



DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	8th December 2025
Check Neighbours	x
Check Consultations (including newts) / Press List	x
Check Description, Plans and Supporting Documents	x
Print and Display Site Notice (if required)	☐
WEEK TWO (+7)	15th December 2025
Visit Site or request site visit photos (in accordance with Site Visit Guidance Note)	x
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)	22nd December 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).	☐
WEEK FOUR (+21)	29th December 2025
If no amendments required, contact agent / applicant with update on progress.	x
Confirm whether delegated or committee decision (re: parish and neighbour representations)	x
WEEK FIVE (+28)	5th January 2026
14-day re-consultation letters to be sent on any amended plans	☐
Prepare draft report	☐
WEEK SIX (+35)	12th January 2026
Check 35-day Cllr call-in for Committee	x
If decision based on original plans, report to be drafted and submitted for sign off	x
WEEK SEVEN (+42)	19th January 2026
If decision based on amended plans, report to be drafted and submitted for sign off	☐
Reason for EOT	☐

APPLICATION NO./ADDRESS:

DC/25/2034
34 Roman Road, Steyning, West Sussex, BN44 3FN

DESCRIPTION:

Demolition of conservatory. Erection of a single storey rear extension. Changes to fenestration.

RELEVANT PLANNING POLICIES

The National Planning Policy Framework (NPPF)

Horsham District Planning Framework (2015):

Policy 32 - Strategic Policy: The Quality of New Development
Policy 33 - Development Principles

Neighbourhood Plan:

Steyning Neighbourhood Development Plan 2019-2031

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

Policy 19: Development Quality

Policy 20: Development Principles

Parish Design Statement:

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:

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:

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 SNDP3 of the Steyning Neighbourhood Development Plan states that development proposals which demonstrate how they will positively contribute towards Steyning's character will be supported.

Development proposals should respond positively and sensitively to the scale, mass, height, building materials and form of neighbouring properties.

The application seeks planning permission for the demolition of conservatory. Erection of a single storey rear extension and changes to fenestration. While the proposed single storey rear extension would be a relatively large addition, it is considered the proposal would reflect the form, scale and detailing of the existing building and would appear as a coherent and sympathetic addition. The proposed single storey rear extension would not be particularly visible from a public vantage point, and it is considered that given the mixture of building forms and designs making up the dwellings within the vicinity the proposed works would not have a detrimental impact on the host property or wider surrounds.

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 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.

Policy SNDP3 of the Steyning Neighbourhood Development Plan states that development proposals should respect the amenity of properties in the immediate locality.

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 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 application form received 08.12.2025.

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).

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/25/2034

(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
Location plan	Location Plan	NONE	08.12.2025
Floor plan	Existing GF Plan	A 530-1	08.12.2025
Floor plan	Proposed GF Plan	A 530-2	08.12.2025
Roof plan	Existing Roof Plan	A 530-3	08.12.2025
Roof plan	Proposed Roof Plan	A 530-4	08.12.2025
Elevation plan	Existing Elevations	A 530-5	08.12.2025
Elevation plan	Proposed Elevations	A 530-6	08.12.2025
Plans	Proposed 3D Visual	A 530-7	08.12.2025
Block plan	Block Plan	A 530-8	08.12.2025
Supporting Docs	Application Form	NONE	08.12.2025

DELEGATED

Case Officer sign/initial Marie Riggs Date: 27.01.2026

Authorising Officer sign/initial Tamara Dale Date: 02.02.2026