



DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	11th December 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)	18th December 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)	25th December 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)	1st January 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)	8th January 2026
14-day re-consultation letters to be sent on any amended plans	☒
Prepare draft report	☒
WEEK SIX (+35)	15th January 2026
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)	22nd January 2026
If decision based on amended plans, report to be drafted and submitted for sign off	-
Reason for EOT	-

APPLICATION NO./ADDRESS:

DC/25/2068
10 Finians Field, Barns Green, West Sussex, RH13 0PW

DESCRIPTION:

Formation of lean to style roof and conversion of existing garage into habitable living space, with alterations to fenestration.

RELEVANT PLANNING HISTORY:

None.

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 41 - Parking

Barns Green & Itchingfield Neighbourhood Plan 2024-2031

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

Policy 17: Green Infrastructure and Biodiversity

Policy 19: Development Quality

Policy 20: Development Principles

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:

Parish Comments:

None received.

WSCC Highways:

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, therefore is not contrary to the National Planning Policy Framework (paragraph 116), and that there are no transport grounds to resist the proposal.

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 12 of the Barns Green and Itchingfield Neighbourhood Plan states that, appropriate to their scale, nature and location, development proposals will be supported where their character and design meets the following criteria: are of high-quality design and layout; contribute positively to the private and public realm to create a sense of place; respect the character and scale of the surrounding buildings and landscape; protect open spaces and gardens that contribute to the character of the area; protect the identity and character of Barns Green and Itchingfield; do not cause unacceptable harm to the amenities of existing nearby residents and future occupants of new dwellings, including taking account of the impact on privacy, outlook, daylight, sunlight and security; create safe, accessible and well connected environments Protect existing landscape features and contribute to the parish's Green Infrastructure network; incorporate the use of local materials which are appropriate to the existing housing stock; Positively respond to the local vernacular character of the parish.

10 Finians is a semi-detached two-storey dwelling located within the built-up area of Barns Green. The proposal seeks to convert the existing garage into a habitable room to provide an additional bedroom for the occupants. The external materials would match those of the main dwelling, with white cladding proposed to complement the existing dwelling. Cladding is already a common feature along Finians Field, and the use of this material would therefore sit comfortably within the wider street scene. The proposed lean-to roof form also reflects existing roof styles in the surrounding area, meaning the alteration would appear consistent and not unexpected.

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 proposed conversion would retain the existing footprint of the garage. The development would not introduce any meaningful change to existing relationships with neighbouring dwellings. Given the modest scale of the alteration and its position set away from neighbouring boundaries, it is not expected to result in any unacceptable impact to neighbouring amenity, in accordance with Policy 33 of the HDPF.

Impact on parking

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 proposal increases the provision of bedrooms within the dwelling and would result in the loss of the existing integral garage. The site benefits from a substantial area of hardstanding which is capable of accommodating at least 2 parked vehicles. This level of parking is considered sufficient to provide for the needs of the dwelling, and no harmful displaced parking would be expected to arise from the scheme. The Local Highway Authority has raised no objections to the proposal on highway grounds.

It is considered that the highways impact of the proposal is acceptable and would accord with the above policy.

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 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/25/2068

(The approved plans will form Condition 1 on the Decision Notice of all Permitted applications)

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Schedule of plans/documents **approved:**

Plan Type	Description	Drawing Number	Received Date
Elevation & Floor plan	Plans As Existing	685-02	11.12.2025
Elevation & Floor plan	Plans As Proposed	685-03	11.12.2025
Location & Block plan	Location/Site Plan	685-01	11.12.2025

DELEGATED

Case Officer sign/initial Meg Bayliss Date: 15/01/2026

Authorising Officer sign/initial Tamara Dale Date: 04/02/2026