



DELEGATED APPLICATIONS - ASSESSMENT SHEET

APPLICATION NO./ADDRESS:

DC/25/2018

Post Office Stores, Church Street, West Chiltington, West Sussex, RH20 2JW

DESCRIPTION:

Internal alterations

RELEVANT PLANNING HISTORY:

DC/25/2017	Change of Use from post office store to residential (Class C3) (Full Application).	Pending Consideration
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RELEVANT PLANNING POLICIES

The National Planning Policy Framework (NPPF):

Horsham District Planning Framework (2015):

Policy 34- Cultural and Heritage Assets

Neighbourhood Plan:

West Chiltington Parish Council has prepared West Chiltington Neighbourhood Development Plan (WCNDP). The independent examination of the West Chiltington Neighbourhood Plan has now concluded and the final Examiner's report was received on 11 February 2026. In accordance with the relevant legislation, Horsham District Council must now consider its response to the Examiner's recommendations with input from the Parish Council.

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:

HDC Conservation Team: Objection

The commercial use of this property is important to retain the vibrancy and character of the conservation area. Conversion to residential use will have an immediately harmful impact to the character of the conservation area and harm to the special interest of the listed building in the longer term. This harm will be less than substantial and towards the higher end of that scale.

Parish Comments:

West Chiltington Parish Council: No Comments

Representations:

1 letter of Objection have been received from 1 address, objecting to the application on the following grounds:

- Vital community facility, of which the loss will cause significant harm to accessibility, social inclusion, sustainability of the local area
- Post Office and Shop are relied upon by elderly relatives, people with disabilities and those without private transport, closure would disproportionately affect these groups
- Nearest alternative 30-minute walking distance away
- Contrary to national and local policy
- Loss of facilities will weaken the viability of the area and reduce informal social interaction
- Increase reliance on vehicles, in contrast to climate change objectives
- Proposal will diminish community benefit

1 letter for Support have been received from 1 address, supporting the application on the following grounds:

- The change of use will improve residential amenity, with no more early morning deliveries

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

Paragraph 212 of the NPPF states that "when considering the impact of proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation (and the more important the asset, the greater the weight should be)." Paragraph 213 continues to state that "any harm to, or loss of, the significance of a designated heritage asset (from its alterations or destruction, or for of development within its setting), should require clear and convincing justification."

Policy 34 of the HDPF seeks to ensure that proposals preserve, and ensure clear legibility of, locally distinctive vernacular building forms and their settings, features, fabric and materials. Moreover, proposed development make a positive contribution to the character and distinctiveness of the area, and ensuring that development in conservation areas is consistent with the special character of those areas.

The application seeks Listed Building Consent for the internal alterations set out below. These works are associated with facilitating the change of use from a post office store to residential accommodation, as proposed under full application DC/25/2017.

The proposed internal works include the following:

- Remove the (modern) security screen between the shop and the (post) office.
- Fix shut the shop entrance doors, but to leave the current shopfront in place for historic reasons.
- Infill the step inside the shop entrance with timber boarding on bearers to make the floor flush with the remaining floor (reversible).
- Erect a studwork partition to create a new fifth bedroom and shower room.
- Install new domestic kitchen within the old shop. Drainage will utilise the existing basin connection nearby or via the new drainage connection to the shower room. The kitchen extract hood will be a recirculating type, so no external holes or ducting are required.

- Remove old kitchen units and make good. Reallocate space as new study.

The Post Office Stores is situated on Church Street, West Chiltington, on the corner of the central crossroads, connecting The Hollow, East Street, Church Street and Broadford Bridge Road. The site is within the built-up area boundary of West Chiltington, and the West Chiltington Conservation Area. The immediate surroundings are characterised by predominately residential properties, with the Queens Head Public House sited opposite.

The building itself is a two-storey timber-framed building refaced with brick and stone, painted in white and is Grade II Listed, dating back to the 17th Century. The property is partially residential, comprising a single dwelling with a post office store at the East Street end. The store consists of a shop with a rear store and a small office providing Post Office services. The residential parts consist of a living room, dining room, kitchen, cloaks, four bedrooms and a bathroom. There is a private rear garden, a small workshop and driveway.

As this application solely relates to proposed internal changes, the external appearance remains unaltered, ensuring the building will continue to be appreciated from the public realm and will continue to make a positive contribution to the character and appearance of the conservation area. It is considered that the proposed internal changes to convert the property to a residential use would not have a harmful impact on the special interest of the listed building, and would preserve its interest and significance, in accordance with development plan 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.

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/25/2018

Schedule of plans/documents approved:

Plan Type	Description	Drawing Number	Received Date
Photos		NONE	02.01.2026
Floor plan	Proposed Floor Plans	0457 / 101	05.12.2025
Floor plan	Existing Floor Plans	0457 / 100	05.12.2025
Location & Block plan	Location and Site Plan	0457 / 102	05.12.2025
Supporting Statement	Design, Access and Heritage Statement	NONE	05.12.2025

DELEGATED

Case Officer sign/initial Sam Nye Date: 05/05/2026

Authorising Officer sign/initial Tamara Dale Date: 14/05/2026