Horsham District Council

DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	**28th April 2025**
Check Neighbours	10/05/2025
Check Consultations (including newts) / Press List	10/05/2025
Check Description, Plans and Supporting Documents	10/05/2025
Print and Display Site Notice (if required)	29/05/2025
WEEK TWO (+7)	**5th May 2025**
Visit Site or request site visit photos (in accordance with Site Visit Guidance Note)	29/05/2025
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)	**12th May 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)	**19th May 2025**
If no amendments required, contact agent / applicant with update on progress.	N/A
Confirm whether delegated or committee decision (re: parish and neighbour representations)	**Delegated**
WEEK FIVE (+28)	**26th May 2025**
14-day re-consultation letters to be sent on any amended plans	N/A
Prepare draft report	**16/06/2025**
WEEK SIX (+35)	**2nd June 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	**16/06/2025**
WEEK SEVEN (+42)	**9th June 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/25/0551
13 Richmond Road, Horsham, West Sussex, RH12 2EG

DESCRIPTION:

Erection of a single storey front extension.

RELEVANT PLANNING HISTORY:
None.

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 34 - Cultural and Heritage Assets

Horsham Blueprint Business Neighbourhood Forum
Is a designated body of the Unparished Area of Horsham Town. The Forum comprises of representatives from Denne Neighbourhood Council, Forest Neighbourhood Council and Trafalgar Neighbourhood Council. The Horsham Blueprint Business Neighbourhood Forum's Neighbourhood Plan area has been designated.

Relevant policies:
Policy HB3: Character of Development
Policy HB4: Design of Development

Horsham District Local Plan (2023-40) (Regulation 19):
Policy 19: Development Quality
Policy 20: Development Principles
Policy 21: Heritage Assets and Managing Change within the Historic Environment

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:

Horsham Denne Neighbourhood Council

No objection

Southern Water:

No objection.

HDC Conservation Officer:

No objection.

Representations:

1 representation has been received, neither objecting or supporting the application for the following reasons: -

Neighbours raised no objection providing that:

- Access of windows are retained
- Lode of the extension will not affect the party wall and construction materials
- Gutter pipes and drainage
- Height of new roof light

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. A site visit was carried out as the site falls within a Conservation Area, a site notice was put up.

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.

Policy 34 of the HDPF seeks to conserve and sustain the heritage assets that are within the district. It ensures that development within conservation areas is consistent with the special character of buildings and areas of which they are located within.

Policy HB3 of the Horsham Blueprint Business Neighbourhood 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 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 integrate well with its surroundings.

13 Richmond Road is a semi-detached dwelling within the Horsham Conservation Area and falls within the built-up area boundary. The property is unusual in that the divide between its neighbours of 13A Richmond Road, is not straight down the middle of the property like most semi-detached. The division is split differently, so the proposal would be next to the neighbouring adjacent window.

The proposal is intended to provide a connecting room from the kitchen to the main dwelling. The kitchen is currently in a room which leads off the main entrance to the property but doesn’t connect easily to the main dwelling. The extension would provide a wider link for the residents. The proposed

materials used are in keeping with the surrounding area and, following consultation with the Conservation Officer, would not cause harm to the wider character of the Conservation Area.

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.
The proposal has been considerate to its neighbouring property at 13a Richmond Road. Concerns were raised about the height of the roof light, drainage and materials used. Some of this will be addressed by Building Control and are therefore not assessed as part of this proposal. The roof light height is considered to be of an adequate height and would not impose upon the neighbouring window.

It is considered that the siting and layout of the proposed extension and the resulting relationship with adjoining properties would be sufficient to prevent any unacceptable harm to neighbouring amenity.

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.

Other Matters

It is noted that a representation has been received from the adjoining neighbour with respect the party wall. This is a civil matter and does not preclude planning permission being granted.

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).

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/25/0551
(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
Roof plan	Existing and Proposed Roof Plan	25105	01.04.2025
Section plan	Existing and Proposed Section A-A and B-B	25103	01.04.2025
Elevation plan	Existing and Proposed Elevations 1/2	25101	01.04.2025
Floor plan	Existing and Proposed Ground Floor Plan and Basement Plan	25104	01.04.2025
Elevation plan	Existing and Proposed Elevations 2/2	25102	01.04.2025
Location & Block plan	Location Plan Block Plan	25106	01.04.2025

DELEGATED

Case Officer sign/initial Meg Bayliss Date: 16/06/2025

Authorising Officer sign/initial Tamara Dale Date: 20/06/2025