



TO: Planning Committee

BY: Head of Development and Building Control

DATE: 18 August 2026

DEVELOPMENT: Alteration of an existing basement window to the rear (west) elevation (Listed Building Consent)

SITE: Park House, North Street, Horsham, West Sussex RH12 1RN

WARD: Denne

APPLICATION: DC/26/0830

APPLICANT: **Name:** Horsham District Council **Address:** Alberly House Springfield Road Horsham RH12 1HQ

REASON FOR INCLUSION ON THE AGENDA: The Applicant is Horsham District Council

RECOMMENDATION: To approve planning permission subject to appropriate conditions

1. THE PURPOSE OF THIS REPORT

1.1 To consider the planning application.

DESCRIPTION OF THE APPLICATION

- 1.2** Listed Building Consent is sought for alteration of an existing basement level window to the rear (west) elevation. The existing basement timber sliding sash window and secondary glazing set within a timber box frame is to be replaced with a new fixed ventilation louvre, within the existing opening. The new ventilation louvre will be polyester powder coated aluminium ventilation louvre with concealed frame and integrated insect mesh, finished in matt grey to match other existing basement louvres. The existing sill and external beading to be retained preserving surrounding historic fabric.

- 1.3** The proposed works are located within the rear basement lightwell and will not affect any existing entrances, circulation routes, level changes, or accessibility features. The proposal will improve basement ventilation to discourage damp-related deterioration of historic fabric and help long-term conservation and maintenance of the listed building.

DESCRIPTION OF THE SITE

- 1.4** The location of the existing basement level window is within a partly concealed lightwell at the rear (west) elevation of Park House, North Street, which is a Grade II* listed building currently being used as a multi-use tenanted office, within a mixed-use setting containing an events venue, café premises, hairdressers and nearby landscaped areas. To the east and southeast are the Grade II Listed Horsham Park Barn, Stables and Granary buildings. The

site is within the Horsham Built Up Area Boundary but is not within a Horsham town Conservation Area.

2. INTRODUCTION

STATUTORY BACKGROUND

- 2.1 The Town and Country Planning Act 1990.

RELEVANT PLANNING POLICIES

The following Policies are considered to be relevant to the assessment of this application:

- 2.2 **National Planning Policy Framework:**

- 2.3 **Horsham District Planning Framework (HDPF 2015):**

Policy 1 - Strategic Policy: Sustainable Development
Policy 32 - Strategic Policy: The Quality of New Development
Policy 33 - Development Principles
Policy 34 - Cultural and Heritage Assets
Policy 35 - Strategic Policy: Climate Change
Policy 37 - Sustainable Construction

- 2.4 **Horsham Blueprint Business Neighbourhood Plan 2019-2036**

Policy HB3: Character of development
Policy HB4: Design of development

- 2.5 **Horsham District Local Plan (2023-40) (Regulation 19):**

Strategic Policy 1: Sustainable Development
Strategic Policy 4: Horsham Town
Strategic Policy 6: Climate Change
Strategic Policy 8: Sustainable Design and Construction
Strategic Policy 19: Development Quality
Strategic Policy 20: Development Principles
Policy 21: Heritage Assets and Managing Change within the Historic Environment
Strategic Policy 27: Inclusive Communities, Health and Wellbeing
Policy 28: Community Facilities, Leisure and Recreation

- 2.6 **Planning Advice Notes:**

Facilitating Appropriate Development
Biodiversity and Green Infrastructure

- 2.7 **PLANNING HISTORY AND RELEVANT APPLICATIONS**

DC/26/0529	Relocation and replacement of existing cycle shelter and bin store.	Application Permitted on 19.06.2026
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3. OUTCOME OF CONSULTATIONS

- 3.1 Where consultation responses and representations 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 horsham.gov.uk/planning/planning-applications/view-and-comment-on-planning-applications.

INTERNAL CONSULTATIONS

3.2 **HDC Conservation:** No Objection

I am satisfied the proposed works will not remove or alter historic fabric. The window opening is concealed by the external staircase and the slightly higher ground level so the alteration will not draw undue attention or visually harm the architectural significance of Park House. This alteration is also reversible if the need for greater ventilation of the cellar is no longer necessary. As the louvre will provide a necessary level of ventilation for the benefit of moisture management I am content consent is granted.

OUTSIDE AGENCIES

3.3 **Historic England:** 'No comment'

PUBLIC CONSULTATIONS

3.4 Representations:

None received

3.5 Parish Comments:

Horsham Denne Neighbourhood Council: No Objection

3.6 Member Comments:

None received

4. **HOW THE PROPOSED COURSE OF ACTION WILL PROMOTE HUMAN RIGHTS**

4.1 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.

4.2 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.

5. **HOW THE PROPOSAL WILL HELP TO REDUCE CRIME AND DISORDER**

5.1 It is not considered that the development would be likely to have any significant impact on crime and disorder.

6. **PLANNING ASSESSMENTS**

Design and Appearance and Heritage Impacts:

6.1 Park House is a Grade II* listed building, valued for its architectural form, historic brick elevations, decorative detailing, and traditional materials, as well as its strong contribution to the townscape character of Horsham town centre. The site is surrounded by a mix of commercial and retail uses, located within the Horsham Built Up Area Boundary but is not within a Horsham town Conservation Area.

- 6.2 The proposal would replace an existing basement timber sliding sash window and secondary glazing located within the rear basement lightwell with a new fixed ventilation louvre, within the existing opening at Park House. The Council's Conservation Officer considers that the proposed replacement of the existing would not visually harm the setting and wider site. The proposed works will not remove or alter historic fabric. The window opening is concealed by the external staircase and the slightly higher ground level so the alteration will not draw undue attention or visually harm the architectural significance of Park House.
- 6.3 In addition, the louvre will provide a necessary level of ventilation for the benefit of moisture management, and this alteration is also reversible if the need for greater ventilation of the cellar is no longer necessary.
- 6.4 It is considered that the proposed would not result in harm to the significance or special interest of the listed building, those adjoining or the wider surrounding area. The visual impact of the proposal is therefore considered acceptable and in accordance with the above policies.

Neighbouring Amenity:

- 6.5 The proposal would not increase the size of the existing opening at Park House, with no impact on overlooking or privacy, no change to noise levels beyond current lawful use. It is considered that the proposed replacement basement window and the resulting relationship with adjoining properties would be sufficient to prevent any unacceptable harm to neighbouring amenity. It is noted that no representations of concern were received

Biodiversity Net Gain (BNG):

- 6.6 Schedule 7A of the Town and Country Planning Act 1990 (as inserted by Schedule 14 of the Environment Act 2021) mandates that every development must achieve at least a 10% Biodiversity Net Gain (BNG), unless the development qualifies as exempt under the Biodiversity Gain Requirements (Exemptions) Regulations 2024, and that every planning permission granted for the development of land in England shall be deemed to have been granted subject to the condition that development may not be begun unless a Biodiversity Gain Plan has been submitted to the planning authority and the planning authority has approved the Plan.
- 6.7 The Biodiversity Gain Plan must show how the development will achieve the required minimum 10% BNG using the statutory biodiversity metric tool and must demonstrate how the habitats will be managed and maintained for 30 years, starting from the date the development is completed. Off-site gains (on unregistered sites) and significant on-site enhancements will be secured over this period by way of a Legal Agreement.
- 6.8 The development is exempt from the requirement to achieve a minimum 10% BNG by reason of:
- The development qualifies as 'de minimis' under Regulation 4 of the Biodiversity Gain Requirements (Exemptions) Regulations 2024

Conclusion:

- 6.9 The proposal is considered to comply with relevant local and national planning policies and is therefore recommended for approval.

7. RECOMMENDATIONS

- 7.1 Officers therefore recommend that the application is approved subject to the following conditions:

Conditions:

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

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

- 2 **Regulatory Condition:** The materials and finishes of the development hereby permitted shall strictly accord with those indicated on the approved plans and Design & Access Statement.

Reason: In the interests of visual amenity and in accordance with Policy 33 of the Horsham District Planning Framework (2015).

8. USE OF AI

- 8.1 This report has not been prepared with the support of artificial intelligence tools.

Background Papers: DC/26/0830