



DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	17th June 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 June 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)	1st July 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)	8th July 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)	15th July 2026
14-day re-consultation letters to be sent on any amended plans	☐
Prepare draft report	☒
WEEK SIX (+35)	22nd July 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)	29th July 2026
If decision based on amended plans, report to be drafted and submitted for sign off	☐
Reason for EOT	☐

APPLICATION NO./ADDRESS:

DC/26/0982

Old Pinkhurst , Bashurst Hill, Itchingfield, West Sussex, RH13 0NY

DESCRIPTION:

Erection of a single storey rear extension, re-roofing of 2no. outbuildings, and relocation of an external boiler. (Householder Application).

RELEVANT PLANNING HISTORY:

DC/26/0983

Erection of a single storey rear extension, re-roofing of 2no. outbuildings, and relocation of an external

Live application

boiler. (Listed Building Consent).

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

Policy 34 - Cultural and Heritage Assets

Barnes Green & Itchingfield Neighbourhood Plan 2024-2031

Policy 3 – Heritage Assets

Policy 12 – Design

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:

The Parish Council has no comments to make on this application and no objections.

HDC Conservation Officer:

Satisfied the proposals will not harm the special interest of the listed building. No detailed conditions are required in this case.

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 Barns Green and Itchingfield Neighbourhood Plan states that development shall, where practicable and consistent with other policies in this Plan, incorporate measures which seek to conserve heritage assets in a manner appropriate to their significance. Special regard shall be given to the desirability of preserving any heritage building, or its setting, and/or any features of special architectural interest which the building possesses. Development proposals for development within the Itchingfield Conservation Area and the setting within which it lies shall include measures which seek to conserve and enhance the Area.

Policy 12 of the Neighbourhood Plan states that as appropriate to their scale, nature and location development proposals will be supported where their character and design meets the following criteria: are of high-quality design and layout; contribute positively to the private and public realm to create a sense of place; respect the character and scale of the surrounding buildings and landscape; protect open spaces and gardens that contribute to the character of the area; protect the identity and character of Barns Green and Itchingfield; protect existing landscape features and contribute to the parish's Green Infrastructure network; and incorporate the use of local materials which are appropriate to the existing housing stock; Positively respond to the local vernacular character of the parish.

The application site relates to a Grade II listed dwelling known as Old Pinkhurst, located on Bashurst Hill, Itchingfield. The property occupies a spacious rural plot and comprises the original 17th Century timber-framed cottage together with a number of later additions and modern outbuildings within its curtilage. The surrounding area is characterised by dispersed residential development and open countryside.

The proposal comprises a small single-storey rear extension, re-roofing of two existing outbuildings, and the relocation of an external boiler. The proposed extension would be modest in scale, measuring approximately 2.5m², and would be positioned to the rear of the property within the enclosed area created by the later additions. Materials would match the existing building, including painted brickwork, clay roof tiles and timber windows. The re-roofing of the outbuildings in slate would provide an improvement over the existing felt roofs and would be more sympathetic to the character of the site. The relocation of the boiler would have a limited visual impact and would be screened by planting. Overall, the proposals are considered to be appropriate in scale and appearance and would preserve the character of the property and its setting.

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 12 of the Neighbourhood Plan states that as appropriate to their scale, nature and location development proposals will be supported where they do not cause unacceptable harm to the amenities of existing nearby residents and future occupants of new dwellings, including taking account of the impact on privacy, outlook, daylight, sunlight and security;

Given the modest size and rearward location of the extension, the proposal would not result in any significant loss of light, outlook or privacy to neighbouring occupiers. The re-roofing of the outbuildings and relocation of the boiler are similarly limited in nature and would not give rise to any adverse impacts on residential amenity. The proposal is therefore considered acceptable in this regard.

Impact on the Listed Building

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.

Old Pinkhurst is a Grade II listed building, with its principal significance deriving from the original 17th Century timber-framed cottage. The proposed extension would be attached to a later addition rather than the historic core of the building and would not result in the loss of historic fabric. Its modest scale, discreet siting and use of matching materials would ensure that it remains subordinate to the existing building. HDC Conservation officer confirmed they are satisfied the proposals will not harm the special interest of the listed building.

The re-roofing of the modern outbuildings would enhance their appearance and would not affect the significance of the listed building. The relocation of the boiler externally would remove plant equipment from within the historic structure and would require only minimal alterations. Consequently, the proposal would preserve the special architectural and historic interest of the Grade II listed building and would not result in harm to its significance.

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 plans and application form.

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/26/0982

(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 Plan and Site/Block Plan	PL01	17.06.2026
Floor plan	Existing Floor Plans	PL02	17.06.2026
Elevation plan	Existing Elevations	PL03	17.06.2026
Elevation plan	Outbuilding A - Elevations	PL04	17.06.2026
Elevation plan	Outbuilding B - Elevations	PL05	17.06.2026
Plans	Proposed Floor Plan & Elevations	PL06	17.06.2026

DELEGATED

Case Officer sign/initial Meg Bayliss Date: 04/08/2026

Authorising Officer sign/initial Tamara Dale Date: 10.08.2026