DELEGATED APPLICATIONS - ASSESSMENT SHEET

APPLICATION NO./ADDRESS:
DC/25/0748
Collyers School , 82 Hurst Road, Horsham, West Sussex, RH12 2EJ

DESCRIPTION:
Installation of one temporary office building and addition of first floor over the existing two temporary double classrooms (retrospective).

RELEVANT PLANNING HISTORY:

DC/20/2114	Erection of 2No. tensile canopies within external courtyard spaces.	Application Permitted on 22.12.2020
DC/21/1467	Improvements to existing hard and soft landscaping, perimeter security fencing and gates along Richmond Road and Hurst Road frontages, including removal of 1no. vehicular entrance and replacement with widened pedestrian and cycle access.	Application Permitted on 10.12.2021
DC/21/2790	External alterations to elevations of existing Science block at ground floor level, incorporating replacement windows and doors with full height units, addition of new step and blocking up of door.	Application Permitted on 11.03.2022
DC/23/2136	Erection of a freestanding canopy.	Application Permitted on 22.03.2024
DC/24/0664	Installation of one temporary office building and two temporary double classrooms.	Application Permitted on 09.09.2024
DC/25/0686	Variation of condition 2 of previously approved application reference DC/24/0664 (Installation of one temporary office building and two temporary double classrooms) to change the existing condition that limits the period of time for which the buildings can retain on site.	Concurrent application under consideration

DESCRIPTION OF THE SITE
The application site is located to the north of Hurst Road, within the designated built-up area boundary of Horsham. The site comprises a Grade II Listed Building used as an educational facility. The site is surrounded by residential properties to the north, south, and west, with playing fields associated with the College located to the east.

DESCRIPTION OF THE APPLICATION
The application seeks full planning permission for the installation of one office building and addition of a first floor over the existing two double classrooms for a temporary period until September 2028.

During the course of the application the course of the application the proposed classroom and offices have been erected and the redline has been extended. The application has been re-consulted as appropriate for a site with an amended red line.

RELEVANT PLANNING POLICIES

The National Planning Policy Framework (NPPF)

Horsham District Planning Framework (2015):
Policy 1 - Strategic Policy: Sustainable Development
Policy 2 - Strategic Policy: Strategic Development
Policy 3 - Strategic Policy: Development Hierarchy
Policy 4 - Strategic Policy: Settlement Expansion
Policy 24 - Strategic Policy: Environmental Protection
Policy 25 - Strategic Policy: The Natural Environment and Landscape Character
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
Policy 35 - Strategic Policy: Climate Change
Policy 36 - Strategic Policy: Appropriate Energy Use
Policy 37 - Sustainable Construction
Policy 40 - Sustainable Transport
Policy 41 - Parking
Policy 42 - Strategic Policy: Inclusive Communities
Policy 43 - Community Facilities, Leisure and Recreation

Horsham Blueprint Business Neighbourhood Plan:
Policy HB1 – Location of Development
Policy HB3 – Character of Development
Policy HB4 – Design of Development

Paragraph 33 of the NPPF requires that all development plans complete their reviews no later than 5 years from their adoption. Horsham District Council is currently in the process of reviewing its development plan however at this stage the emerging policies carry only limited weight in decision making. As the HDPF is now over 5 years old, the most important policies for the determination of this application must be considered as to whether they are 'out of date' (NPPF paragraph 11d). This includes, for applications involving the provision of housing, whether the Council can demonstrate a five year supply of deliverable housing sites (NPPF footnote 8).

The Council is currently unable to demonstrate a five year supply of deliverable housing sites, with the supply currently calculated as being 2.9 years. The presumption in favour of development within Paragraph 11d) of the NPPF therefore applies in the consideration of all applications for housing development within the District (unless footnote 7 or Paragraph 14 applies to relevant applications), with Policies 2, 4, 15 and 26 now carrying only moderate weight in decision making.

All other policies within the HDPF as itemised above have been assessed against the NPPF and are considered to be consistent such that they continue to attract significant weight in decision making.

Horsham District Local Plan (2023-40) (Regulation 19):
Strategic Policy 1: Sustainable Development
Strategic Policy 2: Development Hierarchy
Strategic Policy 3: Settlement Expansion
Strategic Policy 6: Climate Change
Strategic Policy 7: Appropriate Energy Use
Strategic Policy 8: Sustainable Design and Construction
Strategic Policy 9: Water Neutrality
Strategic Policy 10: Flooding
Strategic Policy 11: Environmental Protection
Strategic Policy 12: Air Quality
Strategic Policy 17: Green Infrastructure and Biodiversity
Strategic Policy 19: Development Quality
Strategic Policy 20: Development Principles
Policy 21: Heritage Assets and Managing Change within the Historic Environment

Strategic Policy 24: Sustainable Transport
Policy 25: Parking
Strategic Policy 27: Inclusive Communities, Health and Wellbeing
Policy 28: Community Facilities, Leisure and Recreation

Supplementary Planning Guidance:
Planning Obligations and Affordable Housing SPD (2017)
Community Infrastructure Levy (CIL) Charging Schedule (2017)

Horsham Town Design Statement

Planning Advice Notes:
Facilitating Appropriate Development
Biodiversity and Green Infrastructure

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:
INTERNAL CONSULTATIONS
HDC Arboriculture: The retention of the temporary office building does not foreseeably impact the mature Oak to the west of the building. However, some sympathetic surgery works would be prudent to address the lateral branches that are encroaching upon the building. Please determine as you see fit.

HDC Conservation: Comment. Similarly to application DC/24/0664 the need for the proposed buildings is understood and it is acknowledged that they are proposed to be temporary in nature. The addition of another floor however does make these prefabricated buildings more prominent, and intrusive which detracts from the quality of the wider estate. Although finely balanced would not raise an objection to the scheme due to its temporary nature, however if the buildings are retained for a longer period an objection would be raised.

HDC Drainage Engineer: Comment, more information required.

HDC Environmental Health: Comment, conditions relating to construction hours and lighting are recommended.

OUTSIDE AGENCIES
Natural England: No Objection, subject to appropriate mitigation being secured

Sport England: Comment. No further comment on the addition of a further temporary building as shown on the submitted drawing, subject to the condition previously requested.

WSCC Highways: No Objection. The proposal is to continue existing use to enable sufficient space within the school for teaching and administration. Changes will not impact the public highway.

WSCC Fire and Rescue: Comment. Advice has been provided to ensure a fire appliance can reach the site in the event of a fire and sufficient water is provided to distinguish it. If a water supply for firefighting is not being provided, or a sprinkler or water mist system it is suggested this is included in the schools fire risk assessment and suitable controls put in place.

Historic England: Comment

Representations:
Four (4) letters of Objection have been received from four (4) addresses, one stating it has been written on behalf of the Horsham Society, objecting to the application on the following grounds:

- Privacy, light and noise.
- Overshadowing.
- Loss of light.
- Overdevelopment.
- Design.
- Loss of general amenity.
- Concerns about the colleges admissions planning.
- A strict time limit should be applied to the proposal.

Neighbourhood Council:

Denne Neighbourhood Council: No Objection

HDNC notes that the windows facing the properties in Angus Close will be obscured, but we would still like to see the term "temporary" clearly defined by condition and ask for assurance that there will not be any attempt to further extend the period of use of the temporary buildings.

Therefore, HDNC has no objection if this is addressed.

Previous comment: raised the same concerns.

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

The main considerations material to this application relate to:
- The principle of development.
- Impact on neighbouring amenity.
- Impact on a Grade II Listed Building.

Principle of Development:

Policy 42 of the Horsham District Planning Framework (HDPF) states that positive measures that will help create a socially inclusive and adaptable environment for a range of occupiers and users to meet their long term need will be encouraged and supported. Particular account will be taken of the need to address the requirements stemming from, among other things, the co-ordination of services to fulfil the needs of young people.

Policy 43 resists the loss of community facilities, leisure and recreation sites stating *'Where it cannot be demonstrated that such a loss is surplus to requirements, a loss may be considered acceptable provided that: an alternative facility of equivalent or better quality and scale to meet community needs is available, or will be provided at an equally accessible location within the vicinity;'*

The proposal would result in the temporary loss of a small part of the playing field for the office space. While not sought under this application the ground floor classes extended under this application are also located on playing field.

The Design and Access Statement confirms that to meet the current demand for September 2025 additional teaching provision is required for 150 students. This is to be achieved through the retention of four existing ground floor classrooms and the addition of four more classrooms at first floor, set above the aforementioned existing classrooms with the retainment of one existing office and an additional office. These would be retained until September 2028 and allow time for the development of and provision of a long term Technology Building for which pre-application advice being sought.

Sport England have confirmed they do not wish to object to the proposal given its temporary nature.

The proposed development would support the continued needs of the educational facility, providing classroom and office space while works to create additional space to meet the needs of the area is being developed. The loss of playing field would be temporary and the classroom and offices would therefore support the needs of young people within the district and is considered acceptable in principle, subject to all other material considerations.

Design and Appearance:

Policies 25, 32, and 33 of the HDPF promote development that protects, conserves and enhances the landscape character from inappropriate development. Proposal should take into account landscape characteristics, with development seeking to provide an attractive, functional and accessible environment that complements the locally distinctive character of the district. Buildings should contribute to a sense of place, and should be of a scale, massing, and appearance that is of a high standard or design and layout which relates sympathetically to the landscape and built surroundings.

Policy HB3 of the Horsham Blueprint Business 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. Policy HB4 continues that development is expected to demonstrate a high quality of design which responds and integrates well with its surroundings, meets the changing needs of residents, and minimises the impact on the natural environment.

Paragraph 135 of the NPPF states that planning decisions should ensure that developments function well and add to the overall quality of the area; are visually attractive as a result of good architecture, layout and appropriate and effective landscaping; are sympathetic to local character and history, including the surrounding built environment and landscape setting; establish a strong sense of place, using the arrangement of streets, spaces, building types and materials to create attractive, welcoming and distinctive places to live, work and visit; optimise the potential of the site to accommodate and sustain an appropriate amount and mix of development; and create places that are safe, inclusive and accessible.

The office and classrooms are located to the north of the existing complex of buildings comprising the site, to an area of land located within the sport fields. The first-floor elements have been added onto the existing buildings. The first-floor classrooms match the materials of the existing classrooms, other than the addition of a navy blue window on the first floor of the staircase sections. The office building has grey external walls, with a blue/grey stripe along the top and is set to the east of the existing office building.

The development is located immediately to the north of a complex of modern buildings forming part of the college site. While it is recognised that the modular portacabins would be of limited visual quality and appearance, it is recognised that they would be temporary in nature and located to the rear of the site, where they are not overly visible from public vantage points. The temporary buildings can also be read in the context of nearby built form, this is considered to reduce the visual prominence of the development.

For these reasons, it is considered that the proposed temporary development does not result in such significant harm to the character and appearance of the site and surroundings to justify a reason for refusal. The development is therefore considered to accord with the above policies.

Heritage Impacts:

Policy 34 of HDPF recognises that heritage assets are an irreplaceable resource, and as such the Council will sustain and enhance its historic environment through positive management of development affecting heritage assets. Development should reinforce the special character of the District's historic environment through appropriate siting, scale, form, and design, including the use of traditional materials and techniques. Development should make a positive contribution to the character and distinctiveness of the area, ensuring that development in Conservation Area is consistent with the special character of those areas. Proposed development should retain and improve the setting of heritage assets, including views, public rights of way, trees, and landscape features.

Following consultation with HDC's Conservation Officer the need for the buildings has been understood. While the addition of another storey does result in a more prominent building it is considered an appropriate addition on the grounds of its temporary nature. Concerns would be raised if the temporary period is to be extended further.

Amenity Impacts:

Policy 32 of the HDPF states that development will be expected to provide an attractive, functional, accessible, safe, and adaptable environment that contribute a sense of place both in the buildings and spaces themselves. Policy 33 continues that development shall be required to ensure that it is designed to avoid unacceptable harm to the amenity of occupiers/users of nearby property and land.

The buildings are located to the north-east of the existing complex of buildings, positioned approximately 35m to the east of the residential properties located along Angus Close. The two-storey nature of the classrooms cause some overshadowing; however, this is be limited to the morning. Some loss of light in the rear gardens of 3 and 4 Angus Close is expected to have occurred. This loss is not considered significant given there is some setback between the classrooms and the boundaries.

The first floor, western elevation, windows on building two are to be obscure glazed to prevent any unacceptable levels of overlooking. This has been secured by condition.

The level of activity expected at the site is likely to be greater than the existing; however, the use would remain the same. The College controls the use of the classrooms through timetabling, and it is not expected the use will result in unacceptable impacts on neighbouring amenity.

For these reasons, the proposed development is not considered to result in unacceptable harm to the amenities of neighbouring properties or users of land, in accordance with Policies 32 and 33 of the Horsham District Planning Framework (2015).

Highways Impacts:

Policy 40 of the HDPF requires developments to provides safe and suitable access for all vehicles, pedestrians, cyclists, horses riders, public transport and the delivery of goods.

Policy 41 of the HDPF requires adequate parking and facilities to be provided within developments to meet the needs of anticipated users. Consideration should be given to the needs of cycle parking, motorcycle parking, charging plug-in or other low emission vehicles and the mobility impaired.

The WSCC Highways Officer has confirmed the proposal is not expected to impact the highway network.

Water Neutrality:

The application site falls within the Sussex North Water Supply Zone as defined by Natural England which draws its water supply from groundwater abstraction at Hardham. Natural England has issued a Position Statement for applications within the Sussex North Water Supply Zone which states that it cannot be concluded with the required degree of certainty that new development in this zone would not have an adverse effect on the integrity of the Arun Valley SAC, SPA and Ramsar sites.

Natural England advises that plans and projects affecting sites where an existing adverse effect is known will be required to demonstrate, with sufficient certainty, that they will not contribute further to an existing adverse effect. The received advice note advises that the matter of water neutrality should be addressed in assessments to agree and ensure that water use is offset for all new developments within the Sussex North Water Supply Zone.

An existing and proposed BREEAM have been submitted. The existing baseline for the school is stated at 110,630 l/d. Following the addition of water efficient fixtures and fittings the proposed baseline for the school would be 102,501.21 l/d. Given the retrospective nature of the works a condition securing the fixtures and fittings within one month of the date of permission has been recommended.

The above demonstrates that the proposal would be water neutral subject to conditions securing the proposed fixtures and fittings. Given the buildings have already been erected a timed condition will be used to secure these and demonstrate their installation. Subject to such condition, there is no no clear or compelling evidence to suggest the nature and scale of the proposed development would result in a more intensive occupation of the site 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 194 and the Council's obligations under the Conservation of Habitats and Species Regulations 2017.

Drainage and Flood Risk:

It is noted the Drainage Officer has raised concerns about drainage at the site. Given the site existing infrastructure, the temporary nature of the proposal and the modest addition of ground level hard surfacing and the existing ground floor classrooms, this is not though considered necessary in order for the development to be acceptable.

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 and significant on-site enhancements will be secured over this period by way of a Legal Agreement.

During the course of the application works began at the site, making the proposal retrospective. The development is therefore now exempt from the requirements of BNG.

Climate Change:

Policies 35, 36 and 37 require that development mitigates to the impacts of climate change through measures including improved energy efficiency, reducing flood risk, reducing water consumption, improving biodiversity and promoting sustainable transport modes. These policies reflect the requirements of Chapter 14 of the NPPF that local plans and decisions seek to reduce the impact of development on climate change.

It is considered that the proposal would result in no further impact to climate resilience on the site.

Conclusions:

The proposed development would support the needs of the college and would provide temporary accommodation while planning and development takes place for the provision of a permanent building. The LPA are aware of the plans progressing and are suitably assured the applicant is working on providing a long-term solution. The proposed development, given its temporary nature, is not considered to result in harm to the special character and setting of the Listed Building and wider townscape, and would not result in unacceptable harm to the amenities of neighbouring properties or users of land. The development is therefore considered acceptable, in accordance with all relevant local and national policies.

Recommendation: Application Permitted

Conditions:

2 **Regulatory (Time) Condition**: The temporary classrooms and office accommodation hereby permitted shall be removed and the use hereby permitted shall be discontinued on or before the 01.09.2028, and the land shall be restored to its former condition and its use as playing field reinstated on or before 01.12.2028.

Reason: The proposed development is not considered satisfactory as a permanent measure in accordance with Policy 33 of the Horsham District Planning Framework (2015).

3 **Timed Condition**: Within one month of the date of this permission details of any external lighting or externally located plants installed on the classrooms or to the office building, for which permission is sought for under this application, shall be submitted to the Local Planning Authority for its approval in writing. Any external lighting or externally located plants shall thereafter be installed in accordance with the agreed details.

Reason: As this matter is fundamental in the interests of residential amenities by ensuring an acceptable noise and lighting level for the occupants of the development in accordance with Policy 33 of the Horsham District Planning Framework (2015).

4 **Timed Condition**: Within one (1) month of the date of this permission, and unless otherwise agreed in writing with the Local Planning Authority, full details of the water efficiency measures required by the approved water neutrality strategy (15.07.2025) shall be submitted to the Local Planning Authority for its approval in writing.

Reason: To ensure the development is water neutral to avoid an adverse impact on the Arun Valley SACSPA and Ramsar sites in accordance with Policy 31 of the Horsham District Planning Framework (2015), Paragraph 193 of the National Planning Policy Framework (2024), its duties under the Conservation of Habitats and Species Regulations 2017 (as amended), and s40 of the NERC Act 2006 (Priority habitats & species).

5 **Timed Condition**: Within one (1) month of the date of this permission the northwest facing first floor windows within the northernmost classroom building on drawing 02KT Rev 1 shall be fitted with obscured glazing. Once installed the obscured glazing parts of those windows shall be retained for the duration of the building's presence on the site.

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

6 **Timed Condition**: Within one (1) month of the date of the details required by condition 4 being approved, evidence shall be submitted to the Local Planning Authority for its approval in writing that the approved water neutrality strategy has been implemented in full. The evidence shall include the specification of fittings and appliances used, evidence of their installation, and completion of the as built Part G water calculator or equivalent. The installed measures shall be retained as such thereafter.

Reason: To ensure the development is water neutral to avoid an adverse impact on the Arun Valley SACSPA and Ramsar sites in accordance with Policy 31 of the Horsham District Planning Framework (2015), Paragraph 193 of the National Planning Policy Framework (2024), its duties under the Conservation of Habitats and Species Regulations 2017 (as amended), and s40 of the NERC Act 2006 (Priority habitats & species).

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/25/0748
(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	Proposed	04KT Rev 3	19.08.2025
Elevation plan	Proposed	03KTF Rev 3	19.08.2025
Elevation plan	Proposed	04KT Rev 3	18.08.2025
Elevation plan		03KT Rev 2	12.08.2025
Location & Block plan		02.KT Rev 1	19.08.2025
Location & Site plan	Fire Access Plan		13.06.2025
Supporting Statement	Water Neutrality Statement		15.07.2025

DELEGATED

Case Officer sign/initial Alice Johnson Date: 17/09/2025

Authorising Officer sign/initial Adrian Smith Date: 18/09/2025


N
Location of
Portakabin Buildings.
New path
New path
New path