



**DELEGATED APPLICATIONS - ASSESSMENT SHEET**

| <b>OFFICER CHECKLIST</b>                                                                                                                                                                                                    |                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>WEEK ONE (Date Valid)</b>                                                                                                                                                                                                | <b>13th April 2026</b>   |
| Check Neighbours                                                                                                                                                                                                            | x                        |
| Check Consultations (including newts) / Press List                                                                                                                                                                          | x                        |
| Check Description, Plans and Supporting Documents                                                                                                                                                                           | x                        |
| Print and Display Site Notice (if required)                                                                                                                                                                                 | <input type="checkbox"/> |
| <b>WEEK TWO (+7)</b>                                                                                                                                                                                                        | <b>20th April 2026</b>   |
| 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.                                                                           | <input type="checkbox"/> |
| Instruct Legal if s106 required (with prior TL / PPO agreement)                                                                                                                                                             | <input type="checkbox"/> |
| <b>WEEK THREE (+14)</b>                                                                                                                                                                                                     | <b>27th April 2026</b>   |
| 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                        |
| <b>WEEK FOUR (+21)</b>                                                                                                                                                                                                      | <b>4th May 2026</b>      |
| If no amendments required, contact agent / applicant with update on progress.                                                                                                                                               | <input type="checkbox"/> |
| Confirm whether delegated or committee decision (re: parish and neighbour representations)                                                                                                                                  | <input type="checkbox"/> |
| <b>WEEK FIVE (+28)</b>                                                                                                                                                                                                      | <b>11th May 2026</b>     |
| 14-day re-consultation letters to be sent on any amended plans                                                                                                                                                              | x                        |
| Prepare draft report                                                                                                                                                                                                        | x                        |
| <b>WEEK SIX (+35)</b>                                                                                                                                                                                                       | <b>18th May 2026</b>     |
| Check 35-day Cllr call-in for Committee                                                                                                                                                                                     | x                        |
| If decision based on original plans, report to be drafted and submitted for sign off                                                                                                                                        | <input type="checkbox"/> |
| <b>WEEK SEVEN (+42)</b>                                                                                                                                                                                                     | <b>25th May 2026</b>     |
| If decision based on amended plans, report to be drafted and submitted for sign off                                                                                                                                         | x                        |
| Reason for EOT                                                                                                                                                                                                              | x                        |

**APPLICATION NO./ADDRESS:**

DC/26/0603  
90 Comptons Lane, Horsham, West Sussex, RH13 6BJ

**DESCRIPTION:**

Erection of a two storey side extension, alterations to fenestration and proposed vehicular access.

**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

**Horsham Blueprint Business Neighbourhood Plan (HBBNP) 2019 – 2036:**

Policy HB3: Character of Development  
Policy HB4: Design of Development

**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](http://www.horsham.gov.uk).

**Consultations:**

**WSCC Highways:**

WSCC Highways originally objected to the application, amended plans have since been received which satisfactorily address the concerns raised. The Highway Authority therefore raises no objection to the proposed development.

In summary, 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.

**WSCC Lead Flood Authority:** No comments.

**Southern Water:** No objection

**HDC Arboricultural Officer:** Comment

The principal trees potentially affected by the development are a mature beech and a Field maple situated in the rear amenity area of the property. Both trees make a positive contribution to the character of the area due to their species, size and forms.

Neither tree will foreseeably be directly impacted upon by the excavations and demolition required for the build re-modelling. However, the soft ground rear amenity area is key to their continued vitality and needs to be protected from compaction and associated development processes, which will restrict available working space principally to the front of the property. In addition, no excavations for services should be undertaken within the rear garden area.

The cypress hedge to the front will require removal of a section/s that may leave it looking bare of foliage in places. Short term landscape/boundary demarcation could be controlled by condition as deemed appropriate.

**Neighbourhood Council Comments:** Objection

Owner has planned in/out drive, removing high hedges. The opening onto Comptons Lane is immediately next to a Bus Stop, and so potentially hazardous and dangerous. Careful consideration should be given to the feasibility of the drive opening next to this bus stop.

### Representations:

2 representations have been received, objecting to the application for the following reasons: -

- Concerns that the proposed first-floor balcony would result in overlooking of the neighbouring garden and conservatory, leading to a loss of privacy and residential amenity.
- Concerns that use of the balcony for sitting and entertaining could increase noise and disturbance to neighbouring occupiers.
- Concerns that the balcony would be out of character with the surrounding area, where elevated outdoor spaces are not a common feature, and would therefore detract from the established character of the locality.
- Objects to the proposed first-floor balcony above the side extension due to concerns regarding overlooking and loss of privacy to neighbouring gardens and first-floor windows.
- Notes that the staggered layout of surrounding properties has been designed to minimise overlooking between neighbouring dwellings.
- Raises concern that the balcony would provide elevated views across adjacent properties and gardens.
- States that balconies are not a feature of nearby properties and considers the proposal to be out of keeping with the character of the area.
- Concerns that approval could set a precedent for similar balcony developments within the locality.

### 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**

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 HB3, Character of Development, of the Horsham Blueprint Business Neighbourhood Plan states that, "Development is expected to preserve and enhance the Character Area in which it is located. The design of new development should take account of the local context and reflect the character and vernacular of the area, using architectural variety in form and materials, in order to avoid building design that is inappropriate to the Plan area. Innovation in design will be supported, however, where this demonstrably enhances the quality of the built form in a character area".

Policy HB4, Design of Development, of the Horsham Blueprint Business Neighbourhood Plan states that – “Development is expected to demonstrate a high quality of design, which responds and integrates well with its surroundings”

The application seeks planning permission for the erection of a two storey side extension, alterations to fenestration and proposed vehicular access. It is considered that the two-storey side extension would reflect the form, scale and detailing of the existing building, appearing as coherent and sympathetic additions. It is considered that given the plot size and variation in the size and design of the properties within the locality, and the appreciable boundary screening, the works would not have any detrimental impact on the host property or the character or appearance of the wider area.

It is noted that alterations are also proposed to the fenestration on the west and east elevations, and these are considered to be of a design, form and proportion that would sit comfortably within the existing dwelling.

The application also includes the creation of a vehicular access. Access points are an established part of the street scene, and it is not anticipated that the addition of such would result in harm to the character or visual amenity of the street and wider surroundings. The Council's Arboricultural Officer has raised no concerns with the proposal, subject to a condition securing an exclusion zone during construction. This condition is considered reasonable and necessary to ensure appropriate protection of the Root Protection Area during the construction phase.

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 officer notes that neighbouring representations raised concerns regarding the loss of privacy and overlooking. These matters have been addressed through the submission of amended plans. This has removed the balcony element, with a Juliette balcony now proposed.

Following these amendments, and given the siting and layout of the proposed extension and the resulting relationship with adjoining properties, it is considered that the proposal has been designed to ensure that there would be no unacceptable harm to neighbouring amenity.

### **Impact on Highways**

Policies 40 and 41 of the HDPF promote development that provides safe and adequate access, suitable for all users.

The alterations to the existing front garden area and access arrangements to create a new and additional vehicle access would facilitate ease of access for vehicles into and out of the site without the need to reverse onto the highway.

It is noted that the Neighbourhood Council raised concerns in respect of highway safety. However, the Local Highway Authority has advised there is no evidence to suggest that the creation of a vehicular access at the site would cause or exacerbate an existing safety concern, and there is considered to be no reason to take a different view.

For these reasons, it is considered that the proposed access has been designed to provide safe and adequate access, suitable for all users, 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     **Pre-Commencement Condition:** Prior to commencement of any works on site, demolition or other development activities, a protective fence consisting of braced Heras panel fencing shall be erected along the edge of the paved area to the rear of the dwelling so as to exclude storage of materials, concrete mixing, excavation, compaction or other building activities likely to be harmful to tree roots and the rooting environment in the soft ground area of the garden beyond. Such fencing shall remain in place throughout the duration of the development to the satisfaction of the Local Planning Authority. The Local Planning Authority Tree Officer shall be informed of the proposed date of commencement, at least one working week in advance, to allow inspection of protection measures.

Reason: To ensure the successful and satisfactory protection of important trees on the site in accordance with Policies 30 and 33 of the Horsham District Planning Framework (2015)

- 4     **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 DE1396/05 REV P2 received 23.06.2026.

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).

### **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:

## 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/26/0603

(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 |
|-----------------------|-----------------------------|------------------|---------------|
| Layout plan           | Proposed Site Access        | DE1396/06 REV P1 | 13.07.2026    |
| Location & Block plan | Site Location & Block Plans | DE1396/01 REV P1 | 13.04.2026    |
| Floor plan            | Existing Floor Plans        | DE1396/02 REV P1 | 13.04.2026    |
| Elevation plan        | Existing Elevations         | DE1396/03 REV P1 | 13.04.2026    |
| Floor plan            | Proposed Plans              | DE1396/04 REV P2 | 23.06.2026    |
| Elevation plan        | Proposed Elevations         | DE1396/05 REV P2 | 23.06.2026    |

**DELEGATED**

Case Officer sign/initial Marie Riggs Date: 06.08.2026

Authorising Officer sign/initial      Tamarra Dale      Date: 11.08.2026