Horsham District Council

DELEGATED APPLICATIONS - ASSESSMENT SHEET

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

APPLICATION NO./ADDRESS:

DC/25/0153
The Paddocks , Stane Street, Five Oaks, West Sussex, RH14 9AG

DESCRIPTION:

Part-retrospective erection of a single storey rear extension, conversion of loft into habitable living space, replacement of front flat roof with a pitched roof, replacement of hipped roof with a gabled roof with glazed screen, installation of 6no. rooflights to front roof, installation of solar PV panels to the south facing roof, and alterations to fenestration.

RELEVANT PLANNING HISTORY:

DC/23/2327	Erection of a two storey side extension projecting to the front and rear of the existing property, including the provision of a garage.	Application Permitted on 29.02.2024
BL/74/80	Erection of one detached dwelling (From old Planning History)	Application Permitted on 30.09.1980
BL/98/79	Outline: dwelling & garage (From old Planning History)	Application Permitted on 26.02.1980
BL/58/79	Outline: dwelling & garage (From old Planning History)	Application Refused on 11.10.1979

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

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 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 45: Replacement Dwellings and House Extensions in the Countryside

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:

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:

Billingshurst Parish Council objects to the development for the following reasons:-

- The development has been undertaken without sensitivity to its surroundings, specifically the scale and design of the various changes

Representations:

Representations have been received from four separate addresses, objecting to the development with the following concerns:-

- Overlooking from the proposed rooflights
- Overshadowing due to an increased height
- Dormer not in keeping with other surrounding properties
- Loss of privacy

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:

A compliance complaint was raised against The Paddocks, Stane Street, Five Oaks, RH14 9AG as development was not constructed in accordance with previous planning consent DC/23/2327. This application seeks to regularise such changes, as well as including several new elements to the development. This application is for the part-retrospective erection of a single storey rear extension, conversion of loft into habitable living space, replacement of front flat roof with a pitched roof, replacement of hipped roof with a gabled roof with glazed screen, installation of 6no. rooflights to the front roof, installation to solar PV panels to the south facing roof and alterations to fenestration.

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 BPNP requires development to be of high quality design that respects the scale and local vernacular of the surrounding buildings.
The application site is located in the countryside within an established cluster of built surroundings in Five Oaks with residential dwellinghouses and commercial facilities, including a car dealership and a petrol station. Construction works have been ongoing after planning permission was granted for DC/23/2327. Development, however, has not been constructed in accordance to approved plans.

Through a site visit undertaken by a Council Officer and reviewing the plans for this application received by the Department, below are the changes compared to plans approved in DC/23/2327: -

East (rear) elevation

An additional single storey rear extension, a loft conversion with a flat roof dormer have been constructed. The two-storey rear extension previously approved in DC/23/2327 has also been changed from a hipped roof to a gable roof with glazed screen, creating a void for the first-floor bedroom.

West (principal) elevation

A single storey front extension with a pitched roof is now proposed to accommodate additional internal floor space and alteration of the location of the main entrance door, replacing the existing flat roof front entrance. In addition, six rooflights would now be installed to the principal elevation and the ridge height of the garage has been slightly lowered.

North (side) elevation

A non-obscured, opening Velux window has been installed at the loft, and two rooflights have also been installed at the north-facing roof of the single-storey rear extension.

South (side) elevation

There is now an additional opening on the ground floor southern side elevation, where glazed doors are proposed to be installed. Two rooflights at the south-facing roof of the single storey rear extension have also been installed.

Moreover, solar PV panels are proposed to be installed on the southern roof of the dwellinghouse. The solar panels would be installed into the roof, sitting parallel to the proposed roof tiles.

Other alterations

It is noted that a number of complaints have also been raised regarding the overall height of the building being raised. The proposed plans submitted to this application indicate that the dwellinghouse would have a maximum ridge height of 8.6 metres, with previously approved plans under DC/23/2327 showing that the maximum ridge height as 7.9 metres.

This 0.7-metre discrepancy was explained by the planning agent as an error in the submitted drawings showing an incorrect height, and that the dwellinghouse has always been 8.6 metres high. The Council has no record or evidence regarding the height of the pre-existing dwelling before construction works began after the grant of planning permission. However, according to approved plans for the construction of the dwellinghouse in 1980 under planning application BL/74/80, it indicates that the maximum ridge height of the dwelling would be approximately 26.5 feet, which equates to approximately 8.1 metres.

Taking into consideration the only available information regarding the previous height of the dwelling was the approved plans of the dwellinghouse in 1980, and that there is insufficient information regarding the building height immediately before construction began after consent was granted for DC/23/2327, this application will be assessed based on an unchanged height of 8.6 metres.

The application site is set back from the public highway, Stane Street, behind the row of detached and semi-detached dwellinghouses along the road. Much of the changes from the previously approved plans under DC/23/2327 are at the rear elevation of the dwellinghouse.

With an additional single-storey rear extension and an alteration to the roof form of the two-storey rear extension with a glazed screen, these changes would not result in an appearance unsympathetic to the existing or pre-existing dwellinghouse.

However, the flat roof dormer is considered of a character that is unsympathetic to the dwellinghouse. The dwellinghouse is a large detached property with a pitched roof with no other aspects of the pre-existing dwelling and extensions to this application consisting of flat roof elements. The flat-roofed dormer is considered to be of a scale and proportion that would be at odds with the pre-existing roof form and overall character and appearance of the dwelling, which given its limited setback from the eaves and ridgeline, would amount to a dominant and incongruous addition that would be harmful to the character and appearance of the dwellinghouse. Furthermore, the installed fenestration, which differs in size and design to other fenestration within the dwelling, is considered to further detract from the overall character and appearance of the host dwelling.

The installation of rooflights, alteration of first floor bathroom window and the erection of a single storey front extension is considered sympathetic to the dwellinghouse, and would not result in an unacceptable impact to the character of the dwellinghouse and the surrounding built environment of Five Oaks.

Alterations to fenestration to the side elevations are considered minor and acceptable. The installation of solar PV panels to the south elevation are also considered acceptable and would not result in an adverse impact to the character of the surrounding area.

Alterations to the side elevations only relates to fenestration, which is considered minor and acceptable.

This retrospective application relates to extensive additions and extensions to the dwellinghouse of The Paddocks. The flat roof dormer at the rear (east-facing) roof of the dwellinghouse is considered a disproportionate and incongruous addition harmful to the overall character and appearance of the dwellinghouse, contrary to Policies 28 and 33 of the HDPF Policy BILL 2 of the Billingshurst Parish Neighbourhood Plan 2019-2031.

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 recognised that a number of complaints have been received regarding concerns to overlooking with five new rooflights at the principal elevation of the dwellinghouse. A site visit has been carried out by a Council Officer, and it has been observed that the front rooflights would not result in any additional impacts to overlooking.

The non-obscured Velux window at the loft level of the northern side elevation and an additional opening with glazed doors at the ground floor southern side elevation would not result in an unacceptable level of overlooking.

As the rear elevation of the dwellinghouse does not face any neighbouring dwellings, the rear dormer, single-storey rear extension with rooflights, as well as alterations to the roof of the two-storey rear extension are considered acceptable.

It is considered that the siting and layout of the retrospective development 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 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.

Conclusions

The development is not considered to comply with all relevant local and national planning policies and is therefore recommended for refusal.

Recommendation: Application Refused

Reason(s) for Refusal:

1. The rear dormer, by reason of its design, siting, scale and proportion, is considered to be a dominant and incongruous addition that is out of keeping with the character and appearance of the existing dwelling. This development is therefore contrary to Policies 28 and 33 of the Horsham District Planning Framework (2015) and Policy BILL 2 of the Billingshurst Parish Neighbourhood Plan 2019-2031.

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/25/0153

Schedule of plans/documents **not approved**:

Plan Type	Description	Drawing Number	Received Date
Floor plan	Proposed Plans 1	(07)-001 rev S	31.01.2025
Floor plan	Proposed Plans 2	(07)-002 rev Q	31.01.2025
Floor plan	Proposed Plans 3	(07)-003 rev Q	31.01.2025
Location & Site plan	Location and Site Plans	(01)-001 rev H	31.01.2025
Roof plan	Proposed Plans 4	(07)-004 rev M	04.03.2025
Elevation plan	Proposed Elevations 1	(08)-001 rev Q	04.03.2025
Elevation plan	Proposed Elevations 2	(08)-002 rev P	04.03.2025

DELEGATED

Case Officer sign/initial Joshua Lee Date: 14.04.2025

Authorising Officer sign/initial Tamara Dale Date: 15.04.2025