



DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	26th January 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)	x
WEEK TWO (+7)	2nd February 2026
Visit Site or request site visit photos (in accordance with Site Visit Guidance Note)	N/A
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)	9th February 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).	N/A
WEEK FOUR (+21)	16th February 2026
If no amendments required, contact agent / applicant with update on progress.	x
Confirm whether delegated or committee decision (re: parish and neighbour representations)	x
WEEK FIVE (+28)	23rd February 2026
14-day re-consultation letters to be sent on any amended plans	x
Prepare draft report	x
WEEK SIX (+35)	2nd March 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	x
WEEK SEVEN (+42)	9th March 2026
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/26/0123
Bracken , Furze View, Slinfold, West Sussex, RH13 0RH

DESCRIPTION:

Erection of a first floor side extension. Alterations to cladding.

RELEVANT PLANNING HISTORY:

None relevant

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 28 - Replacement Dwellings and House Extensions in the Countryside

Policy 32 - Strategic Policy: The Quality of New Development

Policy 33 - Development Principles

The Billingshurst Parish Neighbourhood Plan 2019 - 2031

Policy Bill 2 – Housing Design and Character

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

Policy 9: Water Neutrality

Policy 19: Development Quality

Policy 20: Development Principles

Policy 45: Replacement Dwellings and House Extensions in the Countryside

Parish Design Statement:

Design Statement for the Parish of Billingshurst

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:

Arboricultural Officer: *No significant arboricultural concerns subject to control of pruning to adjacent off-site WSCC oak tree.*

Parish Comments:

Billingshurst Parish Council: *The committee resolved to a NEUTRAL response to this application, in that they saw no cause for objection to the plans as submitted.*

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

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 Bill 2 of the Billingshurst Parish Neighbourhood Plan aims to maintain that development proposals should be guided by the Billingshurst features such as trees and Parish Design Statement and, where practicable, should incorporate the following features as appropriate to their scale and nature into the overall design of development.

The proposal would involve the erection of a first floor side extension, and alterations to cladding. The proposal would be built above the existing flat roof side extension and would be finished with a gable roof profile. The proposed extension would reflect the design approach of the host dwelling with the scale and siting such that there would be no harmful loss of openness around the resulting building. Whilst the proposed ridge line would be flush with the main roof and not set down, this is not considered necessary in this instance given the variation in surrounding building forms and the spacing maintained. The proposed alteration to cladding is considered acceptable given the presence of white cladding on the existing front elevation.

Overall, it is considered that the proposal would be of a design, form and scale which is appropriate to the character and appearance of the existing dwelling. The development 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 adjacent properties would be sufficient to prevent any unacceptable harm to neighbouring amenity.

Trees and Landscaping

Policy 26 seeks to maintain that development in the countryside protect, conserve and enhance the key features and characteristics of the landscape character area in which it is located including the pattern of woodlands, fields, hedgerows, trees, waterbodies and other features.

The application is not accompanied by any supporting information in respect of the potential impact on adjacent trees of public amenity value.

Following consultation with the Council's Arboricultural Officer, it is acknowledged that the site has no trees of significant landscape merit within it that may potentially be impacted upon by the associated development process. To the north side of the property, on the highway verge adjacent to the A264, is a mature oak of fair form and condition for the species. The tree is visually significant within the landscape context/streetscene and makes a positive contribution to public amenity. The Arboricultural Officer recognises that the current branch spread of the tree extends south towards the dwelling. In order to construct the proposed extension and maintain longer term reasonable separation, the tree will

require selective pruning of the lowest branch that extends over the property. Whilst the proposed tree/build relationship would not be very good (a bedroom window is proposed to face North), with careful selective pruning the tree branching can be reasonably reduced and maintained without large wounding or significant disfigurement. Removal of larger branches would be foreseeably detrimental to future tree health and disfiguring to tree form. The Arboricultural Officer has recommended conditions requiring the pruning of this tree.

Whilst the intent of the conditions are noted, these are not considered reasonable or necessary to make the development acceptable. It is however considered advisable for the Applicant to take consideration of the tree during construction works, and an appropriately worded informative is recommended.

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 193 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 to be used in the development hereby permitted shall strictly accord with those indicated on the application form and approved plans.

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).

NOTE TO APPLICANT

The Applicant is advised that pruning works to the adjacent oak tree be considered in order to erect scaffolding and allow appropriate separation from the approved built form. It is advised that this is limiting to the pruning back of branch tips to suitable secondary growth points to afford a separation from built form of up to 2 metres. The pruning wound size should not exceed 150mm in diameter. Any pruning works undertaken should be carried out in accordance with BS 3998 'Recommendations for Tree Work' (2010).

The Applicant is advised that the tree is not located within the ownership of the property. Whilst the suggested pruning works are recommended, the works must not be carried out without the consent of the tree owner, in this case West Sussex County Council. It is advised to contact the County Council to obtain the appropriate consents.

NOTE TO APPLICANT

Biodiversity Net Gain Condition

Paragraph 13 of Schedule 7A to the Town and Country Planning Act 1990 states that planning permission is deemed to have been granted subject to the "biodiversity gain condition" which means development granted by this notice must not begin unless:

- (a) a Biodiversity Gain Plan has been submitted to the planning authority, and
- (b) the planning authority has approved the plan.

Under Regulations 4, 5, 7 & 8 of the Biodiversity Gain Requirements (Exemptions) Regulations 2024 the statutory biodiversity gain condition required by Schedule 7A to the Town and Country Planning Act 1990 (as amended) does not apply in relation to planning permission for development which:

1. does not impact an onsite priority habitat (a habitat specified in a list published under section 41 of the Natural Environment and Rural Communities Act 2006); and impacts less than 25 square metres of onsite habitat that has biodiversity value greater than zero and less than 5 metres in length of onsite linear habitat (a hedgerow habitat or watercourse habitat identified for the purposes of the biodiversity metric);
2. is the subject of a householder application within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015;
3. is undertaken solely or mainly for the purpose of fulfilling, in whole or in part, the biodiversity gain planning condition which applies in relation to another development (In determining whether a development is undertaken solely or mainly for this purpose, no account is to be taken of any facility for the public to access or to use the site for educational or recreational purposes, if that access or use is permitted without the payment of a fee);
4. consists of no more than 9 dwellings, is carried out on a site which has an area no larger than 0.5 hectares, and consists exclusively of dwellings which are self-build or custom housebuilding ("Self-build or custom housebuilding" has the same meaning as in section 1(A1) of the Self-build and Custom Housebuilding Act 2015 (as amended)).

In addition, the Biodiversity Gain Plan Condition does not apply to applications for major development made before 12 February 2024, or non-major development made before 2 April 2024.

Based on the information submitted in the planning application documents, the Planning Authority considers that this permission is exempt from biodiversity net gain, and as such does not require approval of a biodiversity gain plan before development is begun.

Statutory exemptions and transitional arrangements

There are statutory exemptions and transitional arrangements which mean that the biodiversity gain condition does not always apply. These can be found at Paragraph: 003 Reference ID: 74-003-20240214 of the Planning Practice Guidance, which can be found at <https://www.gov.uk/guidance/biodiversity-net-gain>.

Irreplaceable habitat

If the onsite habitat includes irreplaceable habitat (within the meaning of the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024) there are additional requirements for the content and approval of Biodiversity Gain Plans.

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/26/0123

(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 and Site Plans	(01)-001 revision C	26.01.2026
Floor plan	Existing Plans 1	(02)-001 revision A	26.01.2026
Roof plan	Existing Plans 2	(02)-002 revision A	26.01.2026
Elevation plan	Existing Elevations	(03)-001 revision A	26.01.2026
Floor plan	Proposed Plans 1	(07)-001 revision D	26.01.2026
Roof plan	Proposed Plans 2	(07)-002 revision C	26.01.2026
Elevation plan	Proposed Elevations	(08)-001 revision C	26.01.2026

DELEGATED

Case Officer sign/initial Halima Chowdhury Date: 10.03.2026

Authorising Officer sign/initial Tamara Dale Date: 25.03.2026