



DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	30th March 2026
Check Neighbours	x
Check Consultations (including newts) / Press List	x
Check Description, Plans and Supporting Documents	x
Print and Display Site Notice (if required)	☐
WEEK TWO (+7)	6th April 2026
Visit Site or request site visit photos (in accordance with Site Visit Guidance Note)	x
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)	13th April 2026
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).	x
WEEK FOUR (+21)	20th April 2026
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)	27th April 2026
14-day re-consultation letters to be sent on any amended plans	x
Prepare draft report	x
WEEK SIX (+35)	4th May 2026
Check 35-day Cllr call-in for Committee	x
If decision based on original plans, report to be drafted and submitted for sign off	☐
WEEK SEVEN (+42)	11th May 2026
If decision based on amended plans, report to be drafted and submitted for sign off	x
Reason for EOT	x

APPLICATION NO./ADDRESS:

DC/26/0552

Clovelly , Nuthurst Road, Monks Gate, West Sussex, RH13 6LG

DESCRIPTION:

Erection of a two storey side extension, two storey rear corner infill and side garage. Alteration to existing roof structure.

RELEVANT PLANNING POLICIES

The National Planning Policy Framework (NPPF)

Horsham District Planning Framework (2015):

Policy 25 - Strategic Policy: The Natural Environment and Landscape Character

Policy 26 - Strategic Policy: Countryside Protection

Policy 28 - Replacement Dwellings and House Extensions in the Countryside

Policy 32 - Strategic Policy: The Quality of New Development

Policy 33 - Development Principles

Nuthurst Parish Neighbourhood Plan 2015-2031:

Policy 10: Housing Design

Horsham District Local Plan (2023-40) (Regulation 19):

Policy 19: Development Quality

Policy 20: Development Principles

Policy 45: Replacement Dwellings and House Extensions in the Countryside

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:**Parish Comments:**

The Parish Council raises no objection in principle but expresses concern over the proposed appearance, particularly the grey weatherboarding and flat roof, which are considered out of keeping with the predominantly pebble-dashed street scene. It requests clarification of materials and finishes to better reflect the character of the area.

Representations:

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

- Objection that the proposed extension is excessive in scale and out of keeping with the character of the host dwelling and surrounding street scene.
- The property forms part of a group of three cottages (Clovelly, Netherbury and Chantry House) built in a consistent style, and the proposal is considered to detract from their historic symmetry and shared character.
- Concern regarding the introduction of grey weatherboarding, which would appear incongruous with the existing pebble-dash and brick finishes of neighbouring properties.
- Conflict with Local Plan policies relating to scale, character and countryside protection.
- Inconsistencies between submitted plans relating to hedge size and site boundaries.
- Visibility splay not adequately shown and may not be achievable due to third-party land ownership (neighbouring hedge).
- Presence of an electricity pole near the proposed access not addressed.
- Lack of detail on how the proposed driveway would cross the existing drainage ditch.
- Concern that the proposed garage, due to its proximity to the boundary, could result in overshadowing.

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 a site visit and 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

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 10 of the NP states that the scale, density, massing, height, landscape design, layout and materials of all development proposals, including alterations to existing buildings, will be required to reflect the architectural and historic character and scale of the surrounding buildings.

The application seeks planning permission for the erection of a two storey side extension, two storey rear corner infill and side garage. Alteration to existing roof structure. While noted that the proposal would be a relatively large addition, it is considered that given the plot size, the proposal could be adequately accommodated within the existing curtilage.

It is noted that an objection has been received which has raised concerns with the scale of the development as well as the materials, where the resulting dwelling is considered to detract from the group of similarly designed dwellings within the street. It is however recognised that there is variation in the size and design of properties within the locality, where similar architectural features as proposed are present. While the proposal would differ from the existing grouping of dwellings, given the variation within the immediate surroundings, it is not considered that this would be so harmful to justify a reason for refusal.

The proposal would include the partial removal of the boundary hedge and the replacement with closeboarded fencing. It is stated that this fence would be less than 1m high and would therefore represent permitted development under Class A of Part 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015, as amended.

The proposals in their entirety would be a clearly subservient additions and are 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.

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

The Officer notes that a neighbouring representation raised concerns regarding the use of grey weatherboarding, visibility splays and the proposed crossover. These matters have been addressed through the submission of amended plans. The weatherboarding is now proposed to be brown in colour, which will weather over time, and the previously proposed crossover has been removed from the scheme.

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
Residential District Wide Zone 1	123.58		123.58
	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 to be used in the development hereby permitted shall strictly accord with those indicated on the approved proposed elevations plan drawing numbered 22546 - 116 REV A received 08.05.2026.

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/26/0552

(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
Location & Block plan	Location Block Plan	22546-110 REVISION A	13.05.2026
Floor plan	Existing Ground Floor Plan & Site Plan	22546-111	30.03.2026
Floor plan	Existing First Floor and Roof Plan	22546-112	30.03.2026
Elevation plan	Existing Elevations	22546-113	30.03.2026
Floor plan	PROPOSED GROUND FLOOR AND SITE PLAN	22546-114 REVISION B	08.06.2026
Floor plan	Proposed First Floor & Roof Plan	22546-115	30.03.2026
Elevation plan	Proposed Elevations	22546-116 REVISION A	08.05.2026
Supporting Statement	PLANNING	NONE	13.05.2026

DELEGATED

Case Officer sign/initial Marie Riggs Date: 08.06.2026

Authorising Officer sign/initial Tamara Dale Date: 08.06.2026