

From: Alison Meeus <alison.meeus@westsussex.gov.uk>
Sent: 02 September 2026 15:27:30 UTC+01:00
To: "Robert.Hermitage" <Robert.Hermitage@horsham.gov.uk>
Subject: RE: Acknowledgement for: DC/26/1197



Hi Robert,

Based on the PBZ standards:-

It all really depends on the parking strategy i.e. if the parking is allocated or unallocated.

Based on the mix of dwellings 173 x 1 bed, 22 x 2 bed there would be a need for 128 parking spaces. However, that's if each dwelling is allocated with a space. Therefore, the current number of spaces wouldn't be enough but if the strategy was to have some flats car free this would likely work. Therefore I think there does need to be some control like a parking strategy to be conditioned with the application making it work for 128 spaces.

Let me know if you need anything else.

Kind regards

Alison

From: Robert.Hermitage <Robert.Hermitage@horsham.gov.uk>
Sent: 01 September 2026 13:18
To: Alison Meeus <alison.meeus@westsussex.gov.uk>
Subject: RE: Acknowledgement for: DC/26/1197

****EXTERNAL****

Hi Alison,

Anything further to add following my email last week? Please let me know.

Thanks

Robert Hermitage

Principal Planning Officer

Telephone: [01403 215382](tel:01403215382)

Email: Robert.Hermitage@horsham.gov.uk





Horsham District Council, Albery House, Springfield Road, Horsham, West Sussex RH12 2GB

Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton

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From: Robert.Hermitage
Sent: 24 August 2026 12:08
To: Alison Meeus <alison.meeus@westsussex.gov.uk>
Subject: FW: Acknowledgement for: DC/26/1197

Hi again, Alison

See attached / below from the agent regarding your comments last week.

Thanks

Robert Hermitage

Principal Planning Officer

Telephone: [01403 215382](tel:01403215382)

Email: Robert.Hermitage@horsham.gov.uk



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From: Boris Garcia <borisgarcia@boyerplanning.co.uk>
Sent: 24 August 2026 11:24
To: Robert.Hermitage <Robert.Hermitage@horsham.gov.uk>
Cc: James Doherty <JamesDoherty@boyerplanning.co.uk>
Subject: RE: Acknowledgement for: DC/26/1197

Hi Robert,

Thank you for forwarding the further comments from WSCC Highways.

We have reviewed the additional information requested. To reiterate, the current application seeks to renew the previously approved scheme, with all 108 existing parking spaces retained. No alterations are proposed to the established parking layout or vehicular access arrangements, with access continuing via Madeira Avenue beneath Linden House.

The previous prior approval, DC/24/0819, included the following condition (see decision notice attached):

“Pre-Occupation Condition: No part of the development shall be first occupied until the car parking spaces have been constructed and made available for use in accordance with the approved detail. These spaces shall thereafter be retained at all times for their designated use.”

Given that the current proposal remains unchanged, we would be grateful if WSCC Highways could reconsider whether the further information on parking allocation, visitor parking, servicing and space dimensions is necessary to determine the application.

If the Council considers that further control is required, we would ask whether these matters could instead be secured through the same or a similarly worded pre-occupation condition, potentially requiring an appropriate parking management strategy, rather than needing to be resolved at this stage.

Please could you discuss this with WSCC Highways and let us know whether this approach would be acceptable?

Thanks so much,

Boris

Boris Garcia
Graduate Planner
Boyer
t [02036 975 690](tel:02036975690) m [07354 813 859](tel:07354813859)

From: Robert.Hermitage <Robert.Hermitage@horsham.gov.uk>
Sent: 21 August 2026 14:10
To: Boris Garcia <borisgarcia@boyerplanning.co.uk>
Subject: FW: Acknowledgement for: DC/26/1197

Hi Boris,

Please see below from the WSCC Highways Team for your action / attention.

Many thanks,

Robert Hermitage

Principal Planning Officer

Telephone: [01403 215382](tel:01403215382)

Email: Robert.Hermitage@horsham.gov.uk



Horsham District Council, Alberty House, Springfield Road, Horsham, West Sussex RH12 2GB

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Sent: 21 August 2026 12:27

To: Robert.Hermitage <Robert.Hermitage@horsham.gov.uk>

Subject: RE: Acknowledgement for: DC/26/1197

Hi Robert,

Thank you for this I didn't see it!

With regards to the parking proposed I would need to understand the layout of the parking including where servicing of the site would take place as mentioned in my response, and where cars would enter and exit onto the highway.

Also, I would need more information on a parking strategy?

Amount

Would all dwellings have a car parking space, or will they only be available to larger dwellings, also what about visitor parking?

HDC use the WSCC car parking guide with sets out standards in parking behaviour zones which Horsham Town Centre is in PBZ 5. The guide also states:

5.8. Developers should take an approach that is consistent with national research which suggests, "that no special provision should be made for visitors where at least half of the parking provision associated with the development is unallocated. In all other circumstances it may be appropriate to allow for additional demand for Visitor parking of 0.2/spaces per dwelling" (DCLG, 2007, Residential Car Parking Research).

Table 2: Residential Parking Demand (spaces per dwelling)

Number of Bedrooms	Number of Habitable Rooms	PBZ1	PBZ2	PBZ3	PBZ4	PBZ5
1	1 to 3	1.5	1.4	0.9	0.9	0.6
2	4	1.7	1.7	1.3	1.1	1.1
3	5 to 6	2.2	2.1	1.8	1.7	1.6
4+	7 or more	2.7	2.7	2.5	2.2	2.2

Layout

What size will spaces be designed to, as MFS provide guidance as follows:

Dimensions for car-parking spaces and manoeuvring areas p 110 of Manual for streets:

8.3.48 For parking parallel to the street, each vehicle will typically need an area of about 2 m wide and 6 m long. 8.3.49 For echelon or perpendicular parking, individual bays will need to be indicated or marked. Bays will need to enclose a rectangular area about 2.4 m wide and a minimum of 4.2 m long. Echelon bays should be arranged so that drivers are encouraged to reverse into them. This is safer than reversing out when visibility might be restricted by adjacent parked vehicles.

8.3.51 The width needed to access echelon or perpendicular spaces conveniently, depends on the width of the bay and the angle of approach. For a 2.4 m wide bay, these values are typically: 8.3.53 4.8 m 4.8 m Where space is limited it may not be possible to provide for vehicles to get into the spaces in one movement. Some back and fore manoeuvring may be required. This is likely to be acceptable where traffic volumes and speeds are low.

8.3.54

- at 90 degrees, $W = 6.0\text{ m}$;
- at 60 degrees, $W = 4.2\text{ m}$;
- at 45 degrees, $W = 3.6\text{ m}$. 8.3.52

These width requirements can be reduced if the spaces are made wider. Swept-path analysis can be used to assess the effect of oversized spaces on reducing the need for manoeuvring space (Fig 8.20).

The dimensions given above for parking spaces and manoeuvring areas can also be applied to the design of underground and multi-storey car parks. For detailed guidance on the design of these types of parking, reference can be made to guidelines prepared by the Institution of Structural Engineers.

Kind regards
Alison

From: Robert.Hermitage <Robert.Hermitage@horsham.gov.uk>
Sent: 21 August 2026 11:21
Subject: FW: Acknowledgement for: DC/26/1197

****EXTERNAL****

Good morning, Alison

Further to your comments on this application, please see the attached / below from the agent regarding parking etc.

I would be grateful if you could review and let me know if you have any further comments.

Many thanks,

Robert Hermitage

Principal Planning Officer

Telephone: [01403 215382](tel:01403215382)

Email: Robert.Hermitage@horsham.gov.uk





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From: Boris Garcia <borisgarcia@boyerplanning.co.uk>

Sent: 21 August 2026 11:02

To: Robert.Hermitage <Robert.Hermitage@horsham.gov.uk>

Cc: James Doherty <JamesDoherty@boyerplanning.co.uk>

Subject: RE: Acknowledgement for: DC/26/1197

Hi Robert,

Thank you for confirming regarding the CIL.

On a separate note, we can see there are a few consultee comments that have been uploaded to the portal. Regarding the recent consultation response from West Sussex County Council Highways, they appear to assume that the proposal would be a car-free development. For the avoidance of doubt, the proposal is not car-free. The existing 108 parking spaces within the basement and lower-ground floors will be retained.

As confirmed at paragraph 2.1 of the Planning Statement:

“The building extends over Albion Way and provides basement and lower ground floor parking for 108 vehicles, accessed via Madeira Avenue beneath Linden House.”

Paragraph 4.12 also confirms that:

“The proposal seeks to utilise the existing vehicular access arrangements serving the Site and does not involve any alterations to the established access points.”

We have attached the lower-ground-floor plan showing the parking arrangement for reference.

Please could you pass this clarification to the Highway Authority and ask them to reconsider their comments on this basis? We would also be grateful if you could confirm whether any of their remaining information requests are still considered necessary.

Thanks so much,

Boris

Boris Garcia

Graduate Planner

Boyer

t [02036 975 690](tel:02036975690) **m** [07354 813 859](tel:07354813859)

From: Robert.Hermitage <Robert.Hermitage@horsham.gov.uk>

Sent: 12 August 2026 13:45

To: Boris Garcia <borisgarcia@boyerplanning.co.uk>

Subject: RE: Acknowledgement for: DC/26/1197

Good afternoon, Boris

As you have stated below: the development (all development) is CIL liable but this would be exempt.

Many thanks,

Robert Hermitage

Principal Planning Officer

Telephone: [01403 215382](tel:01403215382)

Email: Robert.Hermitage@horsham.gov.uk



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From: Boris Garcia <borisgarcia@boyerplanning.co.uk>

Sent: 05 August 2026 09:02

To: Planning <planning@horsham.gov.uk>

Cc: James Doherty <JamesDoherty@boyerplanning.co.uk>

Subject: RE: Acknowledgement for: DC/26/1197

Dear Robert Hermitage,

Its nice to meet you.

Thank you for releasing the letter confirming validation.

There is something we note within the validation letter - "*This development constitutes CIL liable development.*" However this Prior Approval Application for a Change of Use does not result in any net increase in Gross Internal Area. Therefore I am under the impression that the development does not give rise to a chargeable amount. The Government's Planning Practice Guidance states that where there is no new build or no net increase in Gross Internal Area, the CIL charge is zero. We would therefore be grateful if you could confirm that the development is not CIL liable?

If this is a matter of submitting a CIL form confirming the charging rate is £0 please let me know.

Many thanks,

Boris

Boris Garcia

Graduate Planner

T [02036 975 690](tel:02036975690)

M [07354 813 859](tel:07354813859)

L [linkedin.com/boyer](https://www.linkedin.com/company/boyerplanning)

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From: planning@horsham.gov.uk <planning@horsham.gov.uk>

Sent: 04 August 2026 10:37

To: Boris Garcia <borisgarcia@boyerplanning.co.uk>

Subject: Acknowledgement for: DC/26/1197

Dear Sir/Madam,

Please find attached an acknowledgement letter and CIL letter for your recent application.

Regards

Development Management
Horsham District Council

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