DELEGATED APPLICATIONS - ASSESSMENT SHEET

APPLICATION NO./ADDRESS:

DC/25/0491
Causeway Lodge, 10 Causeway, Horsham, West Sussex, RH12 1HE

DESCRIPTION:

Erection of a single storey rear extension and internal modifications (Householder Application).

RELEVANT PLANNING HISTORY:

DC/25/0492	Erection of a single storey rear extension and internal modifications (Listed Building Consent).	Pending Consideration

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

Neighbourhood Plan:
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 Neighbourhood Plan was formally made at Full Council on 14 December 2022.
Policy HB3- Character of Development
Policy HB5- 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

Parish Design Statement:

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:

HDC Conservation Officer: No Objection

The proposed application involves internal alterations and a single-storey rear extension with an oak-framed family room. While the extension is generally acceptable, there are concerns about potentially hidden historic timber fabric in the rear wall that should be investigated and partially retained to preserve its historical context.

Aluminium windows for the extension are acceptable due to their slim frames, which won't overshadow the existing timber glazing. The removal of former WCs is allowed, but creating external doors where windows currently are is discouraged, as it would diminish the historic service wing's character; a compromise is suggested with some doors and some windows retained.

Opening the living room wall to create an archway is supported if no historic fabric is found. Removing the lift in favour of a well-designed staircase is welcomed and won't harm the building's significance. Overall, with conditions and window amendments, the proposal is seen as preserving the building's historic interest. This development is allowed subject to conditions.

Re-consultation comments received 12.06.2025: It is noted that amendments have been received retaining the window on the northern elevation and also the two windows on the side elevation (although the 3D model drawings on the floor plan still appear to show the original proposal). No objection would therefore be raised to the amended plans, and satisfied subject to the conditions previously suggested that the historic interest of the building would be preserved.

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:

Denne Parish Council: Objection

Horsham Denne NC generally supports the proposed changes but objects to the aluminium bi-fold doors and roof lights on the extension, finding them too modern and out of character for the listed building. They also request the Conservation Officer's report to evaluate the impact on the internal structure. Therefore, Horsham Denne NC objects to the applications.

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.

Policy 34 of the HDPF states that development should be reinforce the special character of the historic environment through appropriate siting, scale, form and design; and should make a positive contribution to the character and distinctiveness of the area. Proposals should preserve and ensure clear legibility of locally distinctive vernacular building forms and their settings, features, fabric and materials.

Policy HB3 of the Horsham Town Neighbourhood Plan states development must preserve and enhance the character of its area, reflecting local context, vernacular architecture, and variety in form and materials. Innovative design is supported if it clearly improves the built environment. Proposals should positively impact key highway approaches by improving greenery, reducing street clutter, and enhancing green infrastructure. Development should follow conservation principles from relevant local guidance documents to protect features that contribute to the area's character.

Policy HB5 of the Horsham Town Neighbourhood Plan states development must exhibit high-quality design that fits well with its surroundings, meets residents' changing needs, and minimizes environmental impact. Proposals should follow national design standards and local guidance. Building heights in conservation areas should respect existing scales and building lines to maintain character and space. New developments should have superfast broadband and maintain access for maintenance needs.

The application proposes the removal of a modern single-storey rear extension and its replacement with an oak-framed extension featuring heritage-style black painted aluminium bi-fold doors, handmade brickwork to match the existing, and Keymer-style clay tiles. The new extension will sit below the existing eaves and remain subservient in scale and form. Conservation-style roof lights will sit flush within the pitched roof to reduce visual prominence.

The Conservation Officer has raised no objection to the proposed works. While initially noting that there may be historic timber fabric within the rear wall that should be investigated and partially retained to preserve its heritage value, the officer concluded that the proposed single-storey rear extension with an oak-framed family room is generally acceptable.

The use of aluminium windows for the extension is considered suitable due to their slim profiles, which would not dominate or detract from the existing timber fenestration. The removal of former WCs is acceptable; however, the conversion of some existing windows to doors was initially discouraged to avoid harm to the historic character of the service wing. Amendments have been received to address this matter, and the proposal is now deemed acceptable.

The proposed opening of the living room wall to form an archway is supported, provided no significant historic fabric is lost in the process. The removal of the lift and reinstatement of a staircase is welcomed as a positive alteration that will not adversely affect the building's historic significance.

Following re-consultation on 12 June 2025, the Conservation Officer confirmed no objection to the amended plans, which now retain the window on the northern elevation and the two windows on the

side elevation. As such, The Conservation Officer is satisfied that, subject to the previously suggested conditions, the historic interest of the building will be preserved.

Overall, the proposals are considered sympathetic in design, incorporate traditional materials, and represent both a visual and functional improvement to the building. These works will help ensure the building's continued viable residential use while enhancing its historical significance.

The development is therefore considered acceptable in terms of its impact on the building's character and appearance. It complies with HDPF Policies 32, 33, and 34, Policies HB3 and HB5 of the Horsham Blueprint Neighbourhood Plan and aligns with paragraph 212 of the National Planning Policy Framework (2024), which states that great weight should be given to the conservation of heritage assets.

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 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.

Conclusion

The proposed works are considered to be sympathetic to the heritage significance of the Grade II listed building. The design, scale, and materials are appropriate to the character and appearance of the existing dwelling and the wider Horsham Town Centre Conservation Area. Subject to appropriate conditions, the proposal would preserve the architectural and historic interest of the listed building and would comply with relevant planning policies.

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 Pre-Commencement Condition: No relevant works shall commence until the following details have been submitted to and approved in writing by the Local Planning Authority. The works must not be executed other than in complete accordance with these approved details:

a) Drawings to a scale not smaller than 1:5 fully describing:

i) new/and/or/replacement windows, external doors, roof lantern, and internal staircase.

These drawings must show:
- materials
- decorative/protective finish
- cross section of frame, transom, mullions, glazing bars, etc
- formation of openings including reveals, heads, sills, arches, lintels, etc
- method of opening
- method of glazing
- design of proposed staircase including balustrades and handrails

ii) Roof details including sections through:
- roof ridge
- hips
- valleys
- eaves
- verges
- verges and bargeboards
- flat roof perimeters
- parapets

b) Specification of masonry, brickwork, stonework including material, colour, texture, face bond, components of the mortar, and jointing/pointing profile.

c) Specification, including location drawings and sketches where appropriate, of works to timbers / structural timbers / timber framing including extent of work, methods to be used, and the type of any replacement timber.

d) Samples or specifications of external materials and surface finishes.

Reason: As this matter is fundamental to ensure that the significance of the designated heritage asset, and the character, appearance and integrity of the building, is not prejudiced, thereby preserving the special architectural or historic interest which it possesses, and to comply with Policy 34 of the Horsham District Planning Framework (2015).

4 **Regulatory Condition**: No new plumbing, pipes, soil stacks, flues, vents, ductwork or the like, shall be fixed to any external face of the building other than as shown on the drawings hereby approved.

Reason: To ensure that the significance of the designated heritage asset, and the character, appearance and integrity of the building, is not prejudiced, thereby preserving the special architectural or historic interest which it possesses, and to comply with Policy 34 of the Horsham District Planning Framework (2015).

NOTE TO APPLICANT
If hidden features are revealed during the course of works, they should be retained in situ. Works shall be suspended in the relevant area of the building and the Local Planning Authority notified immediately. Failure to do so may result in the execution of unauthorised works that would constitute a criminal offence.

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/25/0491
(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	Proposed Roof Plan	AD11 Rev C	27.03.2025
Location plan		NONE	27.03.2025
Floor plan	Proposed Second Floor Plan	AD10 Rev C	27.03.2025
Section plan	Proposed Section B-B	AD12 Rev C	27.03.2025
Location & Block plan	Site/Block Location Plans & Existing Ground & Basement Floor Plans	AD01 Rev C	27.03.2025
Floor plan	Proposed First Floor/Roof Plan	AD09 Rev C	27.03.2025
Elevation plan	Proposed Rear Elevation & Material Notes	AD13 Rev D	06.06.2025
Elevation plan	Proposed Elevation & Existing Elevations Massing Study	AD15 Rev D	06.06.2025
Floor plan	Existing First & Second Floor Plans	AD02 Rev C	27.03.2025
Elevation plan	Proposed Side Elevations & Material Notes & Sample Images	AD14 Rev E	06.06.2025
Section plan	Existing Sections A-A, B-B	AD06 Rev C	27.03.2025
Elevation plan	Existing Front & Side Elevations	AD04 Rev C	27.03.2025
Elevation plan	Existing Rear & Side Elevations	AD05 Rev C	27.03.2025
Floor plan	Proposed Ground Floor Plan & Dims/Areas	AD08 Rev E	06.06.2025
Roof plan	Existing Roof Plan	AD03 Rev C	27.03.2025

DELEGATED

Case Officer sign/initial Shazia Penne Date: 16.06.2025

Authorising Officer sign/initial Tamara Dale Date: 20.06.2025