Horsham District Council

DELEGATED APPLICATIONS - ASSESSMENT SHEET

APPLICATION NO./ADDRESS:

DC/26/1150
Holbrook Surgery , 9 Bartholomew Way, Horsham, West Sussex, RH12 5JL

DESCRIPTION:

Erection of a single storey side extension.

RELEVANT PLANNING HISTORY:

None relevant to this application.

DESCRIPTION OF THE SITE

The application site is located on the northern side of Bartholomew Way. The main property is a large two storey detached building. The building was constructed in the late 1990s to serve the housing development of North Horsham. The building stands at the end of the road facing towards the neighbourhood centre with parking at the rear which is separated from the main building with grassed areas.

The main building falls within the defined built up area of Horsham. It does not fall within a conservation area nor within a setting of a listed building.

DESCRIPTION OF THE APPLICATION

The proposal seeks planning permission for the erection of a single storey side extension. The proposed extension would provide the following:

- Provision of two new clinical consulting rooms.
- Provision of one treatment room.
- A small patient waiting area.
- Associated circulation space.
- External alterations necessary to integrate the extension with the existing building.

RELEVANT PLANNING POLICIES

The National Planning Policy Framework (NPPF)

Horsham District Planning Framework (2015):
Policy 1 - Strategic Policy: Sustainable Development
Policy 9 - Employment Development
Policy 32 - Strategic Policy: The Quality of New Development
Policy 33 - Development Principles
Policy 42 - Strategic Policy: Inclusive Communities
Policy 43 - Community Facilities, Leisure and Recreation

North Horsham Neighbourhood Plan area was designated, then the area voluntarily withdrew the designation.

Horsham District Local Plan (2023-40) (Regulation 19):
Strategic Policy 1: Sustainable Development
Strategic Policy 19: Development Quality
Strategic Policy 20: Development Principles
Strategic Policy 27: Inclusive Communities, Health and Wellbeing
Policy 28: Community Facilities, Leisure and Recreation
Strategic Policy 30: Enhancing Existing Employment

Parish Design Statement:

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:

HDC Arboricultural Officer: Comment

No trees at the site are subject to statutory protection, either through a Tree Preservation Order (TPO) or by virtue of the site being located within a Conservation Area. Nor are there any trees of any significant arboricultural or amenity value that will be impacted by the development proposals at the site. As such, no Arboricultural concerns are raised with the scheme; please determine as you see fit.

HDC Environmental Health: No Objection

Ecology Consultant: No Objection

Note that the existing building on site has negligible bat roost potential and there are no trees with Potential Roost Features (PRFs) for bats. Therefore agree that no further surveys for bats are required.

Support the implementation of a Precautionary Method Statement for reptiles, common amphibians and mobile protected and Priority species (including Hedgehog, which is a threatened and Priority species) (Preliminary Ecological Appraisal and Biodiversity Net Gain Baseline Report Version R.02 (Leith Ecology Consulting, August 2026)). This should be secured by a condition of any consent and implemented in full.

Satisfied that there is sufficient ecological information available for determination of this application.

WSCC Highways: Comment

No alterations are proposed to the existing vehicle access arrangement. The extension will include additional clinical space, however there is no planned increase in the number of staff. Considering the scale of the extension, the proposed extension would not be anticipated to give rise to a significant material intensification of movements to and from the site, over what the site currently generates.

No alterations are proposed to the existing car park which has 51 spaces and should be sufficient to accommodate parking associated with the surgery.

The LHA does not consider that this proposal would have an unacceptable impact on highway safety or result in 'severe' cumulative impacts on the operation of the highway network, therefore is not contrary to the National Planning Policy Framework (in line with TR6 paragraph 4) and that there are no transport grounds to resist the proposal.

PUBLIC CONSULTATIONS:

Representations:

1 no. letter of objection has been received from 1 no. address objecting to the application on the following grounds:

- Regarding parking and cycle parking provision, the applicant has not provided any details of current levels of utilisation and available capacity throughout the day.
- A parking stress survey across the operational period of the surgery should be provided to demonstrate that there would be adequate capacity in the car park to accommodate additional demand stemming from the development within increased numbers of appointments.
- The applicant needs to be much clearer associated with this development, what short-stay cycle parking is to be provided for patients who may wish to cycle to the surgery.
- A Car Parking Management Plan must be submitted prior to commencement of operation of the site.
- Informal parking stress survey conducted on 14/09/26 at approximately 09:50am would appear to show that the GP car park, shopping parade car park and adjoining carriageway experience a high level of parking stress.
- In respect to proposed ground floor plan, the location of the general and medical waste refuse storage facility needs to be clearly shown giving details of the capacity and demonstrating how it meets Council standards.
- The location of long and short-stay cycle parking should be provided giving details of quantum and design specification.
- The proposed ground floor plan should show the whole ground floor and not just half of the pre-existing site for completeness's sake.
- Details of the new path should be provided, detailing gradient and materials to be used (landscaping).
- No mention has been given as to what impact (if any) the increased facility with additional face-to-face appointments will have on servicing and delivery activity associated with the site.
- Construction Management Plan to be secured by a Construction Management Plan.

Parish Comments:

North Horsham Parish Council: No Objection.

Member Comments:

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

Principle of Development:

Policy 42 of the Horsham District Planning Framework (HDPF) (2015) states that positive measures which help create a socially inclusive and adaptable environment for a range of occupiers and users to meet their long term needs will be encouraged and supported. Additionally, Policy 43 of the (HDPF) (2015) seek to ensure that the provision of new or improved community facilities or services will be supported, particularly where they meet the identified needs of local communities.

The proposed extension would increase the clinical room capacity due to ongoing space capacities. At present a number of staff members are working remotely from home on a rota basis. The additional clinical rooms would enable existing staff members to work on site and use time more effectively for direct patient facing activities. Therefore, it is considered that the proposal would improve services and would meet the identified needs of local communities. The principle of the development is considered acceptable, subject to all other material considerations.

Design and Appearance:

Policy 32 and 33 of the HDPF seeks 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.

The proposed single storey extension would be situated at the side of the property and would extend onto the existing grass area. However, the proposal would include replacement native scrubland along the side the proposed extension and new hedgerow to the front and rear of the proposal. Whilst proposal would comprise of a flat roof, the proposed extension would be of a modest single-storey scale and would appear subservient to the main building. The proposed side extension would not be unduly prominent or intrusive, with the form and design which would sit adequately against the existing building. The development would be viewed in context of the characteristics of the wider surroundings. It is therefore considered that the visual impact of the proposal is acceptable and would accord with the above policies.

Trees and Landscaping:

Policy 33 of the HDPF (2015) presume in favour of the retention of existing important landscape and natural features, for example trees, hedges, banks and watercourses. Development must relate sympathetically to the local landscape and justify and mitigate against any losses that may occur through the development.

Following consultation with the Council's Arboricultural Officer, it is noted that there are no trees at the site that are subject to statutory protection, either through a Tree Preservation Order (TPO) or by virtue of the site being located within a Conservation Area. Nor are there any trees of any significant arboricultural or amenity value that will be impacted by the development proposals at the site. As such no Arboricultural concerns are raised with the scheme.

Residential 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.

Given the single storey nature of the proposal and the additional hedgerow boundary treatment, it is viewed 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.

Highways Impacts:

Policies 40 and 41 of the HDPF states that development should provide safe and adequate access and parking, suitable for all users.

It is recognised that a letter of objection has been received raising concerns with parking and access arrangements and capacity, along with cycle parking arrangements.

It is noted that there are no alterations proposed to the existing vehicle access arrangement. The extension would include additional clinical space, however there is no planned increase in the number of staff. It is not therefore considered that the proposal would facilitate an increased demand in parking and cycle parking needs. Following consultation with the Local Highway Authority (LHA) it is

considered that the scale of the proposed extension would not be anticipated to give rise to a significant material intensification of movements to and from the site, over what the site currently generates.

Furthermore, there are no alterations proposed to the existing car park which has 51 spaces and should be sufficient to accommodate parking associated with the surgery.

On that basis, it is considered that the proposal would not have an unacceptable impact on highway safety or result in 'severe' cumulative impacts on the operation of the highway network, and that there are no transport grounds to resist the proposal.

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 and Biodiversity Net Gain Baseline Report Version R.02 (Leith Ecology Consulting, August 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.

Biodiversity Net Gain (BNG):

Schedule 7A of the Town and Country Planning Act 1990 (as inserted by Schedule 14 of the Environment Act 2021) mandates that every development must achieve at least a 10% Biodiversity Net Gain (BNG (unless the development qualifies as exempt under the Biodiversity Gain Requirements (Exemptions) Regulations 2024) and that every planning permission granted for the development of land in England shall be deemed to have been granted subject to the condition that development must not be begun unless a Biodiversity Gain Plan has been submitted to the planning authority and the planning authority has approved the Plan.

The Biodiversity Gain Plan must show how the development will achieve the required minimum 10% BNG using the statutory biodiversity metric tool, and must demonstrate how the habitats will be managed and maintained for 30 years, starting from the date the development is completed. Off-site gains (on unregistered sites) and significant on-site enhancements will be secured over this period by way of a Legal Agreement.

The Applicant has submitted a Biodiversity Metric which demonstrates a 10 % net gain is achievable by way of onsite biodiversity gains. This would be secured by way of the statutory biodiversity net gain condition.

Conclusions:

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**: The development hereby permitted shall not commence until a Habitat Management and Monitoring Plan (the HMMP), prepared in accordance with the Biodiversity Gain Plan and including:

(a) a non-technical summary;
(b) the planned habitat creation and enhancement works to create or improve habitat to achieve the biodiversity net gain in accordance with the Biodiversity Gain Plan, together with a timetable for its provision;
(c) the management measures to maintain habitat in accordance with the Biodiversity Gain Plan from the completion of development; and
(d) management responsibilities of the people or organisation(s) delivering the HMMP

has been submitted to, and approved in writing by, the Local Planning Authority.

The created and/or enhanced habitat specified in the approved HMMP shall be managed and maintained in accordance with the approved HMMP. Any proposed or retained planting, which within a period of 5 years after the completion of development, dies, is removed, or becomes seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species unless the Local Planning Authority gives written consent to any variation.

Reason: To ensure the development delivers a biodiversity net gain on site in accordance with Schedule 7A of the Town and Country Planning Act 1990 and Policy 31 of the Horsham District Planning Framework (2015).

4 **Pre-Commencement Condition**: A Precautionary Method Statement for reptiles, common amphibians and mobile protected and Priority species shall be submitted to and approved in writing by the local planning authority. This will contain precautionary mitigation measures and/or works to reduce potential impacts to reptiles, common amphibians and mobile protected and Priority species during the construction phase.

The measures and/works shall be carried out strictly in accordance with the approved details and shall be retained in that manner thereafter.

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).

5 **Pre-Commencement (Slab Level) Condition**: Prior to any works above slab level, a Biodiversity Enhancement Strategy for protected and Priority or threatened species, prepared by a suitably qualified ecologist, shall be submitted to and approved in writing by the local planning authority.

The content of the Biodiversity Enhancement Strategy shall include the following:

a) Purpose and conservation objectives for the proposed enhancement measures;
b) detailed designs or product descriptions to achieve stated objectives;
c) locations of proposed enhancement measures by appropriate maps and plans (where relevant);
d) persons responsible for implementing the enhancement measures; and
e) details of initial aftercare and long-term maintenance (where relevant).

The works shall be implemented in accordance with the approved details shall be retained in that manner thereafter.

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

6 **Regulatory Condition**: No externally located plant or equipment shall be installed or operated without the prior written approval of the Local Planning Authority by way of formal application.

Reason: To safeguard the amenities of adjacent occupiers in accordance with Policy 33 of the Horsham District Planning Framework (2015).

7 **Regulatory Condition**: The materials and finishes of all new external walls, windows and roofs of the development hereby permitted shall match in type, colour and texture those of the existing building.

Reason: In the interests of visual amenity and in accordance with Policy 33 of the Horsham District Planning Framework (2015).

8 **Regulatory Condition**: All mitigation measures and/or works shall be carried out in accordance with the details contained in the Preliminary Ecological Appraisal and Biodiversity Net Gain Baseline Report Version R.02 (Leith Ecology Consulting, August 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).

9 **Regulatory Condition**: The development hereby permitted shall be carried out in strict accordance with the Planting Scheme as shown on plan reference D08.

The approved planting scheme shall be fully implemented in accordance with the approved details within the first planting season following the first occupation of any part of the development. Unless otherwise agreed as part of the approved landscaping, no trees or hedges on the site shall be wilfully damaged or uprooted, felled/removed, topped or lopped without the previous written consent of the Local Planning Authority until 30 years after completion of the development. Any proposed or retained planting which dies, is removed, or becomes seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species unless the Local Planning Authority gives written consent to any variation.

Reason: To ensure a satisfactory development that is sympathetic to the landscape and townscape character and built form of the surroundings, and in the interests of visual amenity 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.

The planning authority, for the purposes of determining whether to approve a Biodiversity Gain Plan if one is required in respect of this permission is Horsham District Council.

This permission will require the submission and approval of a Biodiversity Gain Plan before development is begun.

For guidance on the contents of the Biodiversity Gain Plan that must be submitted and agreed by the Council prior to the commencement of the consented development please see the link:
Submit a biodiversity gain plan - GOV.UK (www.gov.uk).

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/26/1150
(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
Elevation plan	Exg. East & North Elevations	S04	17.07.2026
Floor plan	Exg. Ground Floor Plan	S01 Revision A	17.07.2026
Plans	Proposed First Floor Plan	D04 Revision A	17.07.2026
Elevation plan	Exg. East & North Elevations	S03 Revision A	17.07.2026
Plans	Illustrative Planting Scheme	D08	17.07.2026
Location plan	Location Plan	P01 Revision A	11.08.2026
Plans	Exg. Site/Roof Plan	S05	17.07.2026
Elevation plan	Proposed West and South Elevations	D06	17.07.2026
Elevation plan	Proposed East & North Elevations	D05	17.07.2026
Floor plan	Proposed Ground Floor Plan	D03 Revision A	17.07.2026
Supporting Docs	Preliminary Ecological Appraisal and Biodiversity Net Gain Baseline Report by Leith Ecology Consulting dated 07.08.2026	HS150726	11.08.2026

DELEGATED

Case Officer sign/initial Halima Chowdhury Date: 29.09.2026

Authorising Officer sign/initial Tamara Dale Date: 13.10.2026