



DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	15th June 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)	22nd June 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)	29th June 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)	6th July 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)	13th July 2026
14-day re-consultation letters to be sent on any amended plans	N/A
Prepare draft report	x
WEEK SIX (+35)	20th July 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)	27th July 2026
If decision based on amended plans, report to be drafted and submitted for sign off	N/A
Reason for EOT	N/A

APPLICATION NO./ADDRESS:

DC/26/0957

The Cottage, Littleworth Lane, Partridge Green, West Sussex, RH13 8JF

DESCRIPTION:

Demolition of existing detached garage, lean-to, oil tank and to south of ground floor and existing porch. Erection of single storey extensions to north and southern elevations. Alterations to fenestration, installation of air source heat pump and solar panels. Erection of bin store and works to hard and soft landscaping including driveway turning area.

RELEVANT PLANNING HISTORY:

No relevant planning history

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 41 - Parking

West Grinstead Parish Neighbourhood Plan 2019 -2031

Policy 1 – Local Gap

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

Policy 19: Development Quality

Policy 20: Development Principles

Policy 25: Parking

Policy 45: Replacement Dwellings and House Extensions in the Countryside

Parish Design Statement:

None

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:

Newt Officer: *It is considered that the proposed development would present a low risk to great crested newts and/or their habitats. However, as the development is within the red Impact Risk Zone, as modelled by district licence mapping, I recommend that the following informative should be attached to planning consent.*

Southern Water: *Determined that the flow rate for the above site will remain consistent, so capacity is not an issue.*

Arboricultural Officer: *No objection*

Parish Comments:

West Grinstead Parish Council: *Recommendation is that HDC should give permission for this application.*

Representations:

1 no. representations have been received objecting to the application for the following reasons: -

- As the proposed extension is set only one metre from our boundary a build of this height and scale would look and feel overbearing
- Being positioned so close to sunroom extension, it would also look out of proportion when viewed from garden and windows.
- Design of the proposed southern extension would be detrimental to the general amenity of property.

- Overbearing and obtrusive the proposed extension roof would be.
- Feel claustrophobic and spoil the feeling of living in an open countryside setting.
- Considerable width of this covered passageway the southern extension would be very close to boundary which would affect the amenity of property.
- The proposed extension is positioned very close to property and represents overdevelopment as it doesn't respect the character of the neighbourhood.
- Future owner of the house could apply for planning permission to add another storey to the extension and/or remove the link (covered passageway). The extension could then be made into a separate dwelling because it is some distance from the original cottage.

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.

Policy 1 of the West Grinstead Parish Neighbourhood Plan states that development proposals between the settlements of Partridge Green, Jolesfield and Littleworth and land centred around Jolesfield Common, as identified on the Policies Map, will not be supported unless it can be demonstrated that:

1. They do not result in an unacceptable reduction in the openness and break between settlements;
2. Where appropriate they contribute to the conservation and enhancement of the landscape character; and
3. They safeguard the residential amenities of neighbouring properties.

The proposal seeks planning permission for the demolition of an existing detached garage, lean-to, oil tank to south of ground floor and existing porch. Erection of single storey extensions to north and south elevations. Alterations to fenestration, installation of air source heat pump and solar panels. Erection of bin store and works to hard and soft landscaping including driveway turning area.

The proposed wrap around side and rear extension is considered to be of a reasonable scale and designed to be in keeping with the host dwelling. The single storey nature of the proposal would ensure that the development appears subservient to the main dwelling. Whilst a pitched roof above the wrap around extension would have been preferable, a crowned roof would be considered acceptable in this instance given the proportionality of the proposed extension.

It is acknowledged that the proposed southern extension with linked addition would be larger than the existing structures. However, the proposal would be comfortably accommodated within this residential curtilage in compliance with the requirements of Policy 28. The single storey nature, coupled with the low roof ridge, would ensure the proposal appears subordinate to the main dwelling. It is understood that the linked extension would incorporate wheelchair accessible entrance with sufficient space for manoeuvrability. Whilst this aspect of the proposal would consist of modern contemporary design, the proposed roof profile and the choice of external materials would complement the main dwelling.

With respect to the thermal efficiency upgrades comprising of alterations to the fenestration, installation of an air source heat pump and the installation of solar panels are considered to be of appropriate scale. These structures would be suitably positioned to minimise their effects on the external appearance of the host dwelling.

The associated hard and soft landscaping including driveway turning area and the erection of bin store would enhance the landscape characteristic of the site surroundings.

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

The proposed south extension would be positioned sufficient distance away from the shared boundary in comparison to the existing structures built on the shared boundary. Additionally, there would be no windows positioned on the southern flank wall of the southern extension. The proposal would be screened by hedgerow and the retained existing garage flank wall. It is understood that the existing garage flank wall is being retained upon the southern neighbour's request to allow the neighbour's climbing plants to grow. The neighbour's concerns relating to the width of linked extension is noted however, it is understood that sufficient space is required for the manoeuvrability of wheel-chair users.

For the above reasons, it is considered that the siting and layout of the proposed extensions, when coupled with the single storey height and the resulting relationship with adjacent properties, would be sufficient to prevent any unacceptable harm to neighbouring amenity.

Tree impact

Policy 26 seeks to maintain that development in the countryside protect, conserve and enhance the key features and characteristics of the landscape character area in which it is located including the pattern of woodlands, fields, hedgerows, trees, waterbodies and other features.

The application is accompanied by supporting Arboricultural Impact Assessment information in respect of the potential impact on trees of public amenity value.

Following consultation with the Council's Arboricultural Officer, it is acknowledged that there are no trees on the site protected by a Tree Preservation Order (TPO), nor is the site located within a Conservation Area. Therefore, none of the existing trees at the property are subject to statutory planning constraints.

Four trees are proposed for removal to facilitate the development: T4 (Holly), T5 (Cherry), T12 (Apple), and T21 (Acer spp.). These trees are all relatively modest in size and amenity value. Their removal is not expected to result in any significant local or wider landscape impacts.

Based on the submitted layout, a small portion of the proposed footprint would encroach into the Root Protection Area (RPA) of T8, an oak tree. However, there is an existing porch within the area of encroachment, indicating that this part of the RPA has already been impacted. The proposed encroachment equates to approximately 0.5% of the tree's total RPA and is therefore considered negligible and well within acceptable limits, falling substantially below the commonly accepted 20% threshold for RPA encroachment. As such, no significant adverse effects on the long-term retention or vitality of T8 are anticipated.

The submitted Tree Protection Plan and the Arboricultural Methods Statement appropriately set out how any works within sensitive areas such as the RPA of retained trees will be undertaken in a manner consistent within BS6837, and how the retained trees will be safeguarded through the works at the property. The full implementation of these provisions has been secured by planning condition.

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 currently 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 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).

- 4 **Regulatory Condition:** All works shall be executed in full accordance with the Tree Survey and Arboricultural Impact Assessment reference GHA/DS/160375:26 and dated: 29th May 2026.

Reason: To ensure the successful and satisfactory protection of important trees, shrubs and hedges on the site in accordance with Policies 30 and 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.

NOTE TO APPLICANT

The applicant is reminded that, under the Conservation of Habitats and Species Regulations 2017 (as amended) and the Wildlife and Countryside Act 1981 (as amended), it is an offence to (amongst other

things): deliberately capture, disturb, injure, or kill great crested newts; damage or destroy a breeding or resting place; intentionally or recklessly obstruct access to a resting or sheltering place. Planning permission for a development does not provide a defence against prosecution under this legislation. Should great crested newts be found at any stage of the development works, then all works should cease, and a professional and/or suitably qualified and experienced ecologist (or Natural England) should be contacted for advice on any special precautions before continuing, including the need for a licence.

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/26/0957

(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
Site plan	Site Plan As Proposed	PL.001	15.06.2026
Floor plan	Ground Floor General Arrangement As Proposed	PL.002	15.06.2026
Roof plan	First Floor General Arrangement and Roof Plan - As Proposed	PL.003	15.06.2026
Elevation plan	East and West Elevations As Proposed	PL.004	15.06.2026
Elevation plan	North and South Elevation As Proposed	PL.005	15.06.2026
Location & Block plan	Site Block and Location Plans As Proposed	PL.007	15.06.2026
Elevation plan	Existing Elevations 5-8	NONE	15.06.2026
Elevation plan	Existing Elevations 1-4	NONE	15.06.2026
Floor plan	Existing First Floor Plan	NONE	15.06.2026
Floor plan	Existing Ground Floor Plan	NONE	15.06.2026
Roof plan	Existing Roof Plan	NONE	15.06.2026
Section plan	Sections 1 & 2	NONE	15.06.2026
Plans	Topographic Survey	NONE	15.06.2026
Tree plan	Arboricultural Impact Assessment	NONE	15.06.2026
Tree plan	Tree Constraints Plan	NONE	15.06.2026
Supporting Statement	BS5837:2012 Tree Survey and Arboricultural Impact Assessment	GHA/DS/160375:2 6	30.07.2026

DELEGATED

Case Officer sign/initial Halima Chowdhury Date: 05.08.2026

Authorising Officer sign/initial Tamara Dale Date: 07.08.2026