



DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	17th March 2026
Check Neighbours	☒
Check Consultations (including newts) / Press List	☒
Check Description, Plans and Supporting Documents	☒
Print and Display Site Notice (if required)	☒
WEEK TWO (+7)	24th March 2026
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.	☐
Instruct Legal if s106 required (with prior TL / PPO agreement)	☐
WEEK THREE (+14)	31st March 2026
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).	☒
WEEK FOUR (+21)	7th April 2026
If no amendments required, contact agent / applicant with update on progress.	☒
Confirm whether delegated or committee decision (re: parish and neighbour representations)	☒
WEEK FIVE (+28)	14th April 2026
14-day re-consultation letters to be sent on any amended plans	☒
Prepare draft report	☒
WEEK SIX (+35)	21st April 2026
Check 35-day Cllr call-in for Committee	☒
If decision based on original plans, report to be drafted and submitted for sign off	☒
WEEK SEVEN (+42)	28th April 2026
If decision based on amended plans, report to be drafted and submitted for sign off	☒
Reason for EOT	Amended plans

APPLICATION NO./ADDRESS:

DC/26/0473
Blonks, Hooklands Lane, Shipley, West Sussex, RH13 8PY

DESCRIPTION:

Erection of fence along east boundary.

RELEVANT PLANNING HISTORY:

DC/23/1119	Removal of existing brick store, chimney and garage. Erection of a single storey detached garage with habitable space to the rear and office space above, including the	Application Permitted on 05.09.2023
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	provision of 2no dormers, 1 no rooflight, and installation of Solar PV panels on the roof. Erection of a single storey side extension and associated alterations, including alterations to windows and doors, replacement of shutters and replacement and repair of all existing windows. Relocation of existing shed and greenhouse to the south-eastern boundary. (Householder Application)	
DC/23/1120	Removal of existing brick store, chimney and garage. Erection of a single storey detached garage with habitable space to the rear and office space above, including the provision of 2no dormers, 1 no rooflight, and installation of Solar PV panels on the roof. Erection of a single storey side extension and associated alterations, including alterations to windows and doors, replacement of shutters and replacement and repair of all existing windows. Relocation of existing shed and greenhouse to the south-eastern boundary. (Listed Building Consent)	Application Permitted on 05.09.2023

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 32 - Strategic Policy: The Quality of New Development

Policy 33 - Development Principles

Policy 34 - Cultural and Heritage Assets

Shipley Parish Neighbourhood Plan 2019-2031

Referendum Version August 2020

Policy Ship HD3

Horsham District Local Plan (2023-40) (Regulation 19):

Policy 19: Development Quality

Policy 20: Development Principles

Policy 21: Heritage Assets and Managing Change within the Historic Environment

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:

Parish Comments:

Members stated that the fence (at 2.7m height) was too tall and not in keeping with the surrounding area.

No response received to reconsultation

Arboricultural comments:

Initially raised concerns that the proposed close-boarded fence could appear urbanising within the countryside, but noted that, subject to careful installation, no significant harm to existing trees was anticipated.

Following amended plans, including revised alignment and detailing, it is considered the scheme an improvement and raises no further concerns.

Environmental Health:

There are no objections to this application.

Conservation Officer:

Blonks is situated in a rural location, with properties sporadically placed along the lane, interspersed with views over open countryside. Blonks itself has a legible historic and functional relationship with its rural surroundings which forms part of its setting, and this contributes to the appreciation and significance of the heritage asset.

The proposed fence would due to its height and design result in a harsh, urban boundary which does not reflect the qualities of the listed building or its setting. It would be suggested that further consideration is given to a softer landscape feature, which is more appropriate to its countryside location.

The amended proposal would result in a more sensitive and appropriate boundary to the listed building ensuring that the building can be appreciated within its rural context. No objection would therefore be raised.

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:

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.

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 3 of the Shipley Neighbourhood Plan states that all proposals for new development in Shipley Parish are expected to respond positively to local design characteristics and features as set out in the Shipley Parish Design Guidance (in Appendix 2 of this Neighbourhood Plan). New development should be of a size and scale which respects and, where possible, enhances the character of the area or locality, using materials typical of the area. Applicants are encouraged to demonstrate, through submission documents, how the proposed scheme responds to the Shipley Parish Design Guidance. Any proposal for new affordable housing should be designed such that it is 'tenure-blind', i.e. it is of an equal quality in terms of its design and use of materials compared to the market element and it should be integrated into the overall proposal.

The application site forms part of the residential curtilage of Blonks, a Listed Building located within a rural countryside setting at the junction of Hooklands Lane and Benton's Lane. The property lies within a wider landscape characterised by open agricultural land, mature trees and hedgerows, which contribute to its rural character.

The proposal seeks the erection of a boundary fence along part of the site boundary. It is noted that the application has been subject to several amendments during the course of the application, following concerns raised by officers, particularly in respect of height, design and visual impact.

The amended scheme now proposes a boundary treatment comprising 1.8m high willow hurdle fencing supported by timber posts, replacing the previously proposed higher and more solid close-boarded fencing. This represents a significant reduction in height and visual mass, and a move towards a more appropriate rural form of enclosure.

The revised design introduces a softer, more permeable and organic appearance, with the natural variation in the willow hurdles helping to reduce visual prominence. This approach is considered to better reflect traditional boundary treatments found within rural settings and to respond more sympathetically to the character of the site.

Overall, whilst the introduction of a boundary treatment will inevitably alter the appearance of the site, the amended scheme is considered to be more appropriate and less visually intrusive than earlier proposals. 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.

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.

Impact on Conservation

Policy 34 of the HDPF seeks to conserve and sustain the 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.

The site is associated with a Listed Building, and special regard is therefore given to the duty to preserve its setting. The originally submitted scheme, which proposed a taller and more visually solid fence, was considered to result in harm to the secluded, rural setting of the Listed Building, introducing an unduly urban form of enclosure.

The amended plans, however, reduce the height to 1.8m and replace the previously proposed solid form with a more permeable and natural boundary treatment. The willow hurdle fencing is more consistent with the informal and rural character of the site and is considered to sit more comfortably within the landscape, thereby limiting its impact on the appreciation of the Listed Building's setting.

On balance, the proposal is considered to result in less than substantial harm, which is mitigated by the improved design approach and the use of appropriate materials.

Impact on Trees and Landscape

The Tree Officer initially raised concerns regarding the proposed close-boarded fence, noting that such boundary treatments can appear urbanising and visually harmful within a countryside setting. However, it was acknowledged that the fence line was positioned within the existing hedgerow and subject to careful installation (e.g. hand digging), no significant harm to existing trees or root systems was anticipated.

Following the submission of amended plans, including re-alignment and revised detailing of the fence, the Tree Officer has confirmed that the scheme represents an improvement on the original proposal and raises no further arboricultural or landscape concerns.

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 **Regulatory Condition:** The materials to be used in the development hereby permitted shall strictly accord with those indicated on the approved plan reference A101/B.

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

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/26/0473

(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	Boundary Fence	A101/B	18.06.2026
Block plan	Block Plan	01 REVB	18.06.2026
Location plan	Location Map	01	17.03.2026

DELEGATED

Case Officer sign/initial Meg Bayliss Date: 02/07/2026

Authorising Officer sign/initial Tamara Dale Date: 03/07/2026