



**DELEGATED APPLICATIONS - ASSESSMENT SHEET**

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

**APPLICATION NO./ADDRESS:**

DC/25/2035

The Barn, 24 Rookwood Park, Horsham, West Sussex, RH12 1UB

**DESCRIPTION:**

Demolition of existing rear conservatory and erection of replacement single-storey extension, conversion of roof with front and rear rooflights, and conversion of garage into living accommodation.

**RELEVANT PLANNING HISTORY:**

DC/08/2551

Proposed drive extension, side wall and gates

Application Permitted on  
11.02.2009

## RELEVANT PLANNING POLICIES

### **The National Planning Policy Framework (NPPF)**

#### **Horsham District Planning Framework (2015):**

Policy 31 - Green Infrastructure and Biodiversity

Policy 32 - Strategic Policy: The Quality of New Development

Policy 33 - Development Principles

**Horsham Blueprint Business Neighbourhood Forum** is a designated body of the Unparished Area of Horsham Town. The Forum comprises of representatives from Denne Neighbourhood Council, Forest Neighbourhood Council and Trafalgar Neighbourhood Council. The Horsham Blueprint Business Neighbourhood Forum's Neighbourhood Plan area has been designated.

Relevant policies:

Policy HB3: Character of Development

Policy HB4: Design of Development

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

Policy 17: Green Infrastructure and Biodiversity

Policy 19: Development Quality

Policy 20: Development Principles

## 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](http://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 HB3 of the Horsham Blueprint Business Neighbourhood Plan states that development is expected to preserve and enhance the Character Area in which it is located. The design of new development should take account of local context and reflect the character and vernacular of the area, using architectural variety in form and materials, in order to avoid building design that is inappropriate to the Plan area.

Policy HB4 continues that development is expected to demonstrate a high quality of design, which responds and integrate well with its surroundings.

The Barn, 24 Rookwood Park, is a detached two-storey dwelling in the built-up boundary area of Horsham. The site benefits from a large residential curtilage and is set back from neighbouring properties with a large driveway. There is sufficient parking as well as a garage.

The proposed demolition of the existing rear conservatory will allow for the creation of a habitable space for additional seating. The proposed extension materials are to match those of the existing dwelling with large bi-fold doors and roof lights.

The conversion of the loft space to the main dwelling will provide for bedroom 5 and 6, as well as an en-suite and bathroom. The proposed roof lights are flush with the existing roof design and would not create any unexpected views in this area.

The garage is also proposed to be converted into additional living space. this is for a family living room. The proposed materials are to match those of the existing dwelling, with the installation of flush style roof lights. The proposal would sit comfortably within the context of the existing dwelling and would relate sympathetically to the appearance of the dwelling.

The proposed loft conversion would incorporate roof lights to the front and rear elevations. These would sit proportionately within the roof slope and would maintain the overall character and appearance of the dwelling.

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.

The dwelling is set back with a considerable distance from neighbouring properties. The site benefit from a large residential curtilage. It is considered that the siting and layout of the proposed extension, as well as the conversion of the loft and garage and the resulting relationship with neighbouring properties would be sufficient to prevent any unacceptable harm to neighbouring amenity.

## **Highways Impacts**

Policies 40 and 41 of the HDPF promote development that provides safe and adequate access, suitable for all users.

Whilst the conversion of the garage removes the parking spaces within the garage, there is sufficient parking outside the dwelling for a proposed 6 bed-roomed dwelling. As such, the proposal is considered acceptable with regard to highways and parking.

### **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 currently 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**

#### **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.

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**Plans list for: DC/25/2035**

(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 & Block plan   | Location and Block Plan | 2514-P-001     | 08.12.2025    |
| Location & Details plan | Existing Drawings       | 2514-P-002     | 08.12.2025    |
| Location & Details plan | Proposed Drawings       | 2514-P-003     | 08.12.2025    |

**DELEGATED**

Case Officer sign/initial      Meg Bayliss      Date: 26/01/2026

Authorising Officer sign/initial      Tamara Dale      Date: 02.02.2026