sent on any amended plans                                                                                                                                                              | -                                   |
| Prepare draft report                                                                                                                                                                                                        | <input checked="" type="checkbox"/> |
| <b>WEEK SIX (+35)</b>                                                                                                                                                                                                       | <b>1st May 2026</b>                 |
| Check 35-day Cllr call-in for Committee                                                                                                                                                                                     | -                                   |
| If decision based on original plans, report to be drafted and submitted for sign off                                                                                                                                        | -                                   |
| <b>WEEK SEVEN (+42)</b>                                                                                                                                                                                                     | <b>8th May 2026</b>                 |
| If decision based on amended plans, report to be drafted and submitted for sign off                                                                                                                                         | <input checked="" type="checkbox"/> |
| Reason for EOT                                                                                                                                                                                                              | -                                   |

**APPLICATION NO./ADDRESS:**

DC/26/0534  
Chewton, The Crescent, Steyning, West Sussex, BN44 3GD

**DESCRIPTION:**

Demolition of side extension. Erection of single storey front extension. Loft conversion together with hip to gable roof, installation of front and rear dormers and balcony above rear bay window. Alterations to fenestration and elevational treatment.

## RELEVANT PLANNING HISTORY:

DC/25/1781

Surgery to 1x Beech.

Application Permitted on  
06.01.2026

## RELEVANT PLANNING POLICIES

### **The National Planning Policy Framework (NPPF)**

#### **Horsham District Planning Framework (2015):**

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

**Steining Neighbourhood Plan and relevant policies to all reports**  
SNDP3 Contribution to Character

#### **Horsham District Local Plan (2023-40) (Regulation 19):**

Policy 19: Development Quality

Policy 20: Development Principles

## 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](http://www.horsham.gov.uk).

### Consultations:

#### Parish Comments:

Objection due to the design and design materials being out of sympathy with surrounding properties and streetscape.

Following amended plans, the parish remained as objecting to the proposal. This is because the original design materials have not been superseded, the revised plans appear to comprise non-material internal amendments only, and it is still out of sympathy with the surrounding properties and streetscape. Agreed.

#### Arboricultural Officer Comments:

The site contains a mature tri-stemmed beech tree (TPO/0514) of high amenity value within the front garden. The root protection area is offset within the site due to highway and utility constraints, and the proposed development is not expected to result in direct harm to the tree.

However, appropriate protection of the front garden area, including fencing and ground protection, should be implemented during construction to safeguard the tree and its rooting environment. Therefore, a pre-commencement condition has been recommended and agreed.

Following amended plans, the Arboricultural Officer confirmed that the proposed alterations do not have any additional implications for the protected tree at the property and that the proposed pre-commencement condition remains.

### Representations:

X1 representation received in support of the application for the following reason:

- Favoured proposed, the site needs care and attention and the plans are sympathetic to the setting and street.

## 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.

### **Character and Appearance**

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 SNDP3 of the Steyning Neighbourhood Plan states development proposals which demonstrate how they will positively contribute towards Steyning's character will be supported. Development proposals should respect the amenity of properties in their immediate locality, and respond positively and sensitively to the scale, mass, height, building materials and form of neighbouring properties.

The proposal relates to a detached dwelling located within The Crescent, Steyning. The property sits within a generous plot and is set back from the road, with the frontage screened by mature planting and a large, protected tree.

The surrounding area is residential in character, with properties of varying design, scale and materials. Many nearby dwellings have been extended or altered over time, resulting in a mixed and varied street scene rather than a uniform one.

The proposal includes a range of works comprising the demolition of an existing side extension, a new single storey front extension, a loft conversion with front and rear dormers, and changes to the external appearance of the property.

During the course of the application, the proposed rear roof alteration was amended, replacing a large continuous dormer with two smaller pitched dormers and a larger dormer. This revised arrangement better reflects the appearance and proportions of the front elevation and results in a more balanced and sympathetic design.

The scale of the proposed development is considered appropriate to the size of the existing dwelling and would not appear overly dominant within the plot. The extensions and roof alterations are characteristic of residential development and are commonly found within areas of varied character such as this, ensuring the proposal integrates satisfactorily with the host dwelling and surrounding area.

Although the Parish Council has raised concerns regarding the design and materials, it is noted that the street already contains a wide variety of architectural styles and finishes. The proposed design would therefore not appear out of keeping in this context. In addition, the dwelling is set back from the highway and is partially screened by mature vegetation and a significant TPO tree. This limits views of the property from the public realm and reduces the visual impact of the proposed changes.

The proposal is considered to comply with Policy SNDP3 as it respects the varied character of the surrounding area in terms of scale, form and materials, and would not result in harm to the amenity of neighbouring properties.

The proposal would be a clearly subservient 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 site benefits from generous spacing to neighbouring properties. The amended proposed extensions and roof alterations would not introduce unacceptable overlooking, as the windows would serve standard residential rooms and any views would be typical for a residential area. There would be no harmful loss of privacy.

Due to the siting and scale of the development, the proposal would not create an overbearing impact or result in a significant loss of outlook or light to neighbouring properties.

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

### **Impact on Trees**

The site contains a prominent tri-stemmed beech tree protected by TPO/0514, which makes a positive contribution to the street scene. The proposed works would not directly impact the tree or its root protection area.

To ensure its continued protection, a pre-commencement condition is attached requiring protective fencing to be installed at a minimum of 12 metres from the tree, with no construction activity permitted within this area. Subject to these measures, the proposal would not harm the protected tree and is therefore acceptable.

### **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 193 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     **Pre-Commencement Condition:** Prior to commencement of any works on site, demolition or other development activities, a protective fence consisting of braced Heras panel fencing shall be erected to a minimum of 12m metres from the centre of the nearest stem of the mature multistemmed TPO beech tree to the East of the dwelling so as to exclude storage of materials, concrete mixing, excavation, compaction, installation of service trenches, hardstanding or other building activities likely to be harmful to tree roots and the rooting environment in the soft ground area beyond. Such fencing shall remain in place throughout the duration of the development to the satisfaction of the Local Planning Authority. The Local Planning Authority Tree Officer shall be informed of the proposed date of commencement, at least one working week in advance, to allow inspection of protection measures.

Reason: To ensure the successful and satisfactory protection of important trees on the site in accordance with Policies 30 and 33 of the Horsham District Planning Framework (2015)

- 4     **Regulatory Condition:** The materials to be used in the development hereby permitted shall strictly accord with those indicated on the proposed 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).

### **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:

- 1.     does not impact an onsite priority habitat (a habitat specified in a list published under section 41 of the Natural Environment and Rural Communities Act 2006); and  
        impacts less than 25 square metres of onsite habitat that has biodiversity value greater than zero and less than 5 metres in length of onsite linear habitat (a hedgerow habitat or watercourse habitat identified for the purposes of the biodiversity metric);
- 2.     is the subject of a householder application within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015;
- 3.     is undertaken solely or mainly for the purpose of fulfilling, in whole or in part, the biodiversity gain planning condition which applies in relation to another development (In determining whether a development is undertaken solely or mainly for this purpose, no account is to be taken of any facility for the public to access or to use the site for educational or recreational purposes, if that access or use is permitted without the payment of a fee);

4. consists of no more than 9 dwellings, is carried out on a site which has an area no larger than 0.5 hectares, and consists exclusively of dwellings which are self-build or custom housebuilding ("Self-build or custom housebuilding" has the same meaning as in section 1(A1) of the Self-build and Custom Housebuilding Act 2015 (as amended)).

In addition, the Biodiversity Gain Plan Condition does not apply to applications for major development made before 12 February 2024, or non-major development made before 2 April 2024.

**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.

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**Plans list for: DC/26/0534**

(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 |
|----------------|--------------------------------|-----------------------|---------------|
| Block plan     | Block Plans                    | CH 1296 /001          | 27.03.2026    |
| Floor plan     | Existing Ground Floor Plan     | CH 1296 /002          | 27.03.2026    |
| Roof plan      | Existing Roof Plan             | CH 1296 /003          | 27.03.2026    |
| Elevation plan | Existing Elevations            | CH 1296 /004          | 27.03.2026    |
| Elevation plan | Existing Elevations & Sections | CH 1296 /005          | 27.03.2026    |
| Floor plan     | Proposed Ground Floor Plan     | CH 1296 /006 rev<br>B | 15.06.2026    |
| Floor plan     | Proposed First Floor Plan      | CH 1296 /007 rev<br>B | 15.06.2026    |
| Roof plan      | Proposed Roof Plan             | CH 1296 /008 rev<br>B | 15.06.2026    |
| Elevation plan | Proposed Elevations            | CH 1296 /009 rev<br>B | 15.06.2026    |

