

Project Name:	Phase 3, Former Novartis Site, Parsonage Road, Horsham
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Document Name:	Parking Note
Prepared By:	Shannon Betteridge (March 2026)
Checked By:	Mark Smith (March 2026)
Approved By:	Mark Smith (March 2026)

Revision Record				
Rev	Date	By	Summary of Changes	Aprvd
2	10.03.26	SKB	Cient Comments	MDS
3	17.03.26	SKB	Restrictions Plan	MDS

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1. INTRODUCTION

- 1.1 This Parking Note (PN) has been prepared by Paul Basham Associates on behalf of Muse Places to facilitate discussions with the Local Highways Authority (LHA) ahead of a Non-Material Amendment (NMA) application being lodged with Horsham District Council (HDC), relating to the allocation of car parking associated with the approved residential development under application reference: DC/25/0415.
- 1.2 The application for which reference is made to throughout this report relates to the *'Construction of 244 new homes (Use Class C3) with vehicular and pedestrian access from Parsonage Road, public open space, landscaping, parking and associated works*. The application was approved in January 2026. To support the application, Paul Basham Associates prepared various reports, including a Transport Assessment (TA) and Travel Plan (TP).
- 1.3 This PN has been prepared to support an NMA (which will be submitted in due course to HDC) to amend the quantum of allocated parking provided and referenced on the approved Parking Strategy Plan (17100-HGP-P3-XX-D-A0796 REV P05) submitted within application DC/25/0415. The approved plan is included in **Appendix A**.

1.4 The remainder of this report will provide the following:

- Brief overview to approved plans and scheme
- Proposed alterations to the parking allocations and suitability/justification
- Summary and Conclusion

2. APPROVED SCHEME AND PARKING PROVISIONS

2.1 As aforementioned, the application for 244no. dwellings was approved in January 2026, for which a parking strategy plan was included. To determine the quantum of parking required to support the application, consideration was given to the accommodation schedule and West Sussex's Guidance on Parking in New Developments (2020) document. For ease, the requirements are summarised in **Table 1**.

Unit Type	Total	Car Parking per unit	Parking Requirement
1-bed	41	0.9	37
2-bed	114	1.1	125
3-bed	65	1.7	111
4+-bed	24	2.2	53
Total	244	-	326

Table 1: WSCC Car Parking Requirements

2.2 Using the accommodation schedule and WSCC's standards, the development was required to provide a total of 326no. car parking spaces to serve the residential dwellings. As demonstrated on the approved parking strategy, included in **Appendix A**, a total of 329no. car parking spaces were provided. A summary of the breakdown of spaces is provided below:

- 28no. allocated
- 298no. unallocated
- 2no. car club spaces
- 1no. space for the sub-station

2.3 As shown above, 2no. car club spaces and 1no. space for the substation are included within the parking provisions. In addition, it can be seen that 28no. of spaces were proposed to be allocated, equating to a provision of 9%. It is this figure that an NMA will seek to revise. The previous planning application (DC/25/0415) gained consent for 35% affordable homes.

- 2.4 The NMA application now supports the scheme to be delivered as 100% affordable for a Registered Provider (RP). This shift in the makeup of the dwellings presents a significant benefit in terms of affordable housing delivery for the area.

3. PROPOSED AMENDMENTS TO PARKING PROVISION

- 3.1 This NMA seeks to revise the quantum of allocated parking spaces across the site to 60% (196no.spaces). This is an increase in allocated spaces of 168no. spaces to the approved parking strategy plan. The revised parking plan is shown in **Appendix B**.
- 3.2 With consideration to WSCC's parking guidance note, it states that ***"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"***.
- 3.3 In theory, with the proposed increase in allocated spaces to 60%, an additional 0.2spaces per dwelling may be appropriate to provide. Based on the scheme of 244no. dwellings, that would be an additional 49no. spaces across the site. Given the location of the site in relation to the town centre, local amenities and the inclusion of 2no. car club spaces on site, this is not considered to be required and would result in a significant over-provision. In addition, the requirement to include additional visitor parking would significantly impact of other areas of the scheme, such as landscaping, public realm, BNG and amenity facilities.
- 3.4 With consideration to the standards, a total of 163no. spaces could have been allocated to support the previous scheme (given up to 50% is stated within the guidance), without exceeding the guidance. As such, the proposed 60% allocation is therefore an additional 33no. spaces to be allocated, over and above, what could have been.
- 3.5 At the time of original application, the design was not considered with any particular operator in mind. However, the scheme is now to be operated as a 100% affordable scheme by an RP who has particular operational requirements. Primarily, the reason behind the requirement to allocate more parking spaces is due to it being a key requirement for the RP to buy the site and without such additional allocated parking, the scheme is not financially viable. The delivery and management of the site by an RP will ensure that it is better management (from the parking perspective) given the opportunity to write terms into affordable rent leases and the inclusion of onsite parking management.

- 3.6 Initial high-level discussions have been held with WSCC highway officers over the proposed reallocation of parking on site.
- 3.7 The feedback received stated that *'I don't think there is an issue with what is being suggested but additional measures are required to avoid obstructive parking creating an issue'*. The highway officer went on to state that *'with this site, the expectation is that parking issues will very much be contained within the site; the surrounding highway network has existing enforceable restrictions so overflow parking is unlikely to be shifted elsewhere. It's then how any overflow parking will be dealt with in the site to ensure it doesn't create issues'*.

Measures

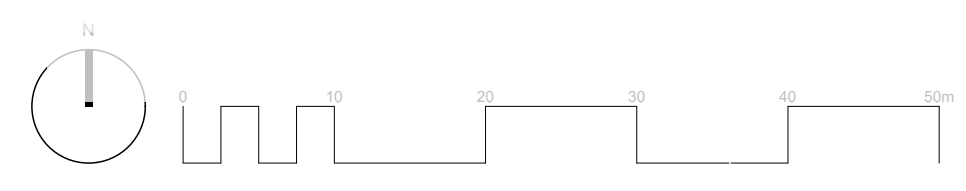
- 3.8 With consideration to the comments above, it is suggested that additional measures are implemented to ensure obstructive parking doesn't occur at internal junctions or vehicles utilising part of the footways.
- 3.9 There are ongoing discussions at present in relation to the extent of adoption within the site which could influence the approach taken to measures for parking restrictions. Whilst discussions are ongoing, some of the roads will be offered for adoption, which includes the 'major' internal roads, including the primary road into the site and the primary spine road that runs west to east. It also includes an extent of the junctions onto the spine road.
- 3.10 It is therefore proposed that through the extent of adoption discussions and works, parking restrictions in the form of double yellow lines would be provided to restrict parking in these areas, as a minimum, and thus not presenting a safety concern resulting from possible kerbside parking. The proposed extent of adoption plan is included in **Appendix C** and the proposed extent of restrictions is shown in **Appendix D**.
- 3.11 If the site is to remain private, a management company would oversee the site and enforce any parking restrictions. Advisory signage would be provided at the site entrance (and around the site where appropriate) informing that the site is privately owned and any parking outside of bays would be subject to parking penalties. It is therefore proposed that, even if the site does in fact stay completely private, double yellow lines would be provided on the extent of the site shown in **Appendix D** and could be enforced through the estate management company.

- 3.12 It is important to note that despite which option is taken in regard to adoption, there would still be some 130no. spaces that would remain unallocated across the site. These spaces are generally well spread across the site as a whole, with unallocated spaces located in a mixture of parking courts and both parallel and perpendicular to internal roads. In addition, there are a handful of unallocated spaces in the vicinity of the LEAP, which would unsure any vehicles travelling (likely to be very few) to the site and using the LEAP can also park safely off the carriageways.

4. SUMMARY AND CONCLUSIONS

- 4.1 This Parking Note (PN) has been prepared by Paul Basham Associates on behalf of Muse Places to facilitate discussions with the Local Highways Authority (LHA) ahead of a Non-Material Amendment (NMA) application being lodged with Horsham District Council (HDC), relating to the allocation of car parking associated with the approved residential development under application reference: DC/25/0415.
- 4.2 The approved parking plan comprised a total of 329no. car parking spaces, including 28no. allocated and 298no. unallocated for the residential dwellings, with a further 2no. spaces for the car club and 1no. for the sub-station. The allocated provision was therefore circa 9%. The scheme now proposes a total of 60% spaces to be allocated (196no. spaces) which are spread across the site. A total of 130no. spaces would remain unallocated.
- 4.3 Initial high-level discussions with WSCC highway officers did not suggest any in principle concerns with this approach, given that they are confident parking will be contained within the site, but additional internal measures would be required to ensure safety for site users is not compromised.
- 4.4 Whilst there are ongoing discussions in relation to the extent of adoption for the site, parking management and enforcement will be included. Parking restrictions in the form of double yellow lines would be provided along the adopted extents and internal junctions proposed, even if the site were to remain private (and enforced through the estate management company). If the site remains private, the management company would also enforce parking penalties to those parking outside of marked bays and advisory signage would be provided around the site, where appropriate, to set out the parking terms.
- 4.5 We hope that this report is sufficient in supporting the NMA application and enables WSCC to look favourably upon it in relation to highway safety.

Appendix A



Please Note:

This drawing can only be scaled for planning purposes. Dimensions to be checked on site and any discrepancies are to be highlighted to the Architect prior to construction.

Topographical / Ordnance Survey information shown has been prepared by a third party. HGP accept no responsibility for accuracy or completeness of the survey.

This drawing is to be read in conjunction with all other project drawings, construction notes and / or project specifications including those by other project consultants and specialists. All discrepancies should be reported immediately.

Design subject to detail development / approval. Measurements and accommodation schedules subject to amendments following coordinated input by others. Costings cannot be finalised until approval / confirmation by relevant authorities and client

Allocated	Allocated Standard Parking Bay (x16)
Allocated	M4(3) Allocated Parking Bay (x12)
Car club	Car club space /Co-wheels (x2)
Unallocated	M4(3) Unallocated Parking Bay (x4)
Unallocated	Standard Parking Bay (x294)
Sub Station	Sub station pull in bay (x1)

Total: 329 spaces

MUSE

P05	Plots 166-173 & Plots 241-242 amended	19.02.25	LW	MLE
P04	Key added	13.02.25	LW	MLE
P03	PLANNING ISSUE	24.01.25	IC	MLE
P02	General Amendments	17.01.25	TIM	MLE
P01	Initial Issue	20.12.24	LW	MLE
Rev	Description	Date	DB	CB

Parking Strategy Plan

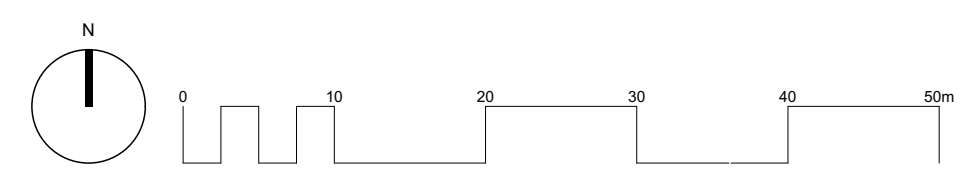
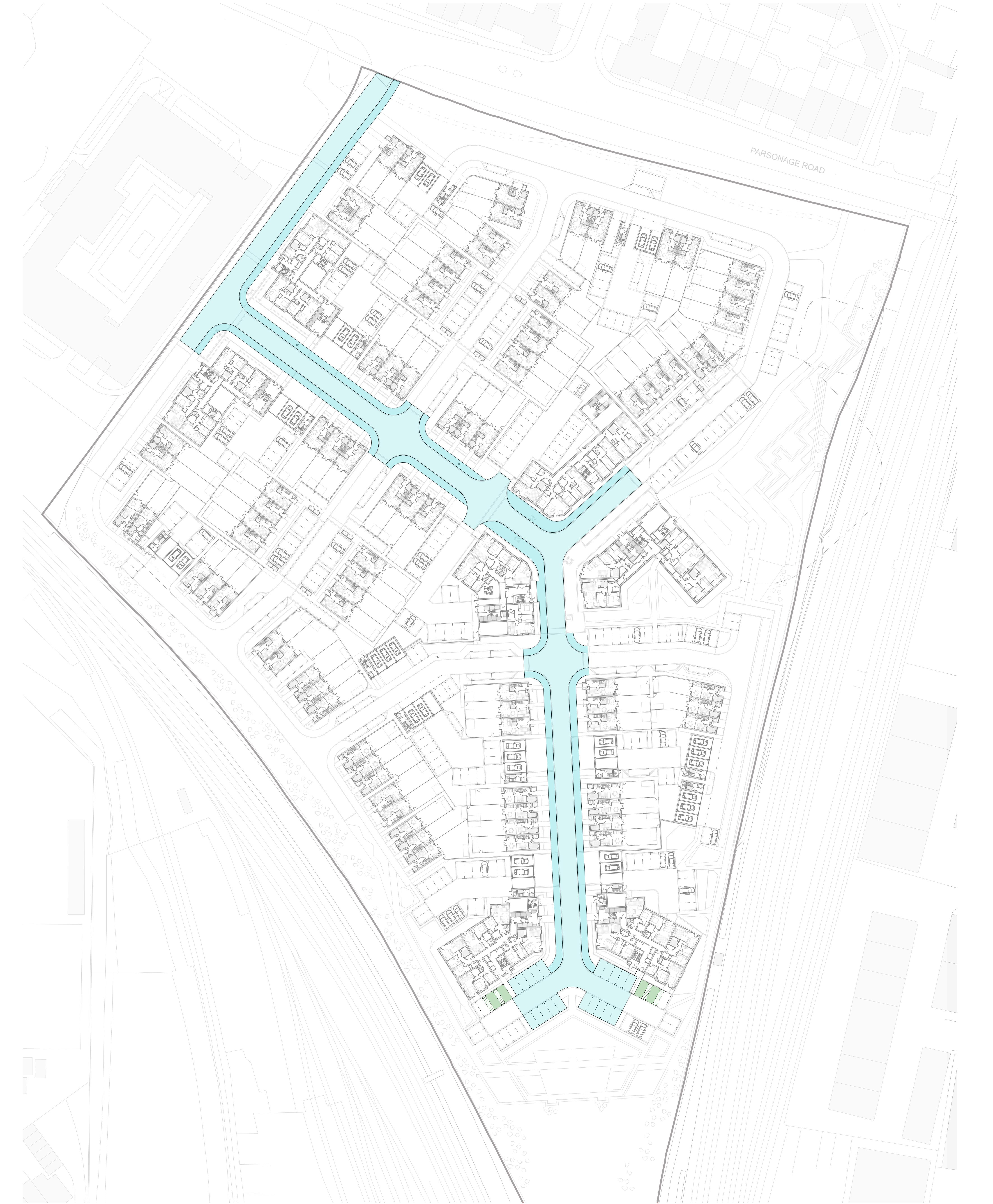
PROJECT	Novartis Site, Horsham	JOB NO	17100
SCALE	1:500 @ A1	DATE	24.12.18
DRAWN BY / CHECKED BY	TIM / ME	REVISION	P05
DWG#	17100-HGP-P3-XX-D-A-0796	STATUS	Planning

hgp

Appendix B



Appendix C



Please Note:

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Topographical / Ordnance Survey information shown has been prepared by a third party. HGP accept no responsibility for accuracy or completeness of the survey.

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-  Extent of Adopted Road & Associated footpaths
-  Existing M4(3) spaces repositioned

MUSE

Road Adoption

P01	Initial Issue	10.03.26	LW	MLE
Rev	Description	Date	DB	CB

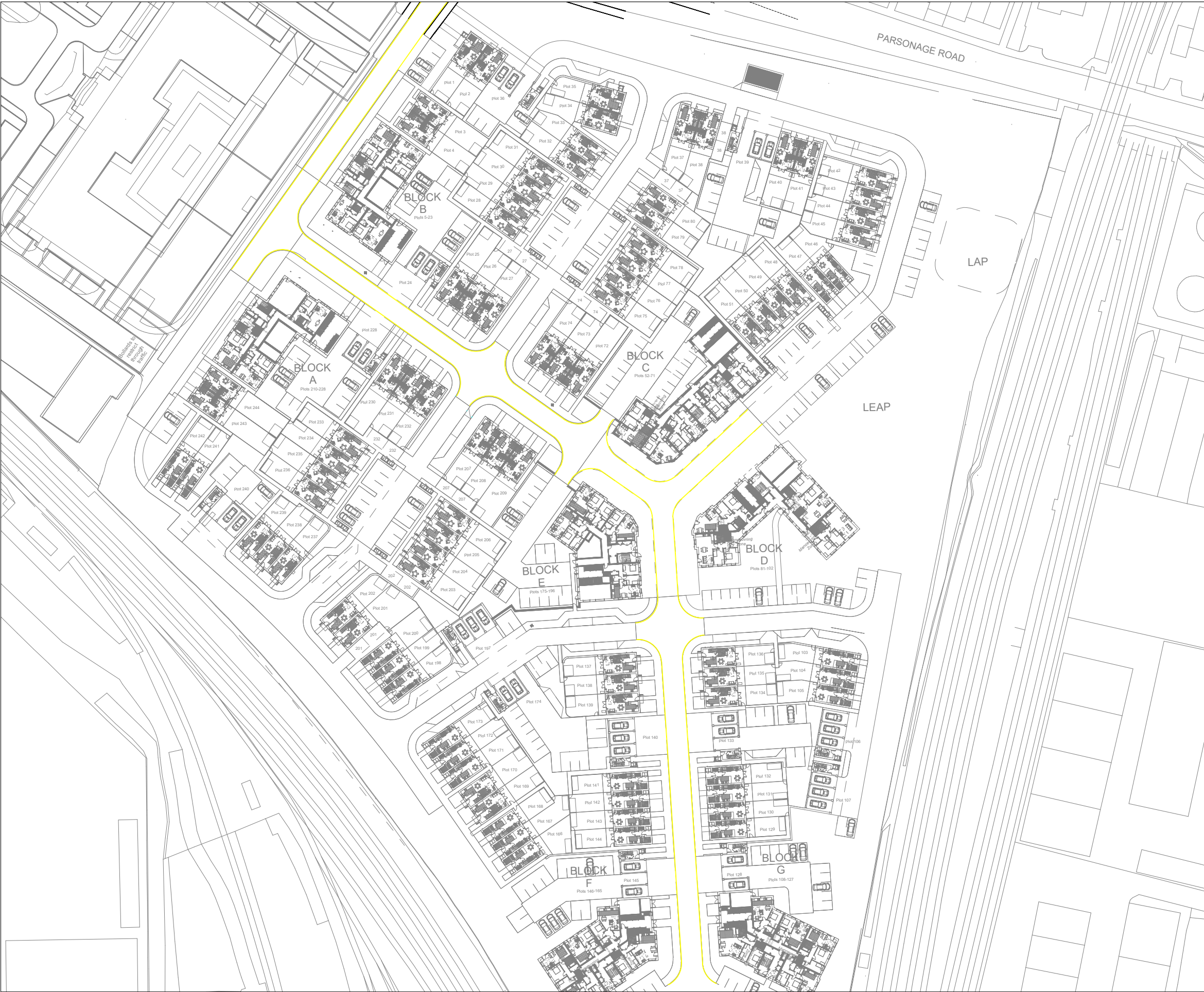
PROJECT	JOB NO
Novartis Site, Horsham	17100
SCALE	DATE
1:500 @ A1	March 26
DRAWN BY / CHECKED BY	REVISION
LW / ME	P01
DWG#	STATUS
17100-HGP-P3-XX-D-A-0072	PRELIM

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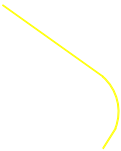
Appendix D



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PROPOSED PARKING RESTRICTIONS



Project Name

PHASE 3 NOVARTIS SITE
HORSHAM

Project Phase

PRELIMINARY

Title

PROPOSED PARKING
RESTRICTIONS



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Client

P01	FIRST ISSUE			17.03.26	SKB	MDS
Rev	Description			Date	By	App'd
Date Created		Drawn By	Approved By		Suitability Code	
17.03.26		SKB	MDS		-	
PBA Project Number			Scale			
020.0930			1:1,000 (AT A3)			
PBA Drawing No:					Revision	
020.0930-0007					P01	