

WEST SUSSEX COUNTY COUNCIL CONSULTATION

TO:	Horsham District Council FAO:
FROM:	WSSC – Highways Authority
DATE:	20 May 2026
LOCATION:	Envision House 5 North Street Horsham RH12 1XQ
SUBJECT:	DC/26/0716 Prior Notification for Change of Use of Class B1a Offices (First and Second Floors) to form 18 residential units (5 x 1 bed flats, 13 x 2 bed flats (Use Class C3).
DATE OF SITE VISIT:	n/a
RECOMMENDATION:	No Objection

WSSC as the County Highway Authority (CHA) has considered the above prior notification to change the use of the existing offices at Envision House into 18 residential units.

The site is in the middle of Horsham Town centre on North Street and is within walking distance to local amenities as well as a 7 min walk to the bus depot and a 9m minute walk to Horsham train station. As it is in a town centre location there is no dedicated car parking associated with the use, and this would be acceptable given the proximity to good public transport connections.

WSSC would encourage the development offers some communal cycle store provision. WSSC cycle parking standards are recommended and for 18 flats with communal stores there would be a demand for 9 spaces:

Promoting Sustainable transport

As part of the wider vision to create sustainable communities for the future, the applicant should consider promoting the car free location by providing a sustainable travel information pack with each dwelling encouraging the use of public transport locally. This could include information on bus and train times and local car sharing clubs. WSSC would also expect to see a travel voucher offering to the initial occupants of the residential units. Vouchers could be exchanged for discounts of the following:

- a. a season ticket for the local bus service
 - b. a rail season ticket or network card
 - c. a contribution towards the purchase of a new bicycle and/or equipment
 - d. Cycle training up to 4 members of the household (further details and course costs are available at www.westsussex.gov.uk/cycletraining)
 - e. 12 months free membership to any local Car Club (including joining fee)
- This can be secured by a suitably worded condition.

Construction Management Plan

Given this is a renovation project, it is likely that most construction work will take place within the building, however the construction work will still attract some construction related traffic, deliveries and disposal of waste from the site. There may also be a need to apply for temporary licences such as skips in the highway.

Therefore, WSCC would also suggest the LPA secures details of the CMP via condition and refer the applicant to the informative attached.

Conditions

Construction Management Plan

No development shall take place, including any works of demolition, until a Construction Management Plan has been submitted to and approved in writing by the Local Planning Authority. Thereafter the approved Plan shall be implemented and adhered to throughout the entire construction period. The Plan shall provide details as appropriate but not necessarily be restricted to the following matters,

- the anticipated number, frequency and types of vehicles used during construction,
- the method of access and routing of vehicles during construction,
- the parking of vehicles by site operatives and visitors,
- the loading and unloading of plant, materials and waste,
- the storage of plant and materials used in construction of the development,
- the erection and maintenance of security hoarding,
- the provision of wheel washing facilities and other works required to mitigate the impact of construction upon the public highway (including the provision of temporary Traffic Regulation Orders),
- details of public engagement both prior to and during construction works.

Reason: In the interests of highway safety and the amenities of the area.

Temporary Works Required During Construction

The applicant is advised of the requirement to enter into early discussions with and obtain the necessary licenses from the Highway Authority to cover any temporary construction related works that will obstruct or affect the normal operation of the public highway prior to any works commencing. These temporary works may include, the placing of skips or other materials within the highway, the temporary closure of on-street parking bays, the imposition of temporary parking restrictions requiring a Temporary Traffic Regulation Order, the erection of hoarding or scaffolding within the limits of the highway, the provision of cranes over-sailing the highway.

Alison Meeus

West Sussex County Council – Planning Services