Horsham District Council

# DELEGATED APPLICATIONS - ASSESSMENT SHEET

| OFFICER CHECKLIST | |
|---|---|
| **WEEK ONE (Date Valid)** | **29th May 2025** |
| Check Neighbours | ☒ |
| Check Consultations (including newts) / Press List | ☒ |
| Check Description, Plans and Supporting Documents | ☒ |
| Print and Display Site Notice (if required) | ☐ |
| **WEEK TWO (+7)** | **5th June 2025** |
| Visit Site or request site visit photos (in accordance with Site Visit Guidance Note) | ☒ |
| 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)** | **12th June 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). | ☐ |
| **WEEK FOUR (+21)** | **19th June 2025** |
| If no amendments required, contact agent / applicant with update on progress. | ☒ |
| Confirm whether delegated or committee decision (re: parish and neighbour representations) | ☒ |
| **WEEK FIVE (+28)** | **26th June 2025** |
| 14-day re-consultation letters to be sent on any amended plans | ☐ |
| Prepare draft report | ☒ |
| **WEEK SIX (+35)** | **3rd July 2025** |
| Check 35-day Cllr call-in for Committee | ☐ |
| If decision based on original plans, report to be drafted and submitted for sign off | ☒ |
| **WEEK SEVEN (+42)** | **10th July 2025** |
| If decision based on amended plans, report to be drafted and submitted for sign off | ☐ |
| Reason for EOT | ☐ |

APPLICATION NO./ADDRESS:

DC/25/0782
3 Owlbeech Court, South Holmes Road, Horsham, West Sussex, RH13 6PW

DESCRIPTION:

Conversion of garage to make habitable space.

RELEVANT PLANNING HISTORY:

| | | |
|---|---|---|
| HR/265/72 | Layout of site, siting and external appearance of dwellings + accesses erection of 12 houses. | Application Permitted on 13.11.1972 |

HR/242/71 Residential development + accesses Application Permitted on 07.01.1972

RELEVANT PLANNING POLICIES

**The National Planning Policy Framework (NPPF)**

**Horsham District Planning Framework (2015)**:
Policy 31 - Green Infrastructure and Biodiversity
Policy 32 - Strategic Policy: The Quality of New Development
Policy 33 - Development Principles
Policy 40 - Sustainable Transport
Policy 41 - Parking

**North Horsham Neighbourhood Plan**
North Horsham has not been designated as a Neighbourhood Plan area.

**Horsham District Local Plan (2023-40) (Regulation 19)**:
Policy 17: Green Infrastructure and Biodiversity
Policy 19: Development Quality
Policy 20: Development Principles
Policy 24: Sustainable Transport
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.

**WSCC Highways:** Advice
The proposals would result in no changes to the existing vehicular access arrangement, with no anticipated rise in the material intensification of movements to or from the application site. Therefore, 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, and there are no transport grounds to resist the proposal.

Parish Comments:

**North Horsham Parish Council**: No Objection

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 proposed development is for the conversion of the property's garage into habitable living space, at 3 Owlbeech Court, South Holmes Road. A review of the property's planning history has found that no conditions restrict the conversion of the garage.

**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 relate 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 proposals include the existing garage door being replaced with timber-effect cladding and a uPVC window to match the windows on the existing property. Whilst there are no examples of cladding in the vicinity, the local area has a variance of building styles, and the horizontal cladding will also give the appearance of a garage door.

The proposal would have a neutral impact on the character and appearance of the existing dwelling and 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 siting and layout of the proposed alterations and the resulting relationship with adjoining properties would be sufficient to prevent any unacceptable harm to neighbouring amenity.

**Impact on Parking Provision**

Policy 41 of the HDPF states that development which involves the loss of existing parking spaces will only be allowed if suitable alternative provision has been secured elsewhere, or the need for the development overrides the loss of parking and where necessary measures are in place to mitigate against the impact.

The proposed development includes the conversion of the existing garage. As shown on the Existing Plans, the internal dimensions of the garage are approximately 2.5 metres in width and 5 metres in

length, which falls short of West Sussex County Council's minimum garage size guidance of 6 metres by 3 metres. As such, the garage is unlikely to be capable of accommodating a modern vehicle, and its conversion would not result in the loss of functional parking provision. Furthermore, the property benefits from off-street parking, whilst on-street parking is readily available. The proposal will therefore not reduce overall parking capacity and is considered acceptable in relation to Policy 41 of the HDPF.

**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 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).

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.

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**Plans list for: DC/25/0782**
(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 |
|---|---|---|---|
| Elevation & Floor plan | Existing floor plans, Elevation, Site, and Block Plan | PL01 | 12.05.2025 |
| Elevation & Floor plan | Proposed floor plans, Elevation, Site, and Block plan | PL02 | 12.05.2025 |
| Location & Block plan | Proposed site and block plans | PL03 | 12.05.2025 |

**DELEGATED**

Case Officer sign/initial Sam Nye Date: 17/07/2025

Authorising Officer sign/initial Tamara Dale Date: 24/07/2025