Horsham District Council

DELEGATED APPLICATIONS - ASSESSMENT SHEET

APPLICATION NO./ADDRESS:
DC/25/0684
1 Masons Way, Codmore Hill, West Sussex, RH20 1DZ

DESCRIPTION:
Erection of a single storey rear extension, and two storey side extension to form family annex.

RELEVANT PLANNING HISTORY:

None Relevant

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

Neighbourhood Plan:
No Neighbourhood Plan

Horsham District Local Plan (2023-40) (Regulation 19):
Policy 9: Water Neutrality
Policy 17: Green Infrastructure and Biodiversity
Policy 19: Development Quality
Policy 20: Development Principles
Policy 21: Heritage Assets and Managing Change within the Historic Environment
Policy 24: Sustainable Transport
Policy 25: Parking
Policy 45: Replacement Dwellings and House Extensions in the Countryside
Policy 46: Ancillary Accommodation

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 Received

Representations:

Two letters of representation were received:

- Support: A representation was submitted by the National Annexe Planning Consultancy (NAPC) supporting the proposal. They highlighted the benefits of multigenerational living and considered the annexe to be well-designed and ancillary to the main dwelling.
- General Comment: A neighbouring resident to the north raised several observations without objecting, including concerns about the proximity of the extension (approximately 1m from their boundary), the accuracy of the red line boundary, and potential impacts during construction. They requested a condition survey and care during works to protect shared infrastructure and landscaping.

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.

The application proposes a single storey rear extension and a two-storey side extension to form an attached annexe at 1 Masons Way, Codmore Hill, Pulborough. The site occupies a spacious residential plot, and the proposed extensions have been sensitively designed to reflect the scale, form, and materials of the existing dwelling.

The rear extension, measuring 3.5 metres in depth, would run the full width of the rear elevation and provide an enlarged kitchen and dining area. This element is modest in scale and form and would be finished in materials to match the host property, including matching brickwork and contemporary glazed doors. Its flat roof with a central pitched section is appropriate for the scale of the dwelling and would remain subordinate to the main house.

The proposed annexe forms a two-storey side extension to the south elevation, incorporating a separate side entrance to allow greater independence for the applicant's elderly parent, who will reside in the annexe. It comprises two bedrooms, a bathroom, and a kitchen/living area, with a clear internal connection to the main house through a new link at ground floor level. The extension has been designed with careful attention to proportions and detailing to ensure continuity with the main dwelling, including matching fenestration, materials, and roof form.

In line with Horsham District Council's guidance on annexes, the proposal retains a clear physical and functional relationship with the host dwelling. The annexe is connected internally and shares services with the main house, and there is no provision for separate postal address, parking or private curtilage. The proposal therefore satisfies the Council's definition of an ancillary residential annexe and would not result in the creation of a separate planning unit.

Furthermore, Paragraph 135 of the National Planning Policy Framework (NPPF, 2024) requires developments to be sympathetic to local character while not preventing or discouraging appropriate innovation. The scale and appearance of the extensions are consistent with these aims, contributing positively to the character of the property and the wider streetscene, without giving rise to overdevelopment or visual harm.

The separation from neighbouring properties, and the generous size of the plot, ensures that the proposed extensions would not appear cramped or overbearing. The overall design respects the established residential character of Masons Way and would preserve the visual amenities of the locality.

The proposed development is therefore considered to be acceptable in terms of its scale, design, and relationship to the host dwelling, and accords with the requirements of Policy 33 of the Horsham District Planning Framework (2015), the Horsham annexe guidance, and the provisions of the NPPF (2024).

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 application site is located on a spacious residential plot, with neighbouring properties situated to the south, west, and north. The proposed single-storey rear extension projects 3.5 metres and remains a sufficient distance from properties to the south and west to avoid overshadowing, overbearing impact, or loss of privacy.

To the north, the extension would be sited approximately 1 metre from the shared boundary. While this proximity is noted, the scale and height of the rear extension are modest, and the lack of side-facing windows reduces the risk of overlooking. A neighbour to the north has raised several concerns, including potential impact on light, the accuracy of boundary lines, and construction-related matters (e.g. potential disruption to drainage, hedge roots, and request for a condition survey). These matters are noted but fall largely outside the scope of planning control. Boundary disputes and construction management issues are civil matters between landowners and would not warrant refusal of planning permission.

No objections have been received on grounds of residential amenity, and one letter of support was submitted by the National Annexe Planning Consultancy (NAPC), welcoming the design and multigenerational purpose of the annexe.

Given the separation to neighbouring dwellings, the low-rise nature of the extensions, and the ancillary function of the annexe, the proposal is not considered to give rise to undue harm to the amenities of surrounding occupiers and is therefore compliant with Policy 33 of the HDPF.

Water Neutrality

A Water Neutrality Statement has been submitted in support of the application, which confirms that the proposal has been designed to minimise additional water consumption through the inclusion of low-flow fixtures and appliances. Calculations provided in the statement demonstrate that the total per-person water usage across the enlarged dwelling would fall below the 90 litres/person/day requirement of Building Regulations Part G.

The Statement also sets out further mitigation, including the installation of water butts for rainwater harvesting to reduce reliance on mains water for external uses.

Notwithstanding the content of the Water Neutrality Statement, it is noted that the application is for a householder development and therefore falls outside the scope of the current Natural England position statement requiring water neutrality for new dwellings in the Sussex North Water Supply Zone. As such, no further assessment or mitigation is necessary in this instance.

The proposal is therefore acceptable in relation to water usage and supply.

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 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:** The accommodation hereby permitted shall be occupied solely for purposes ancillary to the occupation and enjoyment of 1 Masons Way as a dwelling and shall not be used as a separate unit of accommodation.

Reason: The establishment of an additional independent unit of accommodation may give rise to an over-intensive use of the site and/or lead to an unsatisfactory relationship between independent units of living accommodation contrary to Policy 33 of the Horsham District Planning Framework (2015).

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/25/0684

Schedule of plans/documents **approved**:

Plan Type	Description	Drawing Number	Received Date
Supporting Statement	Water Neutrality	NONE	09.05.2025
Supporting Statement	Planning	NONE	24.04.2025
Location & Site plan		A.001 REV B	01.07.2025
Floor plan	Existing	A.100	24.04.2025
Floor plan	Proposed	A.101 REV A	24.04.2025
Elevation plan	Existing	A.200	24.04.2025
Elevation plan	Proposed	A.201 REV A	24.04.2025
Section plan	Existing	A.300	24.04.2025
Section plan	Proposed	A.301 REV A	24.04.2025

DELEGATED

Case Officer sign/initial Shazia Penne Date: 25.07.2025

Authorising Officer sign/initial RHERMITAGE Date: 29.07.2025