



**Horsham  
District  
Council**

## **DELEGATED APPLICATIONS - ASSESSMENT SHEET**

### **APPLICATION NO./ADDRESS:**

DC/25/2008  
11 Market Square, Horsham, West Sussex, RH12 1EU

### **DESCRIPTION:**

Redesign and change of use from commercial to 1no. dwellinghouse, replacement of windows and doors and making good external finishes. (Listed Building Consent).

### **RELEVANT PLANNING HISTORY:**

DC/25/2014      Redesign and change of use from commercial to 1no.      Pending Consideration  
dwellinghouse, replacement of windows and doors and making  
good external finishes. (Full Application).

### **RELEVANT PLANNING POLICIES**

#### **The National Planning Policy Framework (NPPF):**

#### **Horsham District Planning Framework (2015):**

Policy 34- Cultural and Heritage Assets

#### **Horsham Blueprint Business Neighbourhood Plan (2019-2036):**

Policy HB3: Character of Development

Policy HB4: Design of Development

#### **Parish Design Statement**

### **REPRESENTATIONS AND CONSULTATIONS RESPONSES**

Where consultation responses have been summarised, it should be noted that Officers have had consideration of the full comments received, which are available to view on the public file at [www.horsham.gov.uk](http://www.horsham.gov.uk)

#### **Consultations:**

#### **HDC Conservation: More Information**

11 Market Square is understood to date back to the early seventeenth century, and whilst being altered over time (most notably through the loss of the double jetty externally) is a good example of a timber framed town house.

In principle would have no objection to the proposed change of use of the property to residential as it would be a viable use that would enable the building to be secured and maintained. There are however some additional details relating to the physical changes to the building that require additional information.

It is noted that the staircase at first floor is to be replaced. Given its function, a staircase often forms an integral element in the plan form of a structure, and as building plan forms have developed over time, the positioning and design of staircases has evolved accordingly. Variations of style between individual staircases in a building may denote differences in status between different areas and help to identify the ways in which a building was occupied and used. The means by which a staircase is constructed may also demonstrate historic methods of joinery and craftsmanship. From the information submitted it isn't clear whether the staircase has historic or evidential value and whether it could be repaired. Further information would therefore be required.

It is also understood that the windows and a door at ground floor level are to be replaced to the rear - details of the proposed replacement windows and door would be required, with also information relating to the screening to be placed on the shop windows to the front. This may be conditioned but as there is a need for information relating to the staircase, it may be that submitting details at this stage would negate a pre commencement condition.

### **HDC Conservation (Verbal Response): Comment**

Following submission of window details, satisfied for these to be secured as part of the application.

### Neighbourhood Council Comments: No Objection

Providing that the Conservation Officer approves of this application then Horsham Denne NC has no objection.

Note the comment of the neighbour at no.12 regarding the lack of soundproofing and consider that this would be the ideal time for improvements to be made.

### Representations:

None received

### HUMAN RIGHTS AND EQUALITY:

The application has been considered having regard to Article 1 of the First Protocol of the Human Rights Act 1998, which sets out a person's rights to the peaceful enjoyment of property and Article 8 of the same Act, which sets out their rights in respect to private and family life and for the home. Officers consider that the proposal would not be contrary to the provisions of the above Articles.

The application has also been considered in accordance with Horsham District Council's public sector equality duty, which seeks to prevent unlawful discrimination, to promote equality of opportunity and to foster good relations between people in a diverse community, in accordance with Section 149 of the Equality Act 2010. In this case, the proposal is not anticipated to have any potential impact from an equality perspective.

### PLANNING ASSESSMENT

Paragraph 212 of the NPPF (2024) states that "when considering the impact of proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation (and the more important the asset, the greater the weight should be)." Paragraph 213 continues to state that "any harm to, or loss of, the significance of a designated heritage asset (from its alterations or destruction, or for of development within its setting), should require clear and convincing justification."

Policy 34 of the Horsham Development Framework aims to sustain and enhance the historic environment through positive management of development affecting heritage assets. By reassuring development preserve and ensure clear legibility of, locally distinctive vernacular building forms and their settings, features, fabric, and materials.

The proposed development seeks to redesign and change the use of the existing commercial building to 1no. dwellinghouse, with the replacement of windows and doors and making good external finishes. The building is situated in Horsham Conservation Area and is a Grade II listed building. 11 Market Square is understood to date back to the early seventeenth century.

The proposed external works would be minor alterations to the external fabric. The historic shopfront would be retained in its existing form. On the western elevation, works will include the replacement of timber-framed windows on a like-for-like basis. The internal works would facilitate the change of use back to residential. There are no structural alterations required in the basement. The internal configuration will be changed to better accommodate a residential use. The existing staircase will remain in situ. The proposed works would reflect the existing style and design. The internal alterations are limited to those necessary and the building's historic character and charm is maintained. The overall impact on the Conservation Area is minimal, while the proposed residential use will secure the building's long-term maintenance and conservation.

The HDC Conservation Officer had no objection to the proposed change of use to the property to residential as it would be a viable use that would enable the building to be secured and maintained. Additional details relating to the physical changes to the building would require additional information, therefore pre-commencement conditions are attached to the permission. Furthermore, following conversation with the Conservation Officer, the applicant amended the plans to reflect the staircase to remain as-is, rather than replacing. It is not considered that the proposal would result in harm to the Conservation Area, as it would preserve its character and appearance. The proposal would be a well-contained and sustainable reuse of a vacant listed building, ensuring the long-term preservation and contribution to the character of Horsham's historic centre. The proposed redesign and change of use is considered to preserve the historic interest of the Grade II Listed Building, in accordance with development plan policies.

### **Recommendation: Application Permitted**

#### **Conditions:**

- 1 **Standard Time Condition:** The works hereby permitted shall begin before the expiration of three years from the date of this consent.

Reason: To comply with Sections 18 (as amended) and 74 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

- 2 **Pre-Commencement Condition:** No relevant works shall commence until the following details have been submitted to and approved in writing by the Local Planning Authority. The works must not be executed other than in complete accordance with these approved details:

- a. Drawings to a scale not smaller than 1:5 fully describing:
  - i) new/and/or/replacement windows, external doors.These drawings must show:
  - materials
  - decorative/protective finish
  - cross section of frame, transom, mullions, glazing bars, etc
  - formation of openings including reveals, heads, sills, arches, lintels, etc
  - method of opening
  - method of glazing
  - method of screening to front windows
- b. Specification and/or drawings fully describing method of incorporating thermal, fire and sound insulation, describing the affect on the appearance and fabric of historic and architectural features.

- c. Schedule of works for the making good of the cellar including specification of repointing, fully describing the extent of the work, the method of raking-out, the components of the mortar, and the pointing profile.
- d. Details of the proposed paint including its colour to the southern elevation.

Reason: As this matter is fundamental to ensure that the significance of the designated heritage asset, and the character, appearance and integrity of the building, is not prejudiced, thereby preserving the special architectural or historic interest which it possesses, and to comply with Policy 34 of the Horsham District Planning Framework (2015).

- 3 **Regulatory Condition:** The replacement timber cladding shall match the existing in respect of material, colour, and texture, unless otherwise agreed in writing by the Local Planning Authority.

Reason: To ensure that the significance of the designated heritage asset, and the character, appearance and integrity of the building, is not prejudiced, thereby preserving the special architectural or historic interest which it possesses, and to comply with Policy 34 of the Horsham District Planning Framework (2015).

#### NOTE TO APPLICANT

If hidden features are revealed during the course of works, they should be retained in situ. Works shall be suspended in the relevant area of the building and the Local Planning Authority notified immediately. Failure to do so may result in the execution of unauthorised works that would constitute a criminal offence.

#### POSITIVE AND PROACTIVE STATEMENT

Statement pursuant to Article 35 of the Town and Country Planning (Development Management Procedure) (England) Order 2015. The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received, in order to be able to, where possible, grant permission.

#### **Plans list for: DC/25/2008**

Schedule of plans/documents:

| Plan Type             | Description                                | Drawing Number  | Received Date |
|-----------------------|--------------------------------------------|-----------------|---------------|
| Elevation plan        | Proposed Front and Side Elevations Windows | 3.04            | 05.06.2026    |
| Floor plan            | Existing Basement and Ground Floor Plans   | 1.02            | 05.12.2025    |
| Plans                 | Topographical Survey                       | 1.01            | 05.12.2025    |
| Floor plan            | Existing First and Second Floor Plans      | 1.03            | 05.12.2025    |
| Roof plan             | Existing Roof Plans                        | 1.04            | 05.12.2025    |
| Elevation plan        | Existing Side (East) Elevation             | 1.05            | 05.12.2025    |
| Elevation plan        | Existing Front and Rear Elevations         | 1.06            | 05.12.2025    |
| Floor plan            | Proposed Floor Plans                       | 3.01 REVISION B | 16.01.2026    |
| Elevation plan        | Proposed Elevations                        | 3.02 REVISION A | 05.12.2025    |
| Location & Block plan | Location and Block Plan                    | 3.03            | 05.12.2025    |

**DELEGATED**

Case Officer sign/initial      Bethan Tinning      Date: 22.06.2026

Authorising Officer sign/initial      Tamara Dale      Date: 22.06.2026