Horsham District Council

DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	**29th May 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)	**5th June 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)	**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).	**y**
WEEK FOUR (+21)	**19th June 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)	**26th June 2025**
14-day re-consultation letters to be sent on any amended plans	**n**
Prepare draft report	**y**
WEEK SIX (+35)	**3rd July 2025**
Check 35-day Cllr call-in for Committee	**n**
If decision based on original plans, report to be drafted and submitted for sign off	**y**
WEEK SEVEN (+42)	**10th July 2025**
If decision based on amended plans, report to be drafted and submitted for sign off	**n**
Reason for EOT	**n**

APPLICATION NO./ADDRESS:

DC/25/0892
Lower Lodge Cottage , The Haven, Billingshurst, West Sussex, RH14 9BE

DESCRIPTION:

Erection of a three-bay detached garage/carport. Erection of a link extension to the main house from existing garage. Installation of 2No. north facing dormers with associated internal alterations.

RELEVANT PLANNING HISTORY:

DC/21/2655	Amendment to planning permission DC/19/0400 for the erection of a two storey side extension and infill of existing	Application Permitted on 07.03.2022

	covered porch, to include the conversion of an existing garage into a study with a link to the main house and the addition of a three-bay detached oak carport/ garage.		
DC/22/0774	Creation of 2no dormer windows to the north elevation.	Application 13.06.2022	Permitted on
DC/22/0833	Non Material Amendment to previously approved application DC/21/2655 (Amendment to planning permission DC/19/0400 for the erection of a two storey side extension and infill of existing covered porch, to include the conversion of an existing garage into a study with a link to the main house and the addition of a three-bay detached oak carport/ garage) to allow for the raising of cill on the north elevation ground floor window and change of barn hip on garage/carport to a gable end.	Application 23.05.2022	Refused on
DC/22/1112	Erection of a two storey side extension and infill of existing covered porch, to include the conversion of an existing garage into a study with a link to the main house and erection of a three-bay detached oak carport/ garage (amendment to DC/21/2655 to revise roof form and fenestration of detached garage).	Application 17.08.2022	Permitted on

RELEVANT PLANNING POLICIES

The National Planning Policy Framework (NPPF)

Horsham District Planning Framework (2015):
Policy 28 - Replacement Dwellings and House Extensions in the Countryside
Policy 32 - Strategic Policy: The Quality of New Development
Policy 33 - Development Principles
Policy 41 - Parking

Slinfold Neighbourhood Plan 2014 – 2031 (June 2018)
Policy 5: Development Principles

Horsham District Local Plan (2023-40) (Regulation 19):
Policy 19: Development Quality
Policy 20: Development Principles
Policy 25: Parking
Policy 45: Replacement Dwellings and House Extensions in the Countryside

Slinfold Design Statement Version 2.0 July 2006

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

Southern Water:

No objection

WSCC Highways:

The Local Highway Authority does not consider that the 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:

1 representation has been received, objecting to the application for the following reasons: -

- Privacy light and noise
  Relating to 2 proposed windows to north facing elevation
  Potential garage light

1 representation has been received, neither objecting nor supporting to the application for the following reasons: -

Haven Society: No objection in principle, but note that there does not appear to be sufficient information to be able to determine the relative size of the new area vs the existing building. Also note that the "link" is actually a kitchen and a bedroom.

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 attended following the objection raised.

Character and Appearance

Policy 28 of the HDPF relates to house extensions and outbuildings in the countryside, stating that extensions should not be disproportionate to the size of the existing dwelling, and should be in keeping

with the scale and character of the existing dwelling. The policy also states that the cumulative impact of existing extensions will be taken into account.

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 5: Development Principles of the Slinfold Neighbourhood Plan states that development proposals which seek to respect the design, density and layout of the surrounding area as detailed in the Slinfold Parish Design Statement will be supported.

Lower Lodge Cottage is a detached dwelling on the outskirts of Billingshurst, located off of Haven Road. The dwelling benefits from a large residential curtilage, in a remote location, surrounded by open countryside. There are several properties along the private road where Lower Lodge Cottage is located.

The proposed three-bay detached garage/carport will replace the existing garage, which is to be turned into a study. The proposed materials are to match those of the existing. The garage will be located west of the existing dwelling. The existing garage will be joined to the main dwelling via the proposed extension. The extension will provide a kitchen on ground floor and additional bedroom and ensuite on the first floor. The proposed materials are to match that of the existing dwelling. Installation of 2No. north facing dormers with associated internal alterations are also proposed.

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. The proposed extension would sit comfortably within the context of the existing curtilage. 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.

Concerns from representations have been received in relation to the garage and its potential impact upon the neighbouring property. Following a site visit, it is evident that there is sufficient space between the properties to prevent any impact upon neighbours from light intrusion. There is a high boundary fence, and an additional area of amenity space to the east, as indicated by blue on the location plan. It is therefore considered that there is sufficient distance between the extension and the neighbouring property to limit the impact on the neighbouring properties. The extension has been designed so that there are no first floor windows on the east elevation, where there would be no overlooking resulting from the addition.

It is noted that an objection has been received from the neighbouring property with regards to potential overlooking. Given the nature of the rooms in which the windows serve, being ensuites, family bathroom, and dressing room, it would be anticipated that the windows would be obscure glazed. It is however considered that there is sufficient distance between the first floor windows on the north elevation and the neighbouring residential garden to limit potential overlooking and loss of privacy.

It is considered that the siting and layout of the proposed extension and proposed garage and the resulting relationship with neighbouring 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 proposal is considered to comply with relevant local and national planning policies and is therefore recommended for approval.

COMMUNITY INFRASTRUCTURE LEVY (CIL)

Horsham District Council has adopted a Community Infrastructure Levy (CIL) Charging Schedule which took effect on 1st October 2017.

It is considered that this development constitutes CIL liable development.

Use Description	Proposed	Existing	Net Gain
District Wide Zone 1	134.7		134.7
		Total Gain	
		Total Demolition	

Please note that the above figures will be reviewed by the CIL Team prior to issuing a CIL Liability Notice and may therefore change.

Exemptions and/or reliefs may be applied for up until the commencement of a chargeable development.

In the event that planning permission is granted, a CIL Liability Notice will be issued thereafter. CIL payments are payable on commencement of development.

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 and finishes of all new external walls, windows and roofs of the development hereby permitted shall match in type, colour and texture those of the existing building.

Reason: 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/25/0892
(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
Site plan	Site Plan as Proposed	2.01	29.05.2025
Location & Block plan	Location Plan and Block Plan	1.01	29.05.2025
Block plan	Block Plan	1.04	29.05.2025
Floor plan	Plans as Proposed	2.03	29.05.2025
Elevation & Floor plan	Elevations and Plans as Existing	1.02	29.05.2025
Elevation plan	Elevations as Proposed	2.02	29.05.2025
Block plan	Block Plan	1.03	29.05.2025

DELEGATED

Case Officer sign/initial Meg Bayliss Date: 24/07/2025

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