Horsham District Council

DELEGATED APPLICATIONS - ASSESSMENT SHEET

APPLICATION NO./ADDRESS:
DISC/25/0037
Horsham Y M C A Football Club, Goring's Mead, Horsham, West Sussex, RH13 5BP

DESCRIPTION:
Approval of details reserved by condition 4 to approved application DC/24/0048

RELEVANT PLANNING HISTORY:

DC/24/0048	Change of use of the main car park the use of 50 spaces as private parking to local businesses for weekdays.	Application Permitted on 17.12.2024.

PLANNING ASSESSMENT
Planning Application DC/24/0048 was granted consent on 17.12.2024. This permission was for the following:
Change of use of the main car park the use of 50 spaces as private parking to local businesses for weekdays.

Consent is sought to discharge the details reserved by condition 4.

Condition 4 – **Car Park Monitoring and Management Plan**
Details Condition: Within three months of the date of this permission, a Car Park Monitoring and Management Plan shall be submitted to and approved in writing by the Local Planning Authority. The Car Park Monitoring and Management Plan shall include details of how the users of the car park are being recorded, what user details are being recorded, a copy of terms of use, how the car park is being monitored and how any breach of terms of use is being enforced. The use of the land shall be carried out in accordance with the Car Park Monitoring and Management Plan thereafter.

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

The applicants have submitted a Car Park Monitoring and Management Plan (dated January 2025). This has been supplemented by further detail in an email received 11 June 2025.

The CPMMP confirms that there are 117 parking spaces associated with the YMCA football club, two of which are designated for disabled parking and that 50 of the parking spaces are allocated by the Club for private hire on a contract basis, for use by passenger cars between the hours of 8am and 6pm on Mondays to Fridays, excluding public holidays, as per the terms of planning permission (HDC Ref: DC/24/0048) as granted for this purpose by Horsham District Council in December 2024.

The CPMMP sets out how the clubs 50 parking spaces are used and sets out the process to ensure the terms of the planning permission will be adhered to.

Details of how the car park will be managed have been submitted by the applicants (email dated 11/06/2025), these details state that for data protection reasons the onus of car park management is on

the 3 companies that are users of the facilities, and that they will require all names and contact details of the permit holders and car registration details etc as set out below. It is advised that:

- *'This is a private car park, and the company/ users have supplied us the following. We are concerned about our Data protection ability, so we have put the onus on the 3 companies that are users of the facility. Their personal files include the names, address, telephone numbers, and emails of each user. They supply us car registration numbers, car makes and employee names.*

- *Each permit runs for the length of employment with that company. There are no designated bays, but each firm has a designated area in the car park.*

- *The terms and conditions are covered by the letter of engagement which are 28 days by either party. The permits are pre numbered and issued by the YM on application by the company. The registration numbers are printed on each permit.*

- *As such we have not issued formal terms and conditions, only a contract including termination by both sides.*

- *There is not a lot of movement of vehicles during the day, so we spot check the car park in the mornings when club members are on site. Any cars not displaying the correct permit, or no permit are noted down and input into a file.*

- *We are working on two strikes and out policy. If any cars are parked and not on our firm's database, we will leave a note on the windscreen threatening clamping and inform the relevant company. The company has the right to withdraw the employees permit for breaches.*

- *We have a resident from Gorings Mead checking each evening that the car park is clear before she locks the gates on none function days.*

It is clear that there are measures in place to control any unauthorised use of the car park and that in the event of persistent unauthorised use permits will be withdrawn by the company providing the permits or by the YMCA football club.

WSCC Highways have been consulted and have advised that the information provided in the CPMMP is satisfactory and confirm that they have no objections to the details provided.

The requirements of the condition have been satisfied.

Recommendation: Application Permitted

NOTE TO APPLICANT

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: DISC/25/0037
(The approved plans will form Condition 1 on the Decision Notice of all Permitted applications)

Schedule of plans/documents **approved**:

Plan Type	Description	Drawing Number	Received Date

Plans	Car Park Management Plan		06.02.2025
email	Parking permits and conditions of use		11.06.2025

Schedule of plans/documents **not approved**:

Plan Type	Description	Drawing Number	Received Date

DELEGATED

Case Officer sign/initial Amanda Wilkes Date: 16/06/2025

Authorising Officer sign/initial Adrian Smith Date: 30/06/2025