



DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	16th February 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)	23rd February 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)	2nd March 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).	☐
WEEK FOUR (+21)	9th March 2026
If no amendments required, contact agent / applicant with update on progress.	☐
Confirm whether delegated or committee decision (re: parish and neighbour representations)	X
WEEK FIVE (+28)	16th March 2026
14-day re-consultation letters to be sent on any amended plans	☐
Prepare draft report	☐
WEEK SIX (+35)	23rd 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)	30th March 2026
If decision based on amended plans, report to be drafted and submitted for sign off	☐
Reason for EOT	☐

APPLICATION NO./ADDRESS:

DC/26/0073
2 Woodfield Terrace , Henfield Road, Cowfold, West Sussex, RH13 8DR

DESCRIPTION:

Installation of dropped kerb and driveway.

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 41 - Parking

Cowfold Neighbourhood Plan 2019 – 2031:

Policy 9 - Residential Development Principles

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

Policy 19: Development Quality
Policy 20: Development Principles
Policy 25: Parking

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: Objection

- Limited visibility of oncoming traffic.

WSCC Highways: Comment

The site is located on Henfield Road, an A-classified road subject to a speed restriction of 30 mph in this location.

The applicant proposes a new 4.2m wide vehicular access on to Henfield Road. The proposed access works will be subject to a licence obtained through the local Highway Area Office and constructed to a specification agreed with the local Highway Area Engineer.

From inspection of local mapping, there are no apparent visibility concerns with the proposed access point on to Henfield Road.

From inspection of the plans, the proposed hardstanding is suitably sized for one car. On-site turning does not appear achievable, so cars may have to exit the site in reverse gear. However, this is not anticipated to give rise to an adverse highway safety impact, owing to good forward visibility in this location. Neighbouring properties operate similar access arrangements with no known highway safety concerns.

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.

Arboricultural Officer: Comment

Confirm that the nearest trees affected/shown on mapping were removed decades ago. There are no tree constraints remaining at or close to the property frontage.

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 9 of the Cowfold Neighbourhood Plan states that residential development proposals will be supported where they are within the built-up area of Cowfold and are of a sympathetic scale, relating positively to the character, function and layout of the area and incorporate high quality materials and finishes.

The application seeks planning permission for the installation of dropped kerb and driveway. There are several dwellings in the immediate vicinity that benefit from driveways and dropped kerbs. As such, the proposed arrangement is consistent with the established character of the area and is considered an expected form of development within this residential setting. The proposed dropped kerb and driveway would be comparable to similar arrangements found elsewhere on Henfield Road and would not result in any adverse impact on the visual amenities of the site or its surroundings. The proposed driveway would replace an area of grass, using porous tarmac to cover the area needed for parking.

The proposed dropped kerb and driveway would be in keeping with other off-street driveways and parking provision in the immediate area. It is therefore considered appropriate to the character and appearance of the dwelling and would not cause harm to the dwelling or 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.

Impact on Parking Provision

Policy 40 and 41 of the HDPF promote development that provides safe and adequate access, suitable for all users. In addition, Policy 41 states that adequate parking and facilities must be provided within development to meet the needs to anticipated users.

It is noted that the Parish Council objected to the application, however, the Highways Authority raised no objections or concerns to the proposal. The provision for off-street parking is considered capable of reducing on-street parking pressure along Henfield Road, with no evidence that the proposed layout would operate unsafely or result in harm to the function and safety of the highway network. The proposal would not therefore result in an adverse impact to the function or safety of the highway network, in accordance with the above policies.

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 plan reference Carr/26/03.

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 in addition to obtaining planning permission that they must also obtain formal approval from the highway authority to carry out the site access works on the public highway. The granting of planning permission does not guarantee that a vehicle crossover licence shall be granted because the highway license process considers wider factors than are considered by the Highway Authority at planning stage.

Additional information about the licence application process can be found at the following web page:

<http://www.westsussex.gov.uk/roads-and-travel/highway-licences/dropped-kerbs-orvehicle-crossovers-for-driveways-licence/>

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/26/0073

(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 plan	Location Plan	Carr/26/01	16.02.2026
Site plan	Site Plan	Carr/26/02	16.02.2026
Plans	Plan	Carr/26/03	16.02.2026

DELEGATED

Case Officer sign/initial Marie Riggs Date: 07.05.2026

Authorising Officer sign/initial Tamara Dale Date: 13.05.2026