



PLANNING, DESIGN & ACCESS STATEMENT



11 Market Square
Horsham
West Sussex
RH12 1EU

**Planning and Listed Building Application for the change of use
of a commercial property to a single residential dwelling,
including internal and external alterations**

September 2025

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1. Introduction

Batcheller Monkhouse is instructed by the owner Mr Rooney to prepare a planning and listed building application for the change of use of the property from commercial to a single residential unit including internal alterations at 11 Market Square, Horsham, RH12 1EU.

This document sets out the aims of the proposal, the steps taken to appraise the context of the site, explains the design principles and concepts that have been applied, and provides an appraisal against all relevant planning policies.

Figure 1.1 - Site Location



2. Site Description and Surrounding Area

The Site

11 Market Square is a Grade II listed building which was first listed on 20 May 1949 via listing number 1027518 and is currently used as a commercial premises. The building is 17th Century and was originally a timber-framed house and was later refronted in roughcast but has timber framing still visible on the northern elevation. It retains a jettied first floor, a gable moulded bargeboards and a Horsham slab roof which are classic typical features of the area.

The ground floor has been a small shopfront since the early 1800s and in recent years has seen a variety of commercial uses such as a hair dresser and a skin and wellness clinic but has remained vacant since December 2024.

The site is accessed directly off The Causeway before leading on foot to Market Square and is located within the Horsham Town Centre Conservation Area. The property is located adjacent to Bills Restaurant as well as a mixture of residential and commercial properties.

Figure 2.1 - Aerial View of the Application Site



Photos of the property in its existing form can be seen in Figure 2.2 and Figure 2.3 below.

Figure 2.2 – Front and Rear Elevations including Courtyard



Figure 2.3 – Internal Pictures as Existing



Ground Floor Front Room



Ground Floor Back Room



Ground Hallway Leading to Courtyard

Figure 2.4 - Internal Pictures as Existing



Ground Floor Extension Cloakroom



Ground Floor Backroom



First Floor Landing



First Floor Front Room



First Floor Bathroom



First Kitchen Backroom

Figure 2.5 - Internal Pictures as Existing



Second Floor Front Room



Second Floor Hallway



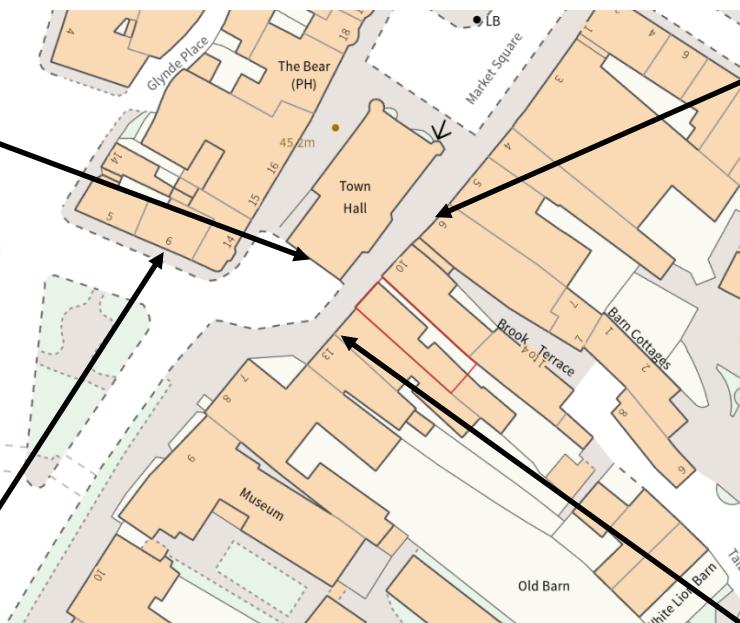
Second Floor Back Room

A range of properties of varying design and scale are located in close proximity to the application site, as shown in Figure 2.6 below. These include a mix of residential and commercial uses. Several neighbouring properties have obtained permission to change from commercial to residential use, including 10, 12, and 13 Market Square, with the most recent approval granted for 13 Market Square under planning permission reference DC/22/0920.

Figure 2.6 - Neighbouring Buildings



Bills Restaurant



Commercial Uses



Commercial/Residential Uses



Residential Uses

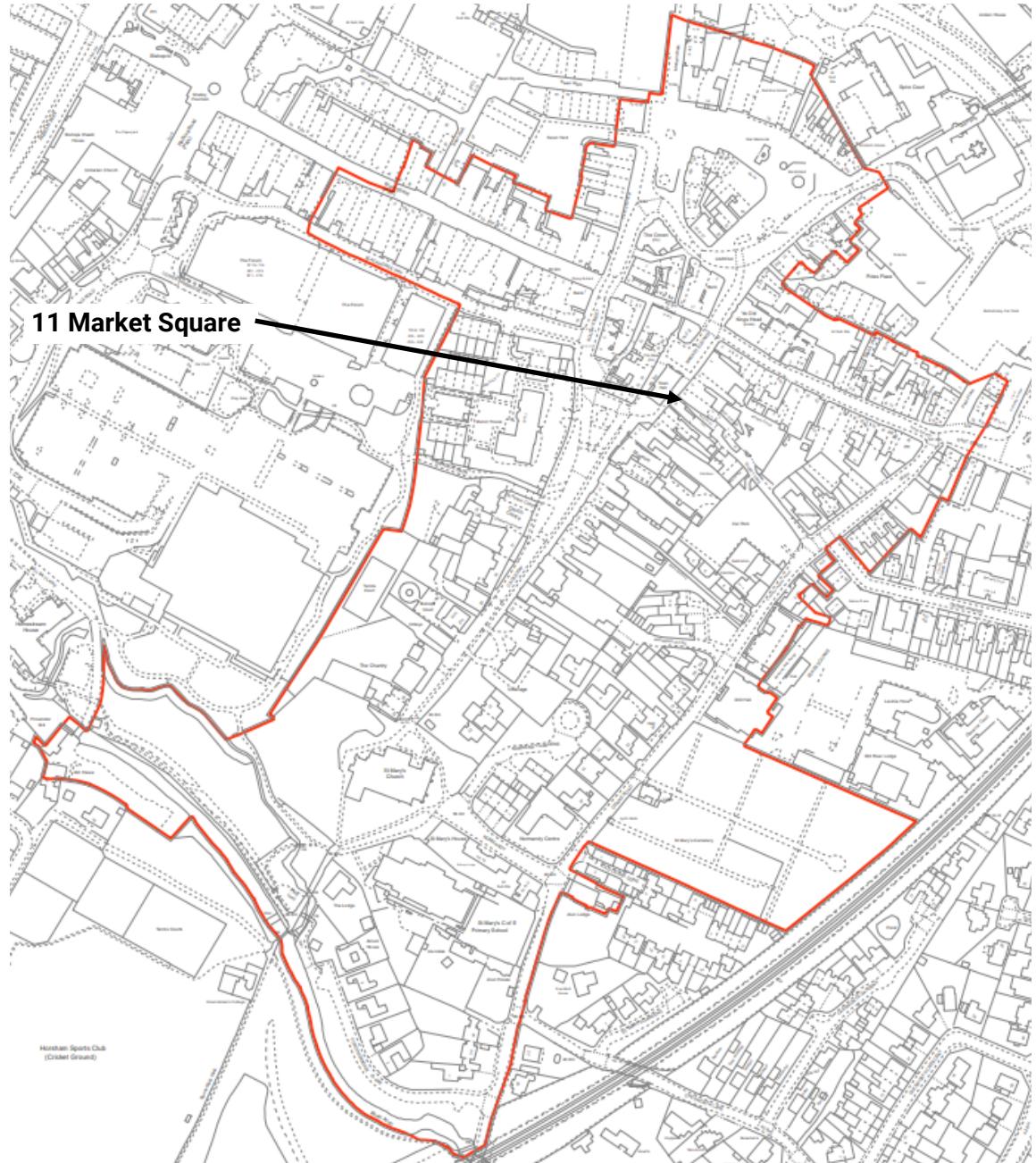
Environmental Designations

The site lies within the built up area boundary and the Horsham Town Centre Conservation Area and lies within an area that has an influence over the Arun Valley designated sites (which include an SPA, Ramsar, SAC and 3 SSSIs)

The Horsham Town Centre Conservation Area is a designated historic zone recognised for its architectural and historical significance. It encompasses the historic core of the town, featuring a mix of medieval, Georgian, Victorian, and early 20th-century buildings that contribute to its unique character.

Further details regarding the listed building can be found within the Heritage Statement submitted in support of this application.

Figure 2.7 - Horsham Town Centre Conservation Area Map



3. Proposed Development

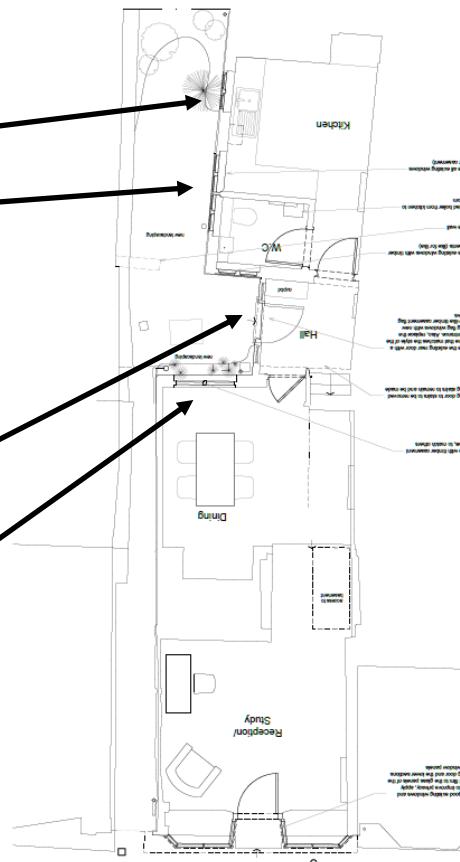
The applicant proposes minor internal and external works to reinstate the property to its original function as a residential dwelling. Historically, the building has been let for a variety of commercial purposes, most recently operating as a skin and wellness clinic, which ceased trading in December 2024. Since the end of this tenancy, the property has been actively marketed for commercial use without success. Evidence of the marketing history, prepared by Crickmays, is submitted in support of this application.

Proposed Works

External Works

Only minor alterations are proposed to the external fabric of the building. The historic shopfront will be retained in its existing form, preserving the character of the property. On the western elevation, works will include the replacement of timber-framed windows on a like-for-like basis, ensuring that all new joinery matches the existing in material, design, and appearance.

Figure 3.1 - External Photos of the Property to be Relocated (Ground Floor)



Internal Works

To facilitate the proposed change of use of the property back to residential, minor internal modifications are proposed which are as follows:

Basement

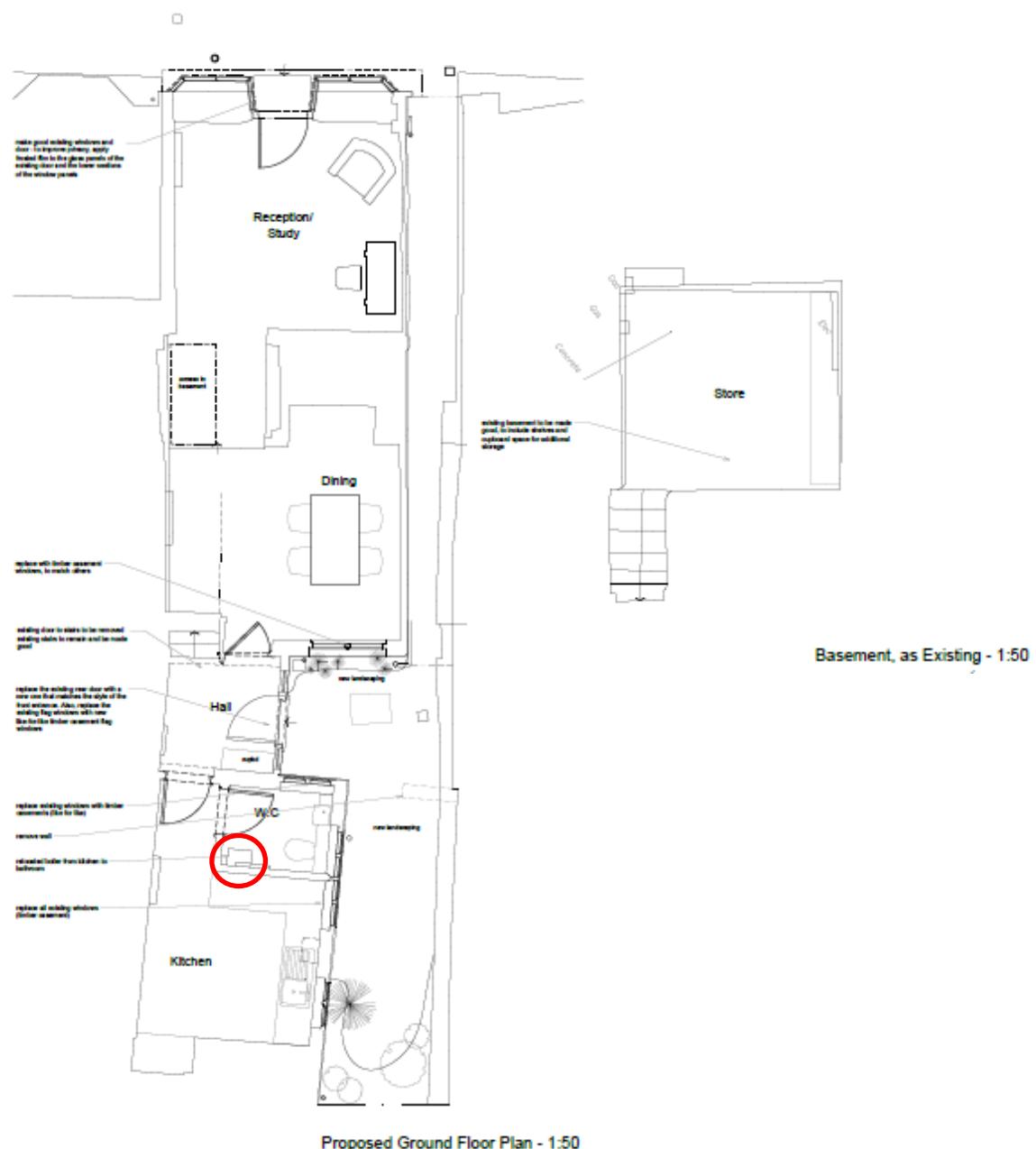
No structural alterations are required in the basement. It will be refurbished to provide functional storage for future occupants, incorporating shelving and cupboard space.

Ground Floor

The front area of the property, facing Market Square, will serve as a reception/study area. Frosted film will be applied to the glass panels of the existing door and the lower sections of the existing windows, both of which will be repaired and refurbished rather than replaced.

The existing kitchen, located at the rear of the property, currently houses the boiler. This will be relocated to the existing cloakroom. A dining room will adjoin the study area, leading to a small hall providing access to the courtyard garden, which will be re-landscaped.

Figure 3.2 - Basement and Ground Floor Proposed Plans



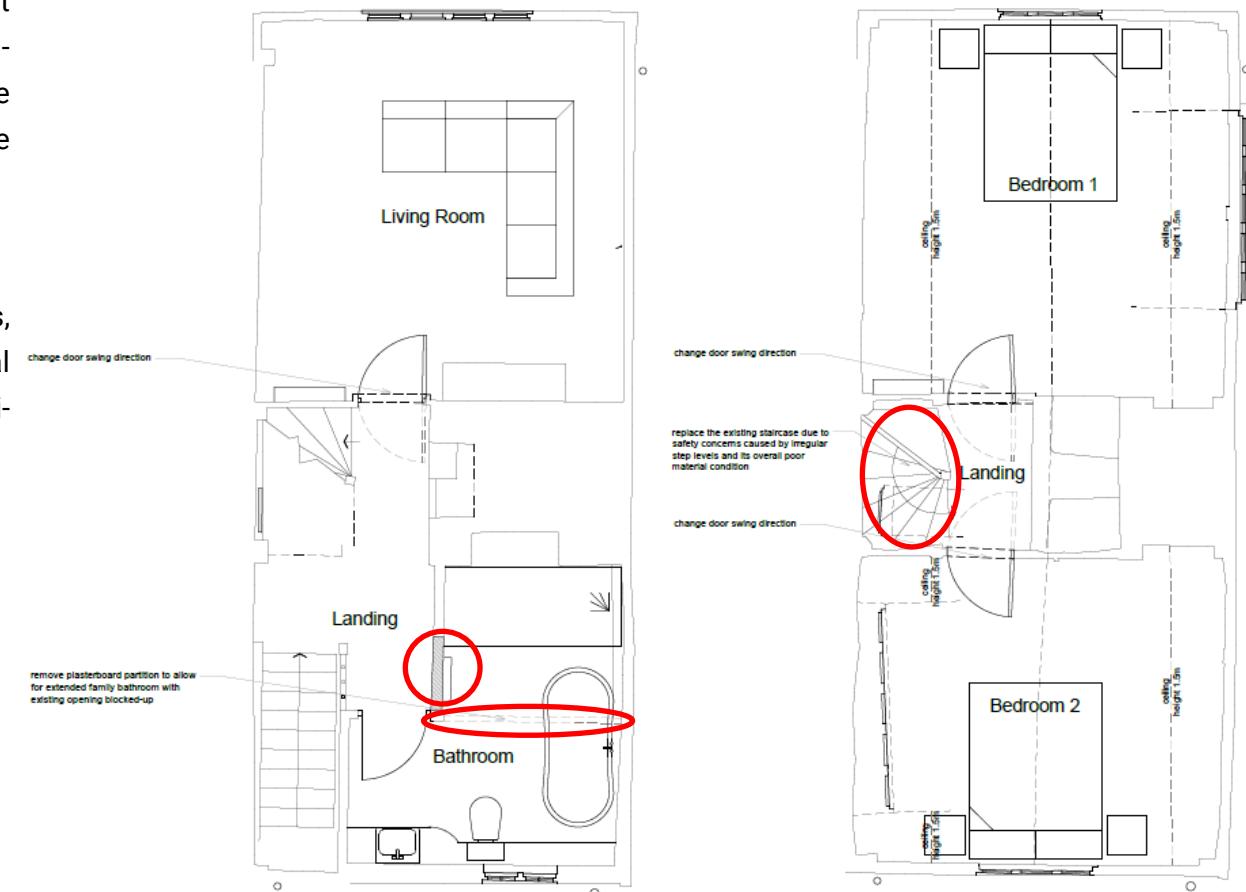
First Floor

The first floor currently contains a small bathroom. To create a more spacious and functional family bathroom, the existing plasterboard partition will be removed, and the current door opening will be enclosed. An area leading off the landing will be retained as a living room. The existing staircase from the landing to the second floor is uneven and will be replaced to address safety concerns.

Second Floor

The second floor will accommodate two double bedrooms, located at the front and rear of the property. No structural alterations are proposed, aside from changing the swing direction of the doors to improve room functionality.

Figure 3.3 - First and Second Floor Proposed Plans



Proposed First Floor Plan - 1:50

Proposed Second Floor Plan - 1:50

4. Design and Access

Design

The applicant is seeking permission for minor internal and external alterations to reinstate the property's original use as a residential dwelling. The proposed works are minimal, will not compromise the historic character of the building, and are necessary to enable its intended function.

The only external modifications involve the replacement of the windows and external door on the eastern elevation, which is believed to be a later 19th-century addition. These windows will be replaced with new units to match the existing timber frames and will be painted in keeping with the current finish.

Internally, the key change is the replacement of the staircase linking the second and third floors. As shown in Figure 4.1, the existing staircase is steep and uneven, presenting a safety risk for future occupants.

Additionally, the removal of a non-original plasterboard partition within the first-floor bathroom is proposed. This will improve functionality and provide a more suitable layout for family use.

Overall, the scheme will not detract from the building's design or appearance. The existing Victorian shopfront will remain unchanged.

Access

Access arrangements will remain as existing, with pedestrian entry via Market Square. The property has no on-site vehicular access or parking. The nearest vehicle access is located on South Street and The Causeway, approximately 10 metres from the property.

Situated just off Horsham Town Centre's main high street, the property is well connected to a wide range of shops, services, and public facilities. Excellent transport links are available, with Horsham railway station located approximately 0.5 miles to the north-east, and Denne Road public car park immediately to the south, offering 24-hour access and the option of a residents' permit (subject to availability).

Figure 4.1 - Photo of Internal Staircase Being Replaced



Figure 4.2—Property Location to Parking



5. Planning Background

Planning Policy

Planning applications are required to be determined in accordance with the development plan unless material considerations indicate otherwise. In this instance the development plan comprises the Horsham District Planning Framework adopted in 2015 and the Horsham Blue Print Business Neighbourhood Plan 2019-2036. The National Planning Policy Framework is a material consideration.

Policies of relevance to this application are summarised below.

Horsham District Council Planning Framework

Policy 1 states that planning applications that accord with the policies in this Local Plan (and, where relevant, with policies in neighbourhood plans) will be approved without delay, unless material considerations indicate otherwise.

Policy 2 supports development which protects, conserves and enhances the District's built heritage whilst ensuring that new development is safe and well designed.

Policy 33 states that, to conserve and enhance the natural and built environment, development must meet specific criteria. This includes making efficient use of land while respecting any existing constraints and avoiding unacceptable harm to the amenity of nearby occupiers and land users. It also requires that the scale, massing, and appearance of the development reflect a high standard of design and layout, relate sympathetically to the surrounding built environment, respect the character of the area, and incorporate high-quality building materials, finishes, and landscaping.

Policy 34 addresses cultural and heritage applications, requiring them to strengthen the special character of the district's historic environment through appropriate siting, scale, form, and design. This includes the use of traditional materials and techniques to positively contribute to the area's character and distinctiveness. Developments within conservation areas should align with the special character of those areas. The policy also emphasizes ensuring the long-term viability and sustainability of heritage assets through preservation and compatible use, while maintaining and enhancing their setting

The Horsham Blue Print Business Neighbourhood Plan 2019-2036

The application site is located within the Horsham Blue Print Business Neighbourhood Plan which was made in August 2022.

Policy HB3 on the Character of Development requires that new development preserves and enhances the character of the area in which it is located. The design should consider the local context and reflect the area's character and vernacular through architectural variety in form and materials, avoiding designs that are out of place within the Plan area. Innovation in design will be supported where it clearly enhances the quality of the built environment within a character area.

Policy HB4 expects development to demonstrate a high quality of design, which responds and integrates well with its surroundings, meets the changing needs of residents and minimises the impact on the natural environment.

Policy HB6 Encourages a blend of uses (e.g. retail, office, residential, cultural, tourism) to maintain economic health and align with local planning objectives.

National Planning Policy Framework 2024

Paragraph 207 states that in determining applications, Local Planning Authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance.

Paragraph 210 states that in determining applications, Local Planning Authorities should take account of:

- a) the desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation;
- b) the positive contribution that conservation of heritage assets can make to sustainable communities including their economic vitality; and
- c) the desirability of new development making a positive contribution to local character and distinctiveness.

Paragraph 212 continues to note that when considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation.

Any harm to, or loss of, the significance of a designated heritage asset should require a clear and convincing justification. Substantial harm to or loss of Grade II Listed Buildings should be exceptional. Substantial harm to or loss of Grade II* Listed Buildings should be wholly exceptional.

Where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm should be weighed against the public benefits of the proposal.

Planning History

A review of Horsham District Council website notes the following planning applications for the site:

| | | | |
|------------|--|-----------|------------------|
| DC/07/0067 | Attachment of New electrical Cabling to Outside of Existing Building | Permitted | 15 March 2007 |
| DC/05/1960 | Internal Alterations to Flat | Permitted | 5 December 2005 |
| HU/259/03 | 1 Hanging Side | Permitted | 3 September 2003 |
| HU/150/03 | Retention of Fascia & Illuminated Hanging Sign Site | Refused | 26 June 2003 |
| HU/149/03 | Retention of Fascia & Illuminated Hanging Sign Site | Refused | 26 June 2003 |
| HU/272/90 | Erection of One Fascia and One Hanging Sign Site | Permitted | 3 September 1990 |

6. Planning Appraisal

The main issues in the consideration of this application are considered to be:

- **Principle of Development**
- **Heritage Impacts**
- **Design and Appearance**
- **Water Neutrality**

These are discussed in more detail below.

Principal of Development

The proposed change of use of 11 Market Square from commercial to residential is supported in principle by the Horsham District Planning Framework (HDPF). Policy 1 confirms that development proposals which accord with the Local Plan and relevant Neighbourhood Plans should be approved without delay. The site lies within the built-up area boundary and Horsham Town Centre Conservation Area, where sustainable development is encouraged. The proposal aligns with Policy 2, which promotes development that conserves and enhances the built heritage, and Policy 33, which requires development to respect the character of the area, make efficient use of land, and avoid harm to neighbouring amenity. The proposed residential use reflects the building's original function and supports its long-term viability, especially given its prolonged vacancy and unsuccessful marketing for commercial use.

Additionally, the proposal complies with Policy 34, which supports the sustainable reuse of heritage assets through compatible development that preserves and enhances their setting. The retention of the historic shopfront and use of traditional materials ensures the building's architectural integrity is maintained. The proposal also aligns with the Horsham Blue Print Business Neighbourhood Plan, specifically Policy HB3, which requires development to preserve and enhance local character, and Policy HB4, which promotes high-quality design that integrates well with its surroundings. The change of use is consistent with recent permissions granted for neighbouring properties (e.g. 10, 12, and 13 Market Square), reinforcing the appropriateness of residential conversion in this location and contributing positively to the vitality and sustainability of the Conservation Area.

Heritage Impacts

The proposed external works comprise the replacement of the ground floor windows on the eastern elevation and the rear door providing access from the courtyard. The new windows will be timber-framed to match the existing design, and the replacement rear door will reflect the style of the existing front door. The historic shopfront windows and door will be retained and repaired rather than replaced.

Internally, alterations are limited to those necessary to make the property suitable for residential use. This includes the removal of a modern partition on the first floor to create a larger bathroom capable of accommodating contemporary fixtures and fittings, as well as the replacement of the existing staircase between the first and second floors, which is currently steep and uneven, to address safety concerns. Works to the basement will also be carried out, including recording and cleaning of the existing brickwork.

The scheme has been carefully designed to restrict interventions to the minimum required to facilitate residential conversion, thereby safeguarding the building's historic character and charm. The overall impact on the Conservation Area will be minimal, while the proposed residential use will secure the building's long-term maintenance and conservation.

In this context, the proposal is not considered to result in harm to the Conservation Area. Instead, it would preserve its character and appearance,

Design and Appearance

The design approach prioritises the preservation and enhancement of the property's historical and architectural significance. By utilising traditional materials and sympathetic design, the proposal seeks to contribute positively to the character and distinctiveness of the Conservation Area.

Water Neutrality

On the 14th September 2021 Horsham District Council received a position statement from Natural England concerning the Sussex North Water Resource Zone. In essence it sets out that information collected by Natural England demonstrated that the abstraction of drinking water is having a negative impact on the wildlife sites within the Arun Valley. Natural England advised that new development that takes place must not worsen this negative impact.

The application is supported by a water neutrality report attached to this application to show how the proposal will be water neutral.

7. Summary

This Planning, Design and Access Statement supports an application for the change of use of 11 Market Square, Horsham, a Grade II listed building within the Horsham Town Centre Conservation Area, from commercial use to a single two-bedroom residential dwelling.

The property, dating from the 17th century with later alterations, has historically accommodated a range of commercial uses but has remained vacant since December 2024 despite active marketing. Its proposed reinstatement to residential use reflects both its original function and the character of surrounding properties, many of which have also secured change of use from commercial to residential.

The proposal represents a well-considered and sustainable reuse of a vacant listed property, ensuring its long-term preservation and contribution to the character of Horsham's historic centre. It aligns with local and national planning policies, delivers public benefit through the conservation of a heritage asset, and will enhance the architectural fabric of the Conservation Area