



DELEGATED APPLICATIONS - ASSESSMENT SHEET

OFFICER CHECKLIST	
WEEK ONE (Date Valid)	26th May 2026
Check Neighbours	x
Check Consultations (including newts) / Press List	x
Check Description, Plans and Supporting Documents	x
Print and Display Site Notice (if required)	x
WEEK TWO (+7)	2nd June 2026
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.	N/A
Instruct Legal if s106 required (with prior TL / PPO agreement)	N/A
WEEK THREE (+14)	9th June 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).	N/A
WEEK FOUR (+21)	16th June 2026
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)	23rd June 2026
14-day re-consultation letters to be sent on any amended plans	N/A
Prepare draft report	x
WEEK SIX (+35)	30th June 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)	7th July 2026
If decision based on amended plans, report to be drafted and submitted for sign off	N/A
Reason for EOT	N/A

APPLICATION NO./ADDRESS:

DC/26/0756

Lakers Farm Cottage , Mill Road, West Chiltington, West Sussex, RH20 2PZ

DESCRIPTION:

Demolition of existing shed and erection of a single storey detached outbuilding.

RELEVANT PLANNING HISTORY:

DC/24/0902	Provision of a utility room within the existing space, with installation of an additional door between living areas, additional lighting to living areas, removal of a	Application Permitted on 13.08.2024
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plasterboard arch and the replacement of a uPVC rear door (Listed Building Consent)

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

West Chiltington Neighbourhood Plan 2023 - 2031

Policy H3 – Quality of Design

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

Strategic Policy 13: The Natural Environment and Landscape Character

Strategic Policy 19: Development Quality

Strategic Policy 20: Development Principles

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

Parish Design Statement:

None

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:

HDC Arboricultural Officer:

24/06/2026

No arboricultural concerns with the proposal.

10/06/2026

From external observations, could not see any trees in close proximity to the area of the proposed development that make a positive contribution to the character of the Conservation Area or wider public visual amenity. Therefore, subject to not encountering an Ancient yew or similar crouched beneath the surrounding brickwork (excluded from the applicants submitted photos), raise no arboricultural concerns.

HDC Conservation: No Objection.

Newt Officer: It is considered that the proposed development would present a low risk to great crested newts and/or their habitats. However, as the development is within the amber Impact Risk Zone, as modelled by district licence mapping, and due to the nearby waterbody, recommend that the following informative should be attached to planning consent.

Southern Water: Southern Water has determined that the flow rate for the above site will remain consistent, so capacity is not an issue and no Southern Water assets will be affected. Therefore, Southern Water has no objections to this proposal.

Parish Comments:

West Chiltington Parish Council

08/07/2026

The Parish Council wishes to rescind its holding comment, lodged on 18th June 2026.

The Parish Council does not object, in principle, with the home office building that is proposed, but feels that its siting within the applicant's curtilage should be reconsidered to avoid the potential severe loss of amenity for their neighbour.

18/06/2026

Objection - If the Planning Officer is minded to approve this application, the Parish Council wishes to request that it be put forward for consideration by HDC's Planning Committee due to some potentially material planning concerns.

Representations:

1 no. letters of Objection have been received from 1 no. address objecting to the application on the following grounds:

- The introduction of a directly facing window at such a short distance would result in occupants of both buildings being able to look directly into one another's rooms. This would materially reduce the privacy and enjoyment of our property and create an intrusive relationship that is not consistent with good design principles or the protection of neighbouring amenity.
- Concerned that the size, height and location of the proposed structure, in close proximity to our annexe, would reduce the amount of natural daylight reaching our window.
- The proposal would have a detrimental effect on the outlook from the annexe and on the quality of the accommodation within it.
- The close proximity of the office window to annexe window raises concerns that noise associated with the use of the office would be readily audible. This would result in increased disturbance and a reduction in ability to enjoy home peacefully.
- Verify the measurements and relationships shown on the submitted plans.
- The proposed garden office is a modern, flat-roofed structure that is entirely out of keeping with the historic character of the site. Its contemporary design, form and appearance bear little resemblance to the traditional architectural features of the listed buildings and would introduce a visually intrusive element into a sensitive historic setting.
- At present, the application does not appear to contain sufficient technical information to properly assess the risks with installing service route. The description of the works as a simple hand-dug trench does not adequately address the practical reality of excavating through existing concrete hardstanding or the potential impact of such works on neighbouring structures.

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 obtained during site visit. These details were considered sufficient to allow the application to be properly considered and determined.

Character and Appearance

Policies 25, 32 and 33 of the HDPF promote development that is of a high-quality design, which is sympathetic to the character and distinctiveness of the site and surroundings. The landscape character of the area should be protected, conserved and enhanced, with proposals contributing to a sense of place through appropriate scale, massing and appearance.

Policy 34 of the HDPF aim to maintain that development make a positive contribution to the character and distinctiveness of the area and ensuring that development in conservation areas is consistent with the special character of those areas. Furthermore, development should reinforce the special character of the district's historic environment through appropriate siting, scale, form and design; including the use of traditional materials and techniques.

Policy H3 of the West Chilton Neighbourhood Plan states that proposed for extending or altering existing dwellings should be of a high quality, be energy efficient, and designed to reflect the local character and reinforce, where appropriate, local distinctiveness.

The replacement outbuilding would be positioned within the same footprint as the existing outbuilding. The proposed outbuilding would be of a similar scale as the existing structure with the highest part of the sloping flat roof being only 2.5m high. The proposal would be of a modest size and adequately screened within the application site. Following consultation with the Council's Conservation Officer, it is noted that the form of the proposed outbuilding does not reflect a traditional ancillary building, however, in this case it is considered that the physical constraints of the site and the limited opportunities to see the outbuilding in relation to the listed building means no harm will arise. Additionally, the Council's Conservation Officer is satisfied that the service route of the power cable will not affect the listed building or its setting.

For the above reasons it is considered that the size, scale and mass of the proposed outbuilding would be subservient to the main dwelling and typical of a plot of this size in a residential location such as this. The development would not harm the character or appearance of the West Chilton Conservation Area nor the setting of the Listed Building. 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 states that development should be designed to avoid unacceptable harm to the amenity of occupiers/users of nearby property and land, for example through overlooking or noise, whilst having regard to the sensitivities of surrounding development.

The adjoining neighbour has raised numerous concerns with the proposed outbuilding in terms of loss of light / outlook, loss of privacy / overlooking, noise / disturbance and harmful to the setting of the listed building by the service route installation.

It is recognised that the site already benefits from an outbuilding in the location of the proposed. The proposal would be of a similar scale, height, and position to the existing, where there is an established relationship with the neighbouring property, including the windows serving the annexe. It is not considered that the proposal would result in any further harm beyond the existing situation, where the proposal would improve the separation between the buildings.

The proposal would be used for incidental domestic purposes, and it is not therefore anticipated that the proposal would result in any further noise or disturbance beyond that expected within a residential area. Use of the building for private domestic purposes would be secured by condition.

On that basis, it is considered that the siting and layout of the proposal 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 and approved plans.

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).

- 4 **Regulatory Condition:** Notwithstanding the provisions of the Town and Country Planning (General Permitted Development)(England) Order 2015, as amended, the detached outbuilding hereby permitted shall be used for purposes incidental to the enjoyment of the dwelling house, Lakers Farm Cottage, Mill Road, West Chiltington (as identified on the approved plans) only, and shall not be used for any trade or business nor as a separate living accommodation.

Reason: The establishment of an additional independent unit of accommodation would give rise to an over-intensive use of the site and/or lead to an unsatisfactory relationship between independent units of living accommodation contrary to Policies 26 and 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.

NOTE TO APPLICANT

The applicant is reminded that, under the Conservation of Habitats and Species Regulations 2017 (as amended) and the Wildlife and Countryside Act 1981 (as amended), it is an offence to (amongst other things): deliberately capture, disturb, injure, or kill great crested newts; damage or destroy a breeding or resting place; intentionally or recklessly obstruct access to a resting or sheltering place. Planning permission for a development does not provide a defence against prosecution under this legislation. Should great crested newts be found at any stage of the development works, then all works should cease, and a professional and/or suitably qualified and experienced ecologist (or Natural England) should be contacted for advice on any special precautions before continuing, including the need for a licence.

Additionally, all vegetation within the works area shall be maintained at a maximum height of 30mm until construction is completed through regular mowing or grazing in order to discourage great crested newts from using the site. All works shall be carried out in accordance with the following measures:

- Any demolition materials should be stored in skips or similar containers rather than in piles on ground

- Any trenches left overnight should be covered or provided with ramps to prevent great crested newts from becoming trapped.
- Any building materials such as bricks, stone etc. should be stored on pallets to discourage great crested newts from using them as shelter.

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/26/0756

(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
Site plan	Existing Site Plan - v2		26.06.2026
Location plan	Location Plan	NONE	26.06.2026
Elevation plan	Front Elevation	NONE	26.05.2026
Elevation plan	Rear Elevation	NONE	26.05.2026
Elevation plan	Right Elevation	NONE	26.05.2026
Elevation plan	Left Elevation	NONE	26.05.2026
Floor plan	Floor Plan	NONE	26.05.2026
Site plan	Proposed Site Plan - v3	NONE	26.06.2026

DELEGATED

Case Officer sign/initial Halima Chowdhury Date: 16.07.2026

Authorising Officer sign/initial Tamara Dale Date: 10.08.2026