Horsham District Council

DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	**24th June 2025**
Check Neighbours	y
Check Consultations (including newts) / Press List	y
Check Description, Plans and Supporting Documents	y
Print and Display Site Notice (if required)	n/a
WEEK TWO (+7)	**1st July 2025**
Visit Site or request site visit photos (in accordance with Site Visit Guidance Note)	y
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)	**8th July 2025**
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)	**15th July 2025**
If no amendments required, contact agent / applicant with update on progress.	**y**
Confirm whether delegated or committee decision (re: parish and neighbour representations)	**Delegated**
WEEK FIVE (+28)	**22nd July 2025**
14-day re-consultation letters to be sent on any amended plans	**n/a**
Prepare draft report	**y**
WEEK SIX (+35)	**29th July 2025**
Check 35-day Cllr call-in for Committee	**n/a**
If decision based on original plans, report to be drafted and submitted for sign off	**y**
WEEK SEVEN (+42)	**5th August 2025**
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/25/1034
29 Holbrook School Lane, Horsham, West Sussex, RH12 5PP

DESCRIPTION:

Extension of existing driveway and dropped kerb.

RELEVANT PLANNING HISTORY:

DC/24/0938 Loft Conversion (Lawful Development Certificate - Proposed). Application returned.

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
Policy 41 - Parking

North Horsham neighbourhood planning
Voluntary withdrawal of designation: North Horsham Parish Council voluntarily withdrew their parish from the Neighbourhood Development Plan process on 30 July 2018.

Horsham District Local Plan (2023-40) (Regulation 19):
Policy 19: Development Quality
Policy 20: Development Principles
Policy 25: Parking

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:

Natural England: Standing Advice:-

It cannot be concluded that existing abstraction within the Sussex North Water Supply Zone is not having an adverse effect on the integrity of the Arun Valley SAC/SPA/Ramsar sites. Developments within Sussex North must therefore must not add to this impact and one way of achieving this is to demonstrate water neutrality. The definition of water neutrality is the use of water in the supply area before the development is the same or lower after the development is in place.

To achieve this Natural England is working in partnership with all the relevant authorities to secure water neutrality collectively through a water neutrality strategy. Whilst the strategy is evolving, Natural England advises that decisions on planning applications should await its completion. However, if there are applications which a planning authority deems critical to proceed in the absence of the strategy, then Natural England advises that any application needs to demonstrate water neutrality.

Parish Comments:

No Objection.

WSCC Highways:

In summary, 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 (paragraph 116), and that there are no transport grounds to resist the proposal.

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 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

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.

29 Holbrook Road is a semi-detached dwelling within the built-up boundary of Horsham. The proposed dropped kerb will provide the applicants with an additional off-street parking space. Holbrook Road is a busy residential road as the site is opposite the Holbrook Primary School.

The proposed materials are block paving and would be removing the small grassed area outside the front of the property. It is considered that, although the proposal involves removing the grassed area, there is still adequate greenery and foliage to avoid the area becoming over developed.

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.

It is considered that the proposed dropped kerb and extension to existing driveway and the resulting relationship with adjoining properties would be sufficient to prevent any unacceptable harm to neighbouring amenity.

Impact on Parking

Parking - Policy 41 11.9 This policy seeks to find the right balance between ensuring that adequate parking is provided to support new development whilst ensuring that it is suitably located and does not conflict with other uses

Following consultation with WSCC Highways, it is noted that current WSCC policy outlines that dropped kerb accesses should not exceed 6.4m in width, unless significant justification is given. Whilst no information has been provided as to the existing dropped kerb width, the proposed widening of 4.54m would suggest that the widened access would exceed the maximum of 6.4m. Therefore, the WSCC Officer has advised that the proposal may be refused a licence by the local WSCC Highway Area Office Team. While this is noted, no harm to the function and safety of the public highway has been noted, and it would not be considered reasonable to refuse the proposed development.

The extension of existing driveway and dropped kerb is therefore considered not to have an adverse impact on highway use. It is therefore considered that the highways impact of the proposal is acceptable and would accord with the above policies.

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 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 proposed plans and application form.

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

The applicant is advised that in addition to obtaining planning permission that they must also obtain formal approval from the highway authority to carry out the site access works on the public highway. The granting of planning permission does not guarantee that a vehicle crossover licence shall be granted because the highway license process considers wider factors than are considered by the Highway Authority at planning stage.

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/25/1034
(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
Location plan		NONE	24.06.2025
Block plan		NONE	24.06.2025
Plans	Existing Dropped Kerb Plans	EDKP01	24.06.2025
Plans	Proposed Dropped Kerb Plans	PDKP01	24.06.2025

DELEGATED

Case Officer sign/initial Meg Bayliss Date: 11/08/2025

Authorising Officer sign/initial Tamara Dale Date: 19/08/2025