

WEST SUSSEX COUNTY COUNCIL CONSULTATION

TO:	Horsham District Council FAO: Hannah Darley
FROM:	WSCC – Highway Authority
DATE:	20 June 2025
LOCATION:	24 Carfax Horsham RH12 1EB
SUBJECT:	DC/25/0905 Change of Use from Finance and Professional Services (Use Class E) to 2no. Apartments (Use Class C3) at the first, second and third floors with Class E use at ground floor level.
DATE OF SITE VISIT:	n/a (desktop study undertaken)
RECOMMENDATION:	No Highway Objection

This is the WSCC Highways response to the above planning application seeking change of Use from finance and professional services (Use Class E) to 2no. apartments (Use Class C3) at the first, second and third floors with Class E use at ground floor level.

Comments have been informed by study of the submitted plans, scrutiny of Google mapping and the author's knowledge of the area.

Response.

The site is located in the centre of Horsham town centre and fronts a predominantly pedestrianised area of the town centre regularly used for events, stalls etc. The nearest access road is North Street/Carfax that runs approximately 15m south of the site (North Street) and Carfax immediately outside (albeit the latter having limited access to motor vehicles throughout most of the day).

The site is currently in a financial and professional use and the proposal is to convert the ground floor to Use Class E with two flats above it – one a 1-bed unit and the other a 2-bed unit. No car parking is provided although 4 No cycle spaces are shown provided to the rear of the building. Therefore, users owning or requiring access to a car would have to seek alternative arrangements for car parking as other than bespoke car parks where a charge is made, little free parking is available nearby given the various parking restrictions in the locality. However, public transport access is a viable alternative with frequent services running close-by providing access to other parts of Horsham, Crawley and neighbouring towns plus Horsham railway station, which itself is approximately a 10-15-minute walk away. Additionally, cycle access is good given the predominately flat topography of the area.

Conclusion.

Following review of the application and its surroundings, the Highway Authority raises "No Highway Objection" to the proposal subject to the following conditions being attached to any consent granted:

1. Cycle parking.

No part of the development shall be first occupied until the covered and secure cycle parking spaces, as shown on the submitted drawings, have been provided. Once provided, they shall thereafter remain for the sole use for which they are intended.

Reason: To provide alternative travel options to the use of the car in accordance with current sustainable transport policies.

2. Construction Management Plan.

The development hereby approved shall not commence until the following construction details have been submitted to and approved in writing by the Local Planning Authority. The details shall include the following measures:

- i. Details of site management contact details and responsibilities including out-of-hours contact details;*
- ii. A plan detailing the site logistics arrangements on a phase-by-phase basis (as applicable), including:*
 - a. location of any site compound,*
 - b. location for the loading, unloading and storage of plant and materials (including any stripped topsoil),*
 - c. site offices (including location, height, size and appearance) – if applicable,*
 - d. location of site access points for construction vehicles,*
 - e. location of on-site or off-site parking,*
- iii. The arrangements for public consultation and liaison prior to and during the demolition and construction works – newsletters, fliers etc, to include site management contact details for residents;*
- iv. Details of any floodlighting, including location, height, type and direction of light sources, hours of operation and intensity of illumination*

The construction shall thereafter be carried out in accordance with the details and measures approved.

Reason: As this matter is fundamental in order to consider the potential impacts on the amenity of nearby occupiers and highway safety during construction and in accordance with Policies 33 and 40 of the Horsham District Planning Framework (2015).

Informatics.

1. Temporary Works Required During Construction.

The applicant is advised of the requirement to enter into early discussions with and obtain the necessary licenses from the Highway Authority to cover any temporary construction related works that will obstruct or affect the normal operation of the public highway prior to any works commencing. These temporary works may include, the placing of skips or other materials within the highway, the temporary closure of on-street parking bays, the imposition of temporary parking restrictions requiring a Temporary Traffic Regulation Order, the erection of hoarding or scaffolding within the limits of the highway, the provision of cranes over-sailing the highway.

2. *Temporary Developer Signage.*

The applicant is advised that the erection of temporary directional signage should be agreed with the Local Traffic Engineer prior to any signage being installed. The applicant should be aware that a charge will be applied for this service.

Response ends.

Tim Townsend
West Sussex County Council – Planning Services