Horsham District Council

DELEGATED PLANNING REPORT

DATE:	20th November 2026
DEVELOPMENT:	Conversion of existing dwelling into 2no. flats and erection of a single storey rear extension with associated alterations.
SITE:	60 Park Street Horsham West Sussex RH12 1BX
WARD:	Denne
APPLICATION:	DC/26/1173
APPLICANT:	**Name:** Miss Chloe Powell **Address:** Albery House Springfield Road Horsham West Sussex RH12 2GB

NATIONAL SCHEME OF DELEGATION:
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 applications and have determined that the proposals do not raise matters of economic, social and/or environmental significance and/or significant planning matters that warrant determination by the Planning Committee. The application is therefore delegated to Officers for determination.

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 The application proposes the conversion of the existing dwellinghouse into two flats. Flat one would be a one-bedroom ground floor flat accessed from the rear, with the upper floors providing a two / three-bedroom flat accessed from the front elevation.

1.3 The proposal includes demolition of an existing rear single-storey projection with a larger single-storey extension, which would accommodate the bedroom to the ground floor flat, with associated alterations including a new door opening (to the rear). The proposal would incorporate 2 heat pumps in the site plan although no further details have been provided in this regard.

DESCRIPTION OF THE SITE

1.4 The application site is an end of terrace dwelling on Park street with the principle elevation on Park street, access by vehicle would be to the rear of the site via Barttlot Road. The other immediate neighbour to the dwelling is a car rental business called ‘Enterprise’.

1.5 The site falls within the Park Terrace Gardens Conservation area. The row of terraces are consistent in appearance being two storey in height in red brick with brick quoining detail around the windows and small pitched dormers in the front roof slope.

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:

National Planning Policy Framework

Horsham District Planning Framework (HDPF 2015):
Policy 2 - Strategic Policy: Strategic Development
Policy 3 - Strategic Policy: Development Hierarchy
Policy 4 - Strategic Policy: Settlement Expansion
Policy 7 - Strategic Policy: Economic Growth
Policy 9 - Employment Development
Policy 10 - Rural Economic Development
Policy 11 - Tourism and Cultural Facilities
Policy 12 - Strategic Policy: Vitality and Viability of Existing Retail Centres
Policy 14 - Shop Fronts and Advertisements
Policy 15 - Strategic Policy: Housing Provision
Policy 16 - Strategic Policy: Meeting Local Housing Needs
Policy 24 - Strategic Policy: Environmental Protection
Policy 25 - Strategic Policy: The Natural Environment and Landscape Character
Policy 26 - Strategic Policy: Countryside Protection
Policy 27 - Settlement Coalescence
Policy 31 - Green Infrastructure and Biodiversity
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 36 - Strategic Policy: Appropriate Energy Use
Policy 37 - Sustainable Construction
Policy 38 - Strategic Policy: Flooding
Policy 40 - Sustainable Transport
Policy 41 – Parking

Horsham Blueprint Business Neighbourhood plan 2019-2036
HB1: Location of development
HB2: Meeting local housing needs
HB3: Character of development
HB12: Encouraging sustainable movement

Horsham District Local Plan (2023-40):
Strategic Policy 1: Sustainable Development
Strategic Policy 2: Development Hierarchy
Strategic Policy 3: Settlement Expansion
Strategic Policy 6: Climate Change
Strategic Policy 7: Appropriate Energy Use
Strategic Policy 8: Sustainable Design and Construction
Strategic Policy 9: Water Neutrality
Strategic Policy 10: Flooding
Strategic Policy 11: Environmental Protection
Strategic Policy 12: Air Quality
Strategic Policy 13: The Natural Environment and Landscape Character

Strategic Policy 14: Countryside Protection
Strategic Policy 15: Settlement Coalescence
Strategic Policy 17: Green Infrastructure and Biodiversity
Strategic Policy 19: Development Quality
Strategic Policy 20: Development Principles
Policy 21: Heritage Assets and Managing Change within the Historic Environment
Strategic Policy 24: Sustainable Transport
Policy 25: Parking
Strategic Policy 37: Housing Provision
Strategic Policy 38: Meeting Local Housing Needs
Policy 40: Improving Housing Standards in the District

PLANNING HISTORY AND RELEVANT APPLICATIONS
None relevant

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.

3.2 **HDC Conservation:** No Objection. The proposal would not result in harm to an appreciation of the conservation area.

3.3 **Southern Water**: No Objection, note that new connections to the public sewer should comply with Building regulations.

3.5 **WSCC Highways:** Comment

3.6 The Highway Authority cannot fully assess the parking implications of the proposal because no existing or proposed parking layout has been submitted. The application indicates that one existing parking space would be converted into a disabled parking bay, but there is insufficient information to determine whether the revised arrangement would function effectively.

3.7 The Authority notes that any disabled parking space should comply with the Department for Transport's *Inclusive Mobility* guidance, including appropriate dimensions and access zones. It also highlights that it is unclear whether the nine parking spaces are allocated or available on a first-come, first-served basis. Based on the WSCC Parking Demand Calculator, the development would require one space for the ground-floor flat and two spaces for the three-bedroom flat.

3.8 While the Authority is not aware of existing parking pressure in the area, the LPA may wish to consider this from an amenity perspective. In addition, secure and covered cycle parking has not been shown and should be provided, although this could be secured by condition.

3.6 Representations:
None received

3.7 Parish Comments:
Parish Council: Support for the application

3.8 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

Principle of Development:

6.1 Policy 2 of the Horsham District Planning Framework (HDPF) sets out the main growth strategy, focusing development in the main settlements. The HDPF outlines that the proposed settlement hierarchy is the most sustainable approach to delivering housing; where new development is focused in the larger settlements of Horsham, Southwater and Billingshurst; and limited new development is directed elsewhere, and only where it accords with an adopted Neighbourhood Plan. Specifically, Policy 3 of the Horsham District Planning Framework seeks to retain the existing settlement pattern and ensure that development takes place in the most sustainable locations as possible.

6.2 The Horsham District local plan 2023-2040 policies are considered to be of significant weight in the decision making process. Strategic Policy 2 of the Horsham District Local Plan (HDLP) states that development will be permitted within towns and villages that have defined built-up area boundaries, as defined on the Policies Map, including on any suitable previously developed land.

6.3 Policy S3 of the NPPF sets out a presumption in favour of sustainable development, with Policy S4 supporting development within settlements unless adverse impacts would significantly and demonstrably outweigh the benefits. Within the Horsham Blueprint Neighbourhood Plan, Policies HB1 and HB3 seek to focus development within the built-up area boundary and secure high-quality design.

6.4 The site is located within the built-up area boundary of Horsham, close to day-to-day essential facilities and public transport options. The conversion of the dwelling would be largely internal with the rear extension to facilitate the use of the ground floor as an independent unit. The principle of development is considered acceptable and in accordance with the above policies.

Design and Appearance:

6.5 Policy 32 of the HDPF states that good design is a key element in sustainable development and seeks to ensure that development promotes a high standard of urban design,

architecture, and landscape. Policy 33 of the HDPF states that development proposals should make efficient use of land, integrate effectively with the character of the surrounding area, use high quality and appropriate materials, retain landscaping where feasible (and mitigate loss if necessary) and ensure no conflict with the character of the surrounding town or landscape.

6.6 Strategic Policy 19 of the HDLP states that high quality and inclusive design of all development in the District will be required based on a clear understanding of the local, physical, economic, environmental and policy context. In order to conserve and enhance the natural and built environment, and deliver beautiful and sustainable buildings and places, development should make efficient use of land and optimise the provision and use of buildings and open spaces within a site, taking into account the character, appearance and needs of the site itself, together with the appearance and needs of the surrounding area. Development should ensure that the scale, massing and appearance of the development is of a high standard of design and layout and relates sympathetically with the built surroundings, heritage, landscape, open spaces and routes within and adjoining the site. Proposals should use high standards of building materials, detailing, finishes and landscaping.

6.7 Policy HE4 of the NPPF states that heritage assets are an irreplaceable resource and should be conserved in a manner appropriate to their significance. Policy HE5 requires applicants to describe the significance of any heritage assets affected by a proposal, including any contribution made by their setting. The level of detail should be proportionate to the importance of the asset and sufficient to understand the potential impact of the proposal upon its significance.

6.8 Policy 34 of the 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.

6.9 The application site is in a prominent location within the Park Terrace Gardens Conservation Area, being elevated above the road (Park Street) and being an end of terrace property such that both its side elevation and principle are visible.

6.10 The conversion works would not ave any impact on the character or appearance of the site or wider Conservation Area, with the rear extension a clearly subservient addition to the existing built form on site. The increase in built form over the previous extension would be modest and of a design, form and scale which is appropriate to the character and appearance of the existing dwelling, and which would not harm the character or appearance of the wider area. It is therefore considered that the visual impact of the proposal is acceptable and would accord with the above policies.

Residential Amenity:

6.11 Policy 33(2) of the HDPF states that development shall be required to ensure that it is designed to avoid unacceptable harm to the amenity of occupiers/users of nearby property and land.

6.12 The development would create a one-bedroom ground floor flat which would be disabled accessible with access to the rear. The upper floors would create a two to three-bedroom dwelling accessed from Park Street. While there are no concerns in respect of the standard of accommodation within the ground floor unit, it is noted that the upper floor unit would not meet Nationally Described Space Standards in respect of a first-floor bedroom.

6.13 This is not though a requirement of planning policy and the bedroom would provide flexibility in use with potential for home working or similar. It is considered that taken as a whole the upper floor unit would provide an acceptable standard of accommodation for

future occupants, with the Building Regs sufficient to ensure sufficient sound proofing between units.

6.14 The proposed extension would have the same siting as the existing and given the modest increase in scale would not be considered to result in unacceptable impacts to the neighbouring dwelling to the south (number 58).

6.15 The proposed site plan indicates the installation of two air source heat pumps to serve the two flats however, no technical specifications or noise information has been provided. Notwithstanding this, it is not considered that the heat pumps, either individually or cumulatively, would give rise to unacceptable levels of noise. Furthermore, the site is located within a built-up area where the addition of one extra residential unit and associated plant equipment would not be expected to generate a level of activity or disturbance that would be materially harmful to the amenities of neighbouring occupiers.

6.16 The amenity impacts of the proposal are therefore considered acceptable and in accordance with the above policy.

Highways Impacts:

6.17 Policy 40 of the HDPF relates to sustainable transport and seeks new developments to provide safe and suitable access for all vehicles, pedestrians, cyclists, horses riders, public transport, and the delivery of goods, with Policy 41 of the HDPF requiring adequate parking and facilities to be provided within developments to meet the needs of anticipated users

6.18 Policy 25 of the HDLP states that adequate parking facilities, which should have regard to adopted parking standards guidance, must be carefully designed into developments to meet the needs of users whilst achieving people-focused streets. Consideration should be given to the needs of motorcycle parking and vehicles for the mobility impaired including motor scooters. Adequate, safe and secure parking and overnight storage facilities for bicycles must be provided within developments. These must be conveniently located to encourage the use of sustainable modes of transport. Adequate parking and plug-in charging facilities must be provided to cater for the anticipated increased use of electric, hybrid or other low emission vehicles.

6.19 Policy TR4 of the NPPF states that to contribute to well-designed places, development should ensure that the arrangements of streets and other routes help to create places that are safe, inclusive and attractive for all users. This includes minimising the scope for conflict between pedestrians, cyclists, and vehicles.

6.20 The proposal would not involve the alteration of the access arrangement to the site, parking facilities or pedestrian access. The existing car parking space allocated to the dwelling to the rear of the site would remain, with the applicant advising that the parking space would be increase in size to be designated for disabled use.

6.21 Whilst there would be no loss of parking, it is acknowledged that the formation of an additional dwelling would lead to a shortfall in on-site parking. The application site is though sustainably located in accordance with Policies TR3 and CC2 of the NPPF, with public transport options available in the near vicinity. Furthermore, the site is located close to the Town Centre and the related shops and services. The location would not therefore necessitate a private vehicle for day-to-day living, and it is noted that the site is within a controlled parking zone with parking is prohibited in locations where it could cause a safety hazard.

6.22 It is considered that the combination of the above factors is sufficient to ensure the shortfall of on-site parking would not lead to unacceptable impacts on amenity, highway safety or

the highway network. The proposal is therefore considered to accord with the above policies, with a condition recommended to secure details of cycle parking provision.

Climate Change:

6.23 Policies 35, 36 and 37 of the HDPF require that development mitigates to the impacts of climate change through measures including improved energy efficiency, reducing flood risk, reducing water consumption, improving biodiversity and promoting sustainable transport modes. These policies reflect the requirements of the NPPF that local plans and decisions seek to reduce the impact of development on climate change. The proposed development includes the following measures to build resilience to climate change and reduce carbon emissions: -

- Water consumption limited to 110litres per person per day
- Requirement to provide full fibre broadband site connectivity
- Dedicated refuse and recycling storage capacity
- Cycle parking facilities

6.24 These measures are to be secured through condition and would suitably reduce the impact of the development on climate change in accordance with local and national policy.

Biodiversity Net Gain (BNG):

6.25 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. The proposal represents a change of use rather than additional built form such that it would be considered as de minimis and an exemption to BNG requirements.

Conclusions:

6.26 The development is considered to accord with relevant national and local planning policies and is therefore recommended for approval.

7. RECOMMENDATIONS

7.1 That planning permission be granted subject to the following conditions: -

1 **Approved Plans Condition**

2 **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 Section 91 of the Town and Country Planning Act 1990.

3 **Pre-Installation condition:** Prior to the installation of any air source heat pump details of the equipment, including acoustic specification and elevation plan showing the equipment shall be submitted to and approved in writing by the Local Planning Authority. The approved heat pumps shall be installed and thereafter retained in accordance with the approved details.

Reason: To safeguard the amenities of neighbouring occupiers from noise disturbance in accordance with Policy 33 of the Horsham District Planning Framework (2015).

4 **Pre-Occupation Condition**: No part of the development hereby permitted shall be occupied until a scheme for the provision of car parking spaces has been submitted to and approved in writing by the Local Planning Authority. The detail shall include confirmation of the allocated spaces to each property and the location of disable parking space(s). The approved scheme shall be undertaken prior to first occupation of the development and shall thereafter remain as such.

Reason: To provide car-parking space for the use in accordance with Policy 40 of the Horsham District Planning Framework (2015).

5 **Pre-Occupation Condition**: No part of the development hereby permitted shall be occupied until a scheme for the provision of cycle parking facilities serving it has been submitted to and approved in writing by the Local Planning Authority. The approved scheme shall be installed prior to first occupation of the development and shall thereafter remain as such.

Reason: To ensure that there is adequate provision for the parking of cycles in accordance with Policy 40 of the Horsham District Planning Framework (2015).

6 **Pre-Occupation Condition**: No part of the development hereby permitted shall be occupied until the necessary in-building physical infrastructure and external site-wide infrastructure to enable superfast broadband speeds of a minimum 30 megabits per second through full fibre broadband connection has been provided to the premises.

Reason: To ensure a sustainable development that meets the needs of future occupiers in accordance with Policy 37 of the Horsham District Planning Framework (2015).

7 **Pre-Occupation Condition**: No part of the development hereby permitted shall be occupied until plans to indicate the storage of refuse and recycling has been made for the flats has been submitted to and approved in writing by the Local Planning Authority. The approved scheme shall be installed prior to first occupation of the development and shall thereafter remain as such.

Reason: To ensure the adequate provision of recycling facilities in accordance with Policy 33 of the Horsham District Planning Framework (2015).

8 **Regulatory Condition**: The materials to be used in the development hereby permitted shall strictly accord with those indicated on the application form and approved plans.

Reason: To enable the Local Planning Authority to control the development in detail in the interests of visual amenity and in accordance with Policy 33 of the Horsham District Planning Framework (2015).

9 **Regulatory Condition**: The dwelling(s) hereby permitted shall meet the optional requirement of building regulation G2 to limit the water usage of each dwelling to no more than 110 litres per person per day. The subsequently installed water limiting measures shall thereafter be retained.

Reason: To limit water use in order to improve the sustainability of the development and in accordance with Policies 31 and 37 of the Horsham District Planning Framework (2015).

10 **Regulatory Condition**: No works for the implementation of the development hereby approved shall take place outside of 08:00 hours to 18:00 hours Mondays to Fridays and 08:00 hours to 13:00 hours on Saturdays nor at any time on Sundays, Bank or public Holidays

Reason: To safeguard the amenities of adjacent occupiers 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.