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16 February 2026

Our Ref: 2164223/11/BE/PB

Submitted via Planning Portal: PP-14672006

Dear Sirs,

FULL PLANNING APPLICATION FOR EXTERNAL ALTERATIONS TO FRESHWATER PARADE, HORSHAM (FIRST FLOOR) COMPRISING RE-CLADDING, REPLACEMENT WINDOWS, INSTALLATION OF 3NO. EXTERNAL STAIRCASES AND DECKED AREA, AND ASSOCIATED WORKS

On behalf of City and Country Properties Limited ("the Applicant"), we are instructed to submit a full planning application for external alterations to Freshwater Parade, Horsham comprising re-cladding, replacement windows, installation of 3no. external staircases and decked area, and associated works. The proposals will upgrade the appearance of the overall building, and also facilitate the change of use of the first floor from retail (Class E) to 6no. residential dwellings (Class C3).

For clarity, this application submission comprises the following documents:

- Completed Application Form;
- Completed CIL Additional Information Form;
- 2020-063 - P1000 - Site Location Plan;
- 2020-063 - P1010 - Existing Site Plan;
- 2020-063 - P1100 - Existing First Floor Plan;
- 2020-063 - P1200 - Existing Elevations;
- 2020-063 - P1300 - Existing Sections;
- 2020-063 - P1400 - Existing Site Elevations;
- 2020-063 - P2010 - Proposed Site Plan;
- 2020-063 - 2100B - Proposed First Floor Plan;
- 2020-063 - P2200A - Proposed Elevations;
- 2020-063 - 2300A - Proposed Sections;
- 2020-063 - P2400A - Proposed Site Elevations; and

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- Design Statement (Rev E), prepared by Metashape Architects.

Key Background Information

An application for the proposed external alterations subject to this application was approved on 30 May 2023 (Ref. DC/23/0604), meaning the permission must be implemented by 30 May 2026. This will not be possible and so this application is a re-submission of this previously approved application such that a further 3 years will be available to implement the permission (subject to approval of the application). The only differences between this new application and the previously approved application are that, as approved, the replacement windows were proposed to be aluminium, whereas they are now proposed to be UPVC. In addition, externally the access decked area is to be raised by 350mm and additional steps included in order to accommodate the required drainage runs. The apartment adjacent to the existing stair core has been re-planned, placing the bedroom at the rear of the building, also to accommodate drainage requirements. All other details remain as previously approved.

A separate Prior Notification Application to determine whether prior approval is required for the change of use of the first floor from retail (Class E) to 6no. residential dwellings (Class C3) under Part 3, Schedule 2, Class MA of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) was approved on 30 October 2025 (Ref. DC/25/1445) (this was a renewal of Prior Notification Application Ref. DC/23/0603).

The Application Site

Freshwater Parade comprises a 1960s, three-storey parade of 7no. ground floor retail units, with associated retail storage space on the first floor (which is vacant), and 7no. residential flats on the second floor. There are also a number of car parking spaces to the rear. The application site itself comprises the first floor of Freshwater Parade - the end unit to east of the first floor forms part of a two-storey maisonette and is not part of the proposals.

The majority of the units on the ground floor fall within Use Class E, with the exception of the betting shop, which falls within Sui Generis. The application for the change of use of the unit to a betting shop (ref. HU/204/01) related to the ground floor only, and as such the first floor area continued to be in Class E use.

The Parade is located at the junction of 'Albion Way' (B2237) and the 'Bishopric' (A281) Road. It is located west of Horsham, close to the Town Centre, and is well served by public transport and local services. To the south of Freshwater Parade is Bishopric Court, a four-storey residential block. To the west is Shelley House, a three storey, mixed-use building with commercial units at ground level and a service road that provides vehicular access to Bishopric Court. 'Albion Way' to the east is a four-lane ring road that connects major routes in and out of the Town Centre.

The Proposed Development

The proposed development is detailed fully on the submitted planning drawings and in the Design Statement, prepared by Metashape Architects. In summary however, it is proposed to re-clad the front (north) façade at first floor level. The existing slate tiles will be replaced with clay hanging tiles in a mix of natural clay colour variations, to tie together the old and the new elements of the building.

Juliette balconies will also be introduced.

External stairs to the rear of the building are proposed, to enable access to the new proposed dwellings. Under stair storage will be used for ancillary storage providing 6 long stay cycle parking spaces and bin storage. External decking is also proposed to the rear façade will be added to enable access to the new dwellings and provide south facing and private amenity space for each dwelling. The rear façade features simple cantilever powdered coated white entrance canopies integrated with the modern architecture of the building. The deck structure is to be surrounded by high quality powder coat metal railings.

To confirm, 3no. vacant car park spaces will be removed in order to provide the new external stairs for access to the proposed dwellings.

As noted above, the only differences between this new application and the previously approved application are that, as approved, the replacement windows were proposed to be aluminium, whereas they are now proposed to be UPVC – they will however have a similar appearance. In addition, externally the access decked area is to be raised by 350mm and additional steps included in order to accommodate the required drainage runs. The apartment adjacent to the existing stair core has been re-planned, placing the bedroom at the rear of the building, also to accommodate drainage requirements. All other details remain as previously approved.

Statutory Development Plan

The Statutory Development Plan comprises the Horsham District Planning Framework (2015) and the Site Specific Allocations of Land (2007). There are no Neighbourhood Plans that cover the area in which the site is located. The Council is in the process of preparing a new Local Plan, and this has been submitted for independent examination. A meeting between the Council and Inspector is scheduled for 26 February 2026 to discuss the feasibility and practical arrangements of progressing the Examination.

A review of the relevant proposals map associated with the adopted Development Plan identifies that the site is located within the Built Up Area Boundary, Horsham Town Centre Boundary, Secondary Retail Frontage, Heat Priority Area and Wellcross Farm Aerodrome Area. Number 16 and 20/22 Bishopric Road, located opposite the site, are Grade II Listed.

Planning Assessment

The existing building (to the front elevation) comprises ground floor commercial shopfronts of variable quality, first floor slate tile hanging, with an inset second floor marked by a glazed balustrade, PVC windows and a projecting canopy, some of which is in poor condition. The rear elevation has a more functional appearance with ground floor servicing arrangements.

The proposed external alterations will create a high-quality, attractive development which responds to the distinctive character of the surrounding area. The clay hanging tiles, which will be at the forefront of the façade of the properties are chosen to harmonise with surrounding properties, most notably the adjacent block to the immediate west of Freshwater Parade. The existing slate façade is a relative anomaly in the area, and the proposed design would ensure greater conformity to the distinctive design character of the area, furthering the Council's objectives in terms of creating 'a

sense of place', in line with Policy 32. The front façade of the proposed development will also feature Juliette Balconies, which will provide an attractive, modern exterior for the frontage.

The decking structure to the rear façade will provide an area of private amenity space for residents. It will connect to 3no. stairways leading down to the car parking area at the rear. An area underneath the stairs will provide ample storage space for waste bins and bicycles. This will support the residents of the proposed car-free development to utilise sustainable travel options, and is in accordance with Policy 33 8) which states that development proposals should 'incorporate where appropriate convenient, safe and visually attractive areas for the parking of vehicles and cycles, and the storage of bins/recycling facilities without dominating the development or its surroundings'. The addition of the stairs/decking will not result in any visual harm given the immediate context to the rear, which is surface parking and the rear of adjoining buildings and will therefore not impact on the wider public realm.

In summary, the external alterations will provide an attractive and high-quality addition to the existing street scene, in accordance with the Development Plan. The development will importantly be in keeping with its surrounding built context, in a central location of Horsham. The Horsham Town Design Statement SPD recommends that the guiding principle should retain the physical characteristics of the existing building, and for alterations this should also complement the neighbouring street scene. We consider that the proposed development will fulfil both objectives, not only retaining the original character of the building and its position within the built context but enhancing it. This has been confirmed through the granting application ref. DC/23/0604, to which this application seeks to replicate (other than the change in replacement windows proposed).

In terms of heritage considerations, the existing buildings are not themselves designated heritage assets, though there are listed buildings opposite the site on the A218. These are 16 Bishopric, 'the Old Bakery', and 22 Bishopric, which are both Grade-II listed. Policy 34, Part 7 states that 'Applications for development will be required to retain and improve the setting of heritage assets, including views, public rights of way, trees and landscape features, including historic public realm features.' It is considered that the significance and setting of these listed buildings would not be adversely affected by the proposed external alterations given the separation distance, and as the physical relationship between buildings would not be altered. Further, the proposed works will enhance the overall appearance of the building, providing an attractive street scene. Again, this is a view which was confirmed by Officer's through the granting of planning permission ref. DC/23/0604.

Conclusion

Overall, the proposed external alterations will create a high-quality, attractive development which responds to the distinctive character of the surrounding area, upgrading the appearance of the overall building, and also facilitating the change of use of the first floor from retail (Class E) to 6no. residential dwellings (Class C3). It is therefore considered that the proposed development complies with local and national planning policy.

We look forward to receiving notification of the registration of this application in due course. In the meantime, should you have any queries or wish to discuss further, please do not hesitate to contact me or my colleague, Paul Brailsford.

16 February 2026

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Yours faithfully,

This letter is approved but unsigned as it is sent electronically.

Beth Evans

Managing Associate

Please respond by e-mail where possible