Horsham District Council

DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	**31st March 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)	**7th April 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)	**14th April 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).	N/A
WEEK FOUR (+21)	**21st April 2025**
If no amendments required, contact agent / applicant with update on progress.	Y
Confirm whether delegated or committee decision (re: parish and neighbour representations)	Y
WEEK FIVE (+28)	**28th April 2025**
14-day re-consultation letters to be sent on any amended plans	N/A
Prepare draft report	Y
WEEK SIX (+35)	**5th May 2025**
Check 35-day Cllr call-in for Committee	Y
If decision based on original plans, report to be drafted and submitted for sign off	Y
WEEK SEVEN (+42)	**12th May 2025**
If decision based on amended plans, report to be drafted and submitted for sign off	☐
Reason for EOT	☐

APPLICATION NO./ADDRESS:

DC/25/0529
4 Pondfield Road, Rudgwick, West Sussex, RH12 3EW

DESCRIPTION:

Enlargement of existing porch and installation of pitched roof to front elevation, erection of replacement sun room with flat roof, creation of covered rear seating area and installation of window at first floor level to rear.

RELEVANT PLANNING HISTORY:

DC/22/1449 Enlargement of porch and installation of pitched roof to front. Application Permitted

	Construction of new pitched roof to existing sun room, creation of covered seating area and installation of window at first floor level to rear.	on 13.10.2022
DC/25/0225	Non Material Amendment to previously approved application DC/22/1449 (Enlargement of porch and installation of pitched roof to front. Construction of new pitched roof to existing sun room, creation of covered seating area and installation of window at first floor level to rear) Demolition of existing sun room and rebuild from ground level and change the proposed pitched roof to a flat roof construction.	Application Refused on 13.03.2025

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 31 - Green Infrastructure and Biodiversity
Policy 32 - Strategic Policy: The Quality of New Development
Policy 33 - Development Principles
Policy 34 - Cultural and Heritage Assets
Policy 40 - Sustainable Transport
Policy 41 - Parking

Rudgwick Neighbourhood Development Plan (RNDP) to 2031:
Policy 6 - Design

Horsham District Local Plan (2023-40) (Regulation 19):
Policy 9: Water Neutrality
Policy 17: Green Infrastructure and Biodiversity
Policy 19: Development Quality
Policy 20: Development Principles
Policy 21: Heritage Assets and Managing Change within the Historic Environment
Policy 24: Sustainable Transport
Policy 25: Parking
Policy 45: Replacement Dwellings and House Extensions in the Countryside
Policy 46: Ancillary Accommodation

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

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:

This application is for the enlargement of existing porch and installation of pitched roof to front elevation, erection of replacement sun room with flat roof, creation of covered rear seating area and installation of window at first floor level to rear at 4 Pondfield Road, Rudgwick, West Sussex. 4 Pondtail Road is a semi detached property on Pondtail Road. Houses on Pondtail Road are of a uniform character, predominately with cladding to the first floor and brick to the ground floor though there is variation in this. 4 Pondtail Road features an atypical, angled porch.

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 6 of the RNDP lays out the design guidance for development within Rudgwick Parish. Development should be satisfactory of Policy 6 and its included subsections of RNP6 Materials; RNP7 Architectural Style; RNP8 Development Height; RNP9 Street Scene. Development should be of high quality, using materials and architectural cues that are seen within the area. Development height should be in scale to its locale and reflective of the wider street scene to ensure the rural character of the parish is retained.

The proposal sees the enlargement of existing porch and installation of pitched roof to front elevation, erection of replacement sun room with flat roof, creation of covered rear seating area and installation of window at first floor level to rear.

The front atypical porch is reconfigured to create a more regularised porch with a mono pitch roof. This

includes a rooflight above the front door. Other dwellings in the area have a similar porch to the proposed and therefore it is considered acceptable.

To the rear, a replacement sun room with flat roof is erected with roof light of similar dimensions to the existing. A rear seating area is also proposed adjacent to the sun room again with flat roof and roof light. This is considered acceptable and of appropriate scale.

The proposal 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.

An additional window is proposed to the rear elevation betwixt the first floor rear windows. It is considered that the views afforded would not be dissimilar to the existing in place and therefore would not be considered to erode the neighbouring amenity.

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.

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).

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/25/0529
(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 and Block Plans	B/PL/05	31.03.2025
Elevation plan	Existing Elevations	KB/PL/03	31.03.2025
Floor plan	Existing Floor Plans	KB/PL/01	31.03.2025
Elevation plan	Proposed Elevations	KB/PL/04	21.05.2025
Floor plan	Proposed Floor Plans	KB/PL/02	21.05.2025

DELEGATED

Case Officer sign/initial JBurrowes Date: 22/05/2025

Authorising Officer sign/initial TDale Date: 23/05/2025