Horsham District Council

DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	**16th June 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)	Y
WEEK TWO (+7)	**23rd June 2025**
Visit Site or request site visit photos (in accordance with Site Visit Guidance Note)	
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)	**30th June 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)	**7th July 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)	**14th July 2025**
14-day re-consultation letters to be sent on any amended plans	N/A
Prepare draft report	Y
WEEK SIX (+35)	**21st July 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)	**28th July 2025**
If decision based on amended plans, report to be drafted and submitted for sign off	N/A
Reason for EOT	N/A

APPLICATION NO./ADDRESS:

DC/25/0991
Durris , Martyn Close, Henfield, West Sussex, BN5 9QH

DESCRIPTION:

Demolition of existing conservatory and erection of a single storey rear extension, conversion of one half of the existing double garage into habitable space, and extend existing garage to provide a new second parking space to maintain a double garage provision.

RELEVANT PLANNING HISTORY:

HF/111/00	Single and 2-storey extensions Site: Durris Martyn Close Henfield	Application Permitted on 27.12.2000
HF/64/00	1st floor extension over garage Site: 4 The Laurels Martyns Close Henfield	Application Permitted on 29.06.2000
HF/76/83	Renovation of existing cottage plus new porch and double garage. (From old Planning History)	Application Permitted on 22.02.1984

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

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

Henfield Neighbourhood Plan (HNP) 2017 - 2031:
Policy 12 - Design Standards for New Development

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:

HDC Conservation: Comment

The application site sits adjoining the boundary of the Henfield Conservation Area. The proposed extensions would be viewed within the context of the existing house, and it is not considered to have an adverse impact on the setting of the conservation area.

Southern Water: Comment

Surface water should not be disposed of into a public foul sewer and must comply with the Hierarchy of H3 of the Building Regulations. For more details, refer to the Drainage and Waste Disposal: Approved Document H on the GOV.UK website.

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 demolition of existing conservatory and erection of a single storey rear extension, conversion of one half of the existing double garage into habitable space, and extend existing garage to provide a new second parking space to maintain a double garage provision at Durris, Martyn Close, Henfield, West Sussex.

Durris is a large property positioned on the corner of Martyn Close and The Laurels. The property abuts the edge of the Henfield Conservation Area but is not within it.

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 12 of the HNP advocates for new development be of sound design and reflective of the character of the area. It aims to protect against inappropriate development by ensuring the design, scale, layout and massing of development is appropriate to the immediate area. The policy also states that the proposals should preserve or enhance the character or appearance of the Henfield Conservation Area and preserves its setting and any adjacent listed buildings.

The proposal sees the erection of a new garage bay which is to allow for an internal conversion of the first garage. The proposal removes the existing garage door for a window in the same style as the dwelling with the newly created garage in the same style as the existing. Though increasing the massing towards the front of the house, it is considered that the proposal retains the character of the existing dwelling.

To the rear, the conservatory is removed and a small extension to the kitchen is created which brings it flush to the dining room. A small extension to the utility room is also proposed. This would utilise a design and form that would be reflective of the dwelling and would sit comfortably within this context.

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 of Heritage

Policy 34 of the HDPF seeks to conserve, sustain and protect the cultural and heritage assets that are within the district. It ensures that development within conservation areas is consistent with the special character of buildings and areas of which they are located within. Areas and buildings that fall under conservation, Listed Building designations or are approximate to them will be protected from inappropriate development which will harm the character and setting of the area / building.

The Conservation Officer reviewed the application and commented no significant heritage concerns. The proposal is outside of the conservation area and is not considered to directly impact this.

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.

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 and finishes of all new external walls, windows and roofs of the development hereby permitted shall match in type, colour and texture those of the existing building.

Reason: 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/25/0991
(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
Elevation plan	Proposed Front & Rear Elevations	DU/191224/05 - Rev 4	16.06.2025
Floor plan	Proposed Ground Floor Plan	DU/191224/07 - Rev 5	16.06.2025
Roof plan	Proposed Roof Plan	DU/191224/08 - Rev 3	16.06.2025
Elevation plan	Proposed Side Elevations	DU/191224/06 - Rev 4	16.06.2025
Elevation plan	Existing Front & Rear Elevations	DU/191224/01 - Rev 1	16.06.2025
Floor plan	Existing Ground Floor Plan	DU/191224/03 - Rev 1	16.06.2025
Roof plan	Existing Roof Plan	DU/191224/04 - Rev 1	16.06.2025
Location & Site plan	Location Plan and Existing & Proposed Site Plans	DU/191224/09 - Rev 1	16.06.2025
Elevation plan	Existing Side Elevations	DU/191224/04 - Rev 1	16.06.2025

DELEGATED

Case Officer sign/initial JBurrowes Date: 23/07/2025

Authorising Officer sign/initial TDale Date: 18/08/2025