Horsham District Council

DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	**31st March 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)	**7th April 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.	na
Instruct Legal if s106 required (with prior TL / PPO agreement)	na
WEEK THREE (+14)	**14th April 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).	**na**
WEEK FOUR (+21)	**21st April 2025**
If no amendments required, contact agent / applicant with update on progress.	**na**
Confirm whether delegated or committee decision (re: parish and neighbour representations)	**y**
WEEK FIVE (+28)	**28th April 2025**
14-day re-consultation letters to be sent on any amended plans	**y**
Prepare draft report	**y**
WEEK SIX (+35)	**5th May 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)	**12th May 2025**
If decision based on amended plans, report to be drafted and submitted for sign off	☐
Reason for EOT	☐

APPLICATION NO./ADDRESS:

DC/25/0530
Old Farm Cottage, Staplefields, Horsham Road, Steyning, West Sussex, BN44 3AA

DESCRIPTION:

Part demolition of existing south side extension and cat slide roof, erection of a single storey extension and partial replacement of roof. (Resubmission of a previously approved expired approval DC/20/0156 and DC/20/0155). (Householder Application).

RELEVANT PLANNING HISTORY:

DC/25/0531	Part demolition of existing south side extension and	Pending Decision

	cat slide roof, erection of a single storey extension and partial replacement of roof. (Resubmission of a previously approved expired approval DC/20/0156 and DC/20/0155). (Listed Building Consent).		
DC/20/0155	Part-demolition of existing extension and cat slide roof (south side), erection of a single storey extension, partial replacement of roof and retrospective approval sought for the internal additions to the ground and first floor (Householder)	Application 23.03.2020	Permitted on
DC/20/0162	Erection of a garden room in the curtilage of the listed building (Householder)	Application 24.03.2020	Permitted on
DC/20/0156	Part-demolition of existing extension and cat slide roof (south side), erection of a single storey extension, partial replacement of roof and retrospective approval sought for the internal additions to the ground and first floor (Listed Building Consent)	Application 23.03.2020	Permitted on

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

Steyning Neighbourhood Development Plan (SNDP) 2019 - 2031:
SNDP3 – Contribution to Character

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:

Horsham District Council - Conservation:

Provided that the plans submitted are the same as those considered under reference DC/20/0156 and DC/20/0155 the heritage comments made at that time would remain extant, including the suggested conditions.

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 Part demolition of existing south side extension and cat slide roof, erection of a single storey extension and partial replacement of roof. (Resubmission of a previously approved expired approval DC/20/0156 and DC/20/0155). (Householder Application) at Old Farm Cottage, Staplefields, Horsham Road, Steyning, West Sussex.

Staplefields is a Grade II Listed Building (indexed 1955) described by Historic England as: “Irregular-shaped house of several periods. North-south wing C17 or earlier timber-framed with red brick infilling and casement windows. Two storeys. Three windows. The square south-east wing, which has a higher elevation, is C18. Grey headers on a red brick base with brick quoins, stringcourse and panels between the windows. Wooden eaves cornice. Sash windows with glazing bars intact. Two storeys. Two windows. Horsham slab roof to both wings, but replaced with tiles in places. Large modern L-wing to north-east”.

This application is a resubmission of an earlier application under DC/20/0155 (Part-demolition of existing extension and cat slide roof (south side), erection of a single storey extension, partial replacement of roof and retrospective approval sought for the internal additions to the
ground and first floor (Householder). The policy context for this application remains the same as previous.

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; Heritage Impacts

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 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.

SNDP3 (Contribution to Character) of the SNDP seeks to ensure that development can contribute positively towards Steyning's character and that proposals are respectful of the local amenity of the property and local area. Development should respond respectfully and sensitively to the form, scale, massing, height and material palette of neighbouring properties

As stated previously in DC/20/0155, "Old Farm Cottage forms one part of a larger building with the earliest portion comprising the wing that runs north to south which is considered to be sixteenth century in date. It has been altered, probably in the early twentieth century but remains clearly identifiable as an ancient building. The part of Old Farm Cottage with the higher ridge running perpendicular to this wing is suggested as eighteenth century in the list description. It does appear as a later addition to the original part of the house. The early edition O.S. maps show the missing end of this eighteenth century wing surviving to at least 1909. The appearance of Staplefields Farm suggests that this was added in the 1920s. The Wealden Buildings Study Group may have undertaken a historical survey of the house and this would be a useful document to include as an appendix to any heritage statement to accompany the listed building consent and planning applications".

"The proposal would involve the partial demolition of an existing extension and cat slide roof on the southern elevation of the building and erection of a larger replacement single storey extension and partial replacement of roof. The proposed extension would incorporate a pitched roof with a catslide slope to the eastern elevation. The proposed extension would incorporate a contemporary appearance, with brickwork and timber cladding to the external walls, a slate tiled roof and a considerable degree of glazing within the walls of the extension".

"The proposal to extend Old Farm Cottage with a single storey extension on its southern end is considered to be agreeable in principle. The division of the property and the substantial extension forming the majority of Staplefields Farm confuses the hierarchy of historic significance and a further extension on the southern end would bookend the most historically significant portion of the two dwellings. However, it is considered that the proposal comprises a comfortable and proportionate extension that would not appear as an unexpected addition, integrating with the ancient building as part of the whole. The contemporary approach is considered appropriate in this instance and would respect the traditional form, design and appearance of the heritage asset and the character of the wider surrounding area."

As the policy context and scope of works remains the same between this and the previous application, it is considered the proposal abides by the policies laid out above.

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.

As with DC/20/0155, "The closest neighbouring properties comprise, The Buttery to the west and Staplefields Farm to the east. The proposed extension would be distanced 2.5m from the rear garden of Staplefields Farm to the east. As no windows are proposed within the eastern elevation of the single storey extension, the proposal would cause no overlooking to the rear garden of Staplefields Farm. The scale of the extension and size of the adjoining curtilage, which creates significant separation between buildings, is considered sufficient to ensure the development would not result in a harmful loss of amenity for occupants of this adjoining property".

"To the west, the proposed bi-fold doors on the western elevation of the proposed extension would be distanced 10m from the rear garden of The Buttery. An existing tree which appears to be within the garden of The Buttery currently restricts views from the existing ground floor windows within the western elevation of the dwelling to the westerly neighbour's rear garden. Given the single storey nature of the proposed extension and the substantial tree screen under the neighbour's control, it is not considered that the proposed extension would cause any harmful loss of amenity to the occupiers of the westerly neighbouring property".

As the policy context and scope of works remains the same between this and the previous application, it is considered proposal abides by the policies laid out above.

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 **Pre-Commencement Condition**: Prior to relevant work begins, the following details shall have been submitted to and approved in writing by the Local Planning Authority. The relevant works must not be executed other than in complete accordance with these approved details:

a) Samples or specifications of external materials and surface finishes.

Reason: As this matter is fundamental to ensure that the significance of the designated heritage asset, and the character, appearance and integrity of the building, is not prejudiced, thereby preserving the special architectural or historic interest which it possesses, and to comply with Policy 34 of the Horsham District Planning Framework (2015).

4 **Pre-Commencement Condition**: No relevant works shall commence until the following details have been submitted to and approved in writing by the Local Planning Authority. The works must not be executed other than in complete accordance with these approved details:

a) Drawings to a scale not smaller than 1:5 fully describing new windows and external doors. These drawings must show:

- Materials
- decorative/protective finish
- cross section of frame, transom, mullions, glazing bars, etc
- formation of openings including reveals, heads, sills, etc
- method of opening
- method of glazing

Reason: As this matter is fundamental to ensure that the significance of the designated heritage asset, and the character, appearance and integrity of the building, is not prejudiced, thereby preserving the special architectural or historic interest which it possesses, and to comply with Policy 34 of the Horsham District Planning Framework (2015).

5 **Regulatory Condition**: The new roof junctions at ridge, hips, valleys, eaves and verges shall be built to reflect traditional detailing including exposed rafter feet, cut verges, hogs back or half round ridge tiles.

Reason: To ensure that the significance of the designated heritage asset, and the character, appearance and integrity of the building, is not prejudiced, thereby preserving the special architectural or historic interest which it possesses, and to comply with Policy 34 of the Horsham District Planning Framework (2015).

6 **Regulatory Condition**: The roof lights hereby permitted shall be metal framed and sit flush with the roof slope.

Reason: To ensure that the significance of the designated heritage asset, and the character, appearance and integrity of the building, is not prejudiced, thereby preserving the special architectural or historic interest which it possesses, and to comply with Policy 34 of the Horsham District Planning Framework (2015).

7 **Regulatory Condition**: All new and replacement rainwater goods shall be cast iron or cast aluminium.

Reason: To ensure that the significance of the designated heritage asset, and the character, appearance and integrity of the building, is not prejudiced, thereby preserving the special architectural or historic interest which it possesses, and to comply with Policy 34 of the Horsham District Planning Framework (2015).

NOTE TO APPLICANT
Before any roofing work begin on site, the person(s) responsible for supervising the roofing works must meet the conservation officer of the Local Planning Authority, on site or as otherwise agreed, to confirm that all the conditions attached to the listed building consent are understood and can be fully complied with.

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/25/0530
(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 Elevations	H-18076-P-012	31.03.2025
Floor plan	Proposed Floor Plans	H-18076-P-011	31.03.2025
Site plan	Proposed Site and Roof Plan	H-18076-P-010	31.03.2025
Location & Block plan	Location and Block Plan	H-18076-E-001	31.03.2025
Elevation plan	Existing Elevations	H-18076-E-004	31.03.2025
Floor plan	Existing Floor Plans	H-18076-E-003	31.03.2025
Section plan	Existing Sections	H-18076-E-005	31.03.2025
Site plan	Existing Site and Roof Plan	H-18076-E-002	31.03.2025

DELEGATED

Case Officer sign/initial JBurrowes Date: 23/05/2025

Authorising Officer sign/initial TDale Date: 18.09.2025