



DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	28th January 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)	☐
WEEK TWO (+7)	4th February 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.	☐
Instruct Legal if s106 required (with prior TL / PPO agreement)	☐
WEEK THREE (+14)	11th February 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).	☐
WEEK FOUR (+21)	18th February 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)	25th February 2026
14-day re-consultation letters to be sent on any amended plans	☐
Prepare draft report	☐
WEEK SIX (+35)	
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)	11th March 2026
If decision based on amended plans, report to be drafted and submitted for sign off	☐
Reason for EOT	☐

APPLICATION NO./ADDRESS:

DC/26/0145
14 Windrum Close, Horsham, West Sussex, RH12 1XR

DESCRIPTION:

Erection of rear conservatory. (Retrospective).

RELEVANT PLANNING POLICIES

The National Planning Policy Framework (NPPF)

Horsham District Planning Framework (2015):

Policy 32 - Strategic Policy: The Quality of New Development
Policy 33 - Development Principles

Horsham Blueprint Business Neighbourhood Plan (HBBNP) 2019 – 2036:

Policy HB3: Character of Development

Policy HB4: Design of Development

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

Policy 19: Development Quality

Policy 20: Development Principles

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:

Southern Water: No objection

Neighbourhood Council Comments: Objection

Although the application refers to a conservatory, the ceiling height solid wooden walls suggest this is not the intended use of the large extension. HDNC is concerned that there could be light pollution from the polycarbonate roof and noise emitted from the wooden structure.

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 a site visit and 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.

Character and Appearance

Policy 25 of the HDPF seeks to protect the natural environment and landscape character of the District, including the landscape, landform and development pattern, together with protected landscapes and habitats will be protected against inappropriate development.

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 HB3, Character of Development, of the Horsham Blueprint Business Neighbourhood Plan states that, “Development is expected to preserve and enhance the Character Area in which it is located. The design of new development should take account of the local context and reflect the character and vernacular of the area, using architectural variety in form and materials, in order to avoid building design that is inappropriate to the Plan area. Innovation in design will be supported, however, where this demonstrably enhances the quality of the built form in a character area”.

Policy HB4, Design of Development, of the Horsham Blueprint Business Neighbourhood Plan states that – “Development is expected to demonstrate a high quality of design, which responds and integrates well with its surroundings”

Paragraph 139 of the NPPF states ‘Permission should be refused for development of poor design that fails to take the opportunities available for improving the character and quality of an area and the way it functions, taking into account any local design standards or style guides in plans or supplementary planning documents.’

The application seeks planning permission for the retention of a rear conservatory. This extends across the width of the rear of the dwelling and rises to a point below the first-floor windows. The development has been clad in vertical and horizontal timber with transparent polycarbonate roof. The development has been carried out and completed, and the application is therefore retrospective. The rear conservatory introduces a bulk and massing that appears overly dominant and unsympathetic to the host dwelling. In these respects, it would appear as a subordinate addition to the property.

The proposal represents an addition which would introduce a sense of bulk and mass to the rear of the dwelling which is not currently present or reflected to the rear of immediately adjoining properties. It is considered that the proposal would fail to achieve a satisfactory standard of design and would be detrimental to the character and appearance of the host building and surrounding area, from where the extension would be visible.

Whilst it is recognised that the rear conservatory would be of a cubic volume that would accord with the permitted development measurements, the development has not used similar materials. The development does not therefore represent permitted development.

The design and finish of the extension contrasts the built character and appearance of the host dwelling, where the addition fails to relate sympathetically to the built form. Whilst the overall scale and footprint of the addition is considered to sit comfortably within the context, the materials do not complement nor reflect the host dwelling and wider surroundings. The addition is therefore considered to represent an unsympathetic and poorly designed addition that fails to relate sympathetically to the built character of the host dwelling and wider surroundings. The development is contrary to Policies 32 and 33 of the HDPF and Policies HB3 and HB4 of the Horsham Blueprint Business Neighbourhood Plan.

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.

It is 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.

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 development, by reason of its design and appearance is a poorly designed and visually intrusive addition to the rear of 14 Windrum Close. The development therefore has an adverse impact on the character and appearance of the existing dwelling and that of the wider surrounding area and is not considered to be of an appropriate design and form for either the host property or the wider surroundings. Accordingly, the proposed development would not comply with Policies 32 and 33 of the Horsham District Planning Framework (2015) and Policies HB3 and HB4 of the Horsham Blueprint Business Neighbourhood Plan.

Recommendation: Application Refused

Reason(s) for Refusal:

1. The development, by reason of its design and use of materials, represents an unsympathetic and poorly designed addition that fails to relate sympathetically to the built form, visual appearance and character of the host dwelling and wider surroundings. The development is therefore contrary to Policies 32 and 33 of the Horsham District Planning Framework (2015) and Policies HB3 and HB4 of the Horsham Blueprint Business Neighbourhood Plan 2019-2036.

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/26/0145

Schedule of plans/documents **not approved**:

Plan Type	Description	Drawing Number	Received Date
Location plan		NONE	28.01.2026
Block plan		NONE	28.01.2026
Elevation plan	Elevations	DOC 04	28.01.2026
Floor plan	Floor Plans	DOC 03	28.01.2026

DELEGATED

Case Officer sign/initial Marie Riggs Date: 19.03.2026

Authorising Officer sign/initial Tamara Dale Date: 24.03.2026