Horsham District Council

DELEGATED APPLICATIONS - ASSESSMENT SHEET

APPLICATION NO./ADDRESS:

DC/26/1084
Park House, North Street, Horsham, West Sussex, RH12 1RN

DESCRIPTION:

Refurbishment and replacement of windows (Listed Building Consent).

NATIONAL SCHEME OF DELEGATION:

In accordance with the Council's constitution and the National Scheme of Delegation, this application has met the criteria for consideration for referral to the Planning Committee for determination for the following reason(s):

- The application constitutes an Own Interest application
- The application is for Listed Building Consent

Reason for delegation to Officers to determine:

The Nominated Officer and Nominated Member (neither of whom have an interest in the application and/or are the local ward member for the application site) have reviewed the application and this report and agree that whilst the application has been made by or on behalf of the Council and/or on land on which the Council has an interest, its scale, nature and impact is sufficiently limited such that determination by the Planning Committee is not necessary in the interests of fairness, transparency and public accountability. The application is therefore delegated to officers for determination.

DESCRIPTION OF THE APPLICATION

Listed Building Consent is sought for window refurbishment work to existing windows at Park House, a Grade II* listed building. The windows are mostly timber, and a small number are steel Crittall style windows within one of the latter extensions. All the windows are currently single glazed. The aim of the project is to upgrade the thermal performance of all the windows. All colours, profiles and mouldings are proposed to match the existing.

Existing timber windows: It is proposed to retain existing timber sash frames, after removing all sashes, weights and cords, new sashes to be built with new heritage slimline double glazing. Glazing bar profiles and sizes to match the existing. Colour to match the existing. All draft stripping, cords and weights are to be renewed. All new hardware is to be brass to match the existing.

Existing Steel windows: It is proposed to remove existing steel frame windows in full, replace or repair (where possible) all timber subframes, and replace windows with Crittall Homelight Plus TE. All colours and glazing bar profiles to match the existing as closely as possible. It is proposed that some of the opening casements on windows in the WC area are adjusted due to security. The obscure glass for the windows into the WC areas will be matched as closely as possible. A similar modern equivalent proposed is Pilkington Arctic Float Glass. Window FW2 in the male WCs is currently a newer sliding timber sash window than all others. This is proposed changed to a steel window to match the others in that area.

DESCRIPTION OF THE SITE

Park House is located on North Street and 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 the Horsham Town Conservation Area.

STATUTORY BACKGROUND

The Town and Country Planning Act 1990.

RELEVANT PLANNING POLICIES

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

National Planning Policy Framework (2026)

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

Horsham Blueprint Business Neighbourhood Plan 2019-2036
Policy HB3: Character of development
Policy HB4: Design of development

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

Planning Advice Notes:
Biodiversity and Green Infrastructure

The Local Plan is currently at examination, where the Inspector's letter dated 30.10.2026 concludes that the plan is sound, subject to the proposed main modifications and the limited number of further changes discussed within the letter. The final report from the Inspector is anticipated to be received in January 2027, where changes to the draft Schedule of Main Modifications will need to be published for consultation. Given this letter and the status of the Local Plan, the policies contained within the Horsham District Local Plan 2023-2040 (HDLP) are considered to be of significant weight.

PLANNING HISTORY AND RELEVANT APPLICATIONS

DC/26/0529	Relocation and replacement of existing cycle shelter and bin store.	Application Permitted on 19.06.2026
DC/26/0830	Alteration of an existing basement window to the rear (west)	Application Permitted

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

Consultations:

INTERNAL CONSULTATIONS

HDC Conservation: No Objection with pre-commencement condition recommended

OUTSIDE AGENCIES

Historic England: No Comment

PUBLIC CONSULTATIONS

Representations:

None received

Parish Comments:

Horsham Town Council: Support

Member Comments:

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

Policy 34 of the Horsham District Planning Framework (HDPF) recognises that heritage assets are an irreplaceable resource, and as such, the Council will sustain and enhance its historic environment through positive management of development affecting heritage assets. Applications will be required to reinforce the special character of the district's historic environment through appropriate siting, scale, form, and design; including the use of traditional materials and techniques. Development should make a positive contribution to the character and distinctiveness of the area, and preserve and ensure clear legibility of locally distinctive vernacular building forms and their settings, features, fabric and materials.

Strategic Policy 21 of the HDLP states that the Council will preserve and enhance its historic environment through positive management of development affecting designated and non-designated heritage assets and their settings. Development will only be supported if they preserve and ensure the clear legibility of locally distinctive vernacular building forms and their settings, including traditional architectural form, proportion, detailing, materials, and where appropriate, landscape features.

Policy HE4 of the NPPF (2026) paragraph 1 states that "heritage assets, as an irreplaceable resource, should be conserved in a manner appropriate to their significance". Paragraph 2 continues to state that "any harm to, or loss of, the significance of a designated heritage asset (including from development within its setting) should have a clear and convincing justification in accordance with the policies in this chapter".

Park House is a Grade II* listed building, valued for its surviving architectural form, as an early Georgian manor house, with historic brick elevations, decorative detailing, and traditional materials, as well as its strong contribution to the townscape character of Horsham town centre. Park House and its ancillary buildings of stables, granary and barn together have enduring communal value and are an important landmark within the Horsham Park area. 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.

The proposal would replace existing windows within the existing openings at Park House with double glazed windows. The Council's Conservation Officer considers that it would appear that the existing windows are fairly modern replacements and that their replacements would not result in the loss of significant historic fabric. The proposed windows would retain an appreciation of the building as a prominent, and genteel manor house. It is however recommended that provision of further specific details of the proposed windows are conditioned including the method of glazing to ensure that qualities of the windows reflect those of the house- see the pre-commencement condition advised below.

It is considered that the proposed, with conditions recommended, would not result in harm to the significance or special interest of the listed building, adjoining buildings or the wider surrounding area. The visual impact of the proposal is therefore considered acceptable and in accordance with the above 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:

- new/and/or/replacement windows,
  These drawings must show:
  - materials
  - decorative/protective finish
  - cross section of frame, transom, mullions, glazing bars, etc
  - method of opening
  - method of glazing

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).

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/26/1084
Schedule of plans/documents:

Plan Type	Description	Drawing Number	Received Date
Site plan	Site Block Plan	2556/028	21.07.2026
Elevation plan	Existing Window Styles Elevations 1-4	2556 011	07.07.2026
Elevation plan	Proposed Window Works Elevations, 1-4	2556 012	07.07.2026
Elevation plan	Proposed Phase 1 Elevations 1-4	2556 018	07.07.2026
Elevation plan	Existing & Proposed Metal Window Openings	2556 019	07.07.2026
Details plan	Typical Window Detail Sliding Sashes - Historic Core	2556/013 Rev A	21.07.2026
Details plan	Typical Window Detail Sliding Sashes - Extension	2556/014 Rev A	21.07.2026
Details plan	Typical Window Details Second Floor	2556/015 Rev A	21.07.2026
Details plan	Typical Window Detail - Crittal Windows - Style 1	2556/016 Rev A	21.07.2026
Details plan	Typical Window Detail - Crittal Windows - Style 2	2556/017 Rev A	21.07.2026
Location plan	Site Location Plan & Site Plan	2556/010	07.07.2026

DELEGATED

Case Officer sign/initial Steve Astles Date: 14.10.2026

Authorising Officer sign/initial Tamara Dale Date: 11.11.2026