Horsham District Council

DELEGATED APPLICATIONS - ASSESSMENT SHEET

APPLICATION NO./ADDRESS:
DISC/26/0305
Former Co-Op Welcome, The Street, Cowfold, West Sussex, RH13 8BW

DESCRIPTION:
Application for Approval of Details Reserved by Condition 3 to approved application DC/23/1281

RELEVANT PLANNING HISTORY:

DC/23/1281	Internal and external alterations to create a garden flat from the rear of the consented retail unit under DC/20/0018. External alterations to refurbish the existing timber sash windows on the east and north elevations to replace existing single glazing with 12mm slimline double glazed units. Replace the consented dormer windows under DC/20/0018 to the east and west elevations with conservation style rooflight in the internal clay tiled roof valley on the west elevation (Full Application)	Application Permitted on 05.12.2023

PLANNING ASSESSMENT
Planning Application DC/23/1281 was granted consent on 05/12/2023. This permission was for the following:

Internal and external alterations to create a garden flat from the rear of the consented retail unit under DC/20/0018. External alterations to refurbish the existing timber sash windows on the east and north elevations to replace existing single glazing with 12mm slimline double glazed units. Replace the consented dormer windows under DC/20/0018 to the east and west elevations with conservation style rooflight in the internal clay tiled roof valley on the west elevation (Full Application)

Consent is sought to discharge the details reserved by condition 3: -

Pre-Occupation Condition: *Prior to the first occupation of any part of the development hereby permitted, full details of all hard and soft landscaping works shall have been submitted to and approved, in writing, by the Local Planning Authority. The details shall include plans and measures addressing the following:*

- *Details of all existing trees and planting to be retained*
- *Details of all proposed trees and planting, including schedules specifying species, planting size, densities and plant numbers and tree pit details*
- *A written outline soft specification, including ground preparation, cultivation and other operations associated with plant and grass establishment*
- *Details of all hard surfacing materials and finishes*
- *Details of all boundary treatments*

The approved landscaping scheme shall be fully implemented in accordance with the approved details within the first planting season following the first occupation of any part of the development. Unless otherwise agreed as part of the approved landscaping, no trees or hedges on the site shall be wilfully

damaged or uprooted, felled/removed, topped or lopped without the previous written consent of the Local Planning Authority until 5 years after completion of the development. Any proposed planting, which within a period of 5 years, dies, is removed, or becomes seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species unless the Local Planning Authority gives written consent to any variation.

Reason: To ensure a satisfactory development that is sympathetic to the landscape and townscape character and built form of the surroundings, and in the interests of visual amenity in accordance with Policy 33 of the Horsham District Planning Framework (2015).

The applicant has submitted a Planning Statement and Landscape Plan, illustrating the proposed landscaping scheme of the site. This statement confirms that there are no existing trees on the site, which has been confirmed as part of the Officer's site visit. The site is currently laid to grass with vegetative borders as part of the western section of the site, which are to be retained. A patio area of bound resin gravel is proposed adjacent to the Garden Flat; however, confirmation has been provided that this will be laid on the existing concrete slab associated with the former lean-to structure, therefore avoiding any excavation within the root protection areas of the two Sycamore trees protected by Tree Preservation Orders along the northern boundary.

Existing close-boarded boundary fencing is to be retained, with a new 1.8m high close-boarded fence proposed to define the private garden serving the southern dwelling. New box hedging, lawned areas and timber decking are also proposed. Details of the proposed planting, hard surfacing materials, boundary treatments and ground preparation for the establishment of new lawn have been provided within the submitted documentation and plan

The submitted details are considered appropriate to the character and appearance of the site and surrounding Conservation Area and provide a suitable balance of hard and soft landscaping. The submitted details are therefore considered acceptable.

Recommendation: Application Permitted

Plans list for: DISC/26/0305
(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
Supporting Statement	Planning Statement	NONE	07.09.2026
Plans	Landscaping 1	NONE	05.10.2026
Supporting Statement	Email - Nick Sutton	NONE	11.11.2026

DELEGATED

Case Officer sign/initial Sam Nye Date: 19/11/2026

Authorising Officer sign/initial Guy Everest Date: 24.11.2026