



DELEGATED APPLICATIONS - ASSESSMENT SHEET

APPLICATION NO./ADDRESS:

DC/26/0275

Freshwater Parade, Bishopric, Horsham, West Sussex, RH12 1QD

DESCRIPTION:

External alterations to the existing building comprising re-cladding, replacement windows, installation of 3no. external staircases and decked area, and associated works.

RELEVANT PLANNING HISTORY:

DC/22/2175	External alterations comprising re-cladding, replacement windows, installation of 3no. external staircases and decked area, and associated works.	Withdrawn	Application on 12.01.2023
DC/22/2176	Prior Notification for Change of Use of the first floor from retail area (Use Class E) to residential (Use Class C3) to form 6no dwellinghouses.	Withdrawn	Application on 12.01.2023
DC/23/0201	Variation of Condition 4 of previously approved application HU/39/64 (Outline Application for the erection of 7 shops with 7 flats over land in front of bishopric court) Variation sought to facilitate the change of use of the first floor.	Application	Permitted on 03.04.2023
DC/23/0604	External alterations comprising re-cladding, replacement windows, installation of 3no. external staircases and decked area, and associated works.	Application	Permitted on 30.05.2023
HRA/24/0018	Application under Regulation 77 of the Conservation of Habitats and Species Regulations 2017 in respect of Prior Approval consent DC/25/1445.	Application	Permitted on 21.11.2025
DC/25/1445	Prior Notification for Change of use of the first floor from retail (Class E) to 6 No. residential dwellings (Class C3).	Prior Approval Required and PERMITTED on 30.10.2025	

RELEVANT PLANNING POLICIES

The National Planning Policy Framework (NPPF)

Horsham District Planning Framework (2015):

Policy 1 - Strategic Policy: Sustainable Development

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 13 - Town Centre Uses

Policy 14 - Shop Fronts and Advertisements

Policy 15 - Strategic Policy: Housing Provision

Policy 16 - Strategic Policy: Meeting Local Housing Needs

Policy 17 - Exceptions Housing Schemes

Policy 18 - Retirement Housing and Specialist Care
Policy 19 - Park Homes and Residential Caravan Sites
Policy 20 - Rural Workers Accommodation
Policy 21 - Strategic Policy: Gypsy and Traveller Sites Allocations
Policy 22 - Gypsy and Traveller Sites
Policy 23 - Strategic Policy: Gypsy and Traveller Accommodation
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 28 - Replacement Dwellings and House Extensions in the Countryside
Policy 29 - Equestrian Development
Policy 30 - Protected Landscapes
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 39 - Strategic Policy: Infrastructure Provision
Policy 40 - Sustainable Transport
Policy 41 - Parking
Policy 42 - Strategic Policy: Inclusive Communities
Policy 43 - Community Facilities, Leisure and Recreation

Horsham Blueprint Neighbourhood Plan:

HB3: Character of Development

HB4: Design of Development

AIM3: Aspirational Development Sites (HB17 Freshwater Parade)

Supplementary Planning Guidance:

Planning Obligations and Affordable Housing SPD (2017)

Community Infrastructure Levy (CIL) Charging Schedule (2017)

Planning Advice Notes:

Facilitating Appropriate Development

Biodiversity and Green Infrastructure

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: No Objection / Comment

The Bishopric forms one of the historic routeways into Horsham and was originally within the gift of the Archbishop of Canterbury. It held a weekly market and the echo of this use has been carried through to the present day. Although not a listed building or within a conservation area Freshwater Parade does have a prominent place in the streetscene. It sits opposite the listed building of 16 Bishopric and can be viewed from both Bishopric and Albion Way.

It would be suggested that the proposals if carried out sensitively would result in an improvement to the existing building which is of its time. Although not an objection a query would be raised relating to the extent of the rear external stairs, and decked area. There is a concern that these could appear overly

prominent and a discordant feature when viewed from Albion Way, and that domestic paraphernalia could clutter the elevation.

If the application was to be approved, it would be suggested that a materials condition would be appropriate to ensure the quality of the alterations.

PUBLIC CONSULTATIONS:

Representations:

None received

Parish Comments:

No objection

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

This application is for External alterations to the existing building comprising re-cladding, replacement windows, installation of 3no. external staircases and decked area, and associated works at Freshwater Parade, Bishopric, Horsham.

The application site is situated within the Built-Up-Area boundary of Horsham on the junction of Albion Way (A281) and Bishopric, close to the town centre. The site falls within the Horsham Town Centre Primary Shopping Area, with the ground floor being designated as a Secondary Retail Frontage in the Horsham District Planning Framework 2015.

The application site is a 1960's three storey building (third storey is set back) on the Bishopric frontage, constructed with brick and slate tile elevations. The ground floor premises are in mixed use commercial with upper floors residential.

There is a private vehicle access to the west of the building directly off of Bishopric which leads to the rear of the application site. This access is shared with the Bishopric Parade flats to the rear of the site..

Previous application DC/23/0604 (External alterations comprising re-cladding, replacement windows, installation of 3no. external staircases and decked area, and associated works) was permitted in May 2023 to which this application is comparable. Furthermore, Class MA prior approval consent as granted on 31.10.2025 to change the use of the first floor to 6x dwellings (DC/25/1445)- the proposed works are associated with the consent change of use.

Principle of Development:

Policy 1 of the Horsham District Planning Framework (HDPF) states that the council will take positive approach to development proposals, aligning with the National Planning Policy Framework's emphasis on sustainable development. It collaborates proactively with applicants to find solutions that enable project approval and enhance economic, social, and environmental conditions. Planning applications that comply with the Local Plan and relevant neighbourhood plans will be approved promptly unless material considerations suggest otherwise. If policies are absent or outdated, the Council will grant permission unless significant adverse impacts outweigh the benefits, or specific policies in the Framework restrict development.

Policy 2 of the 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.

Previous application DC/23/0604 was approved for a similar scheme of works to this current application barring a few revisions. The principle of amendments and improvements to the appearance of a town centre shopping parade are acceptable in principle, subject to all other material considerations and design and character attributes as discussed below.

Design and Appearance:

Paragraph 135 of the NPPF (December 2024) should ensure that development is high-quality, functional and enduring, creating visually attractive places through good architecture, layout and landscaping. They should respect and enhance local character and history while allowing for appropriate innovation, establish a strong sense of place, and make efficient use of land to support a suitable mix of uses and community infrastructure. Development should also deliver safe, inclusive and accessible environments that promote health and well-being, provide a high standard of amenity for all users, and avoid impacts that could undermine quality of life or community cohesion.

Policy 32 and 33 of the HDPF seeks to ensure that development promotes a high standard and quality of design in order to enhance and protect locally distinctive characters. The policies also seek to ensure that the scale, massing and appearance of development relates sympathetically with the built surroundings, landscape, open spaces and routes within and adjoining the site, including any impact on the skyline and important views.

Much of the scheme is similar to previously approved application DC/23/0604, though a few variations are noted.

Freshwater Parade is a concrete framed building with a flat roof. The primary material used is brown brick with slate hanging tiles to the front (north) façade. There is a mixture of white uPVC or painted white timber windows and doors, some in poor condition. Access to the first and second floor units is provided via an internal staircase with entrance located on Bishopric. At the rear there is an external metal stair that was later added to provide separate access to the first-floor maisonette

It is proposed to re-clad the front (north) façade with clay hanging tiles in a mix of natural clay colour variations, to replace the existing slate tiles. New glazed opening with balustrading are proposed to the front as well as replacement uPVC doors/ windows. This is considered acceptable and is not considered to appear harmful within the context of the existing building.

An external deck is to be added to the rear façade to provide independent access as well as small south facing amenity space in the form of private terraces. The decks will include cantilever powdered coated white entrance canopies and metal railings

The external deck will be accessed via three new external staircases, serving the flats. These stairs and deck area will be visible from Albion Way and Bishopric Court. However, this is not considered to be out of the ordinary in this densely developed town centre location and these features are not

incongruous with the residential and commercial nature of the area. As compared to the previous permitted scheme, to enable drainage, the level of floor has necessitated raising of the decking and door height reduction. This represents an increase in height if the decking of 350mm over the previous scheme. However, the scheme retains the same design and same ethos and is still judged acceptable in totality.

The Conservation Officer has commented on the proposed amendments to the building. Whilst no objection is raised, concern is raised regarding the extent of the rear decking. It is not considered that this design element would detract from the overall design ethos of the area and thus is considered acceptable.

The proposal accords with the policies above.

Residential Amenity:

Policy 32 of the HDPF states that development will be expected to provide an attractive, functional, accessible, safe, and adaptable environment that contributes a sense of place both in the buildings and spaces themselves. Policy 33 continues 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.

As previously discussed under DC/23/0604, three car parking spaces will be lost to the car park to the rear to facilitate the proposed external staircases. Whilst this is unfortunate, given the central location of the development where transport links are best, this would not be seen to impact the residential amenity to a point of refusal.

The proposal allows provision of external terraces for proposed occupants at first floor level. Given the residential use at the second-floor level, it is unlikely to create any unacceptable or additional amenity impact.

Highways Impacts:

Policy 40 of the HDPF supports proposals which provide safe and suitable access for all vehicles, pedestrians, cyclists, horse riders, public transport and the delivery of goods, whilst Policy 41 requires adequate parking facilities within developments. Chapter 9 of the National Planning Policy Framework sets out that 'development should only be refused on transport grounds if there would be an unacceptable impact on highway safety grounds, or the residual cumulative impacts on the road network would be severe'.

As stated previously, the site is located in a highly sustainable town centre location. It is well located in close proximity to local services, amenities and employment opportunities. The site is accessible by sustainable modes of transport and future occupiers will not be reliant on the use of a private motor vehicle. Parking restrictions apply within the area to control unsafe parking and several multi-storey car parks are located in the Town Centre if necessary. Whilst the loss of parking is unfortunate, it is considered that the provision of services and transport links in a central location offsets the harm of loss parking in this location.

Water Neutrality:

A 2021 Position Statement from Natural England identified that it could not be concluded with the required degree of certainty that new development in the Sussex North Water Supply Zone would not have an adverse effect on the integrity of the Arun Valley SAC, SPA and Ramsar sites. As a consequence, and to comply with the legal duties set out in the Conservation of Habitats and Species Regulations 2017 (known as the Habitat Regulations), all new development since has been required to demonstrate water neutrality.

On 31st October 2025 Natural England formally withdrew the 2021 Position Statement, citing a package of measures that they were satisfied would safeguard the Arun Valley sites. Principal amongst these measures is a reduction in the Southern Water abstraction licence 'by March 2026'. However, given the licence change has not yet taken place Horsham District Council, as competent authority

under the Habitats Regulations, cannot yet be certain that new development will not result in adverse impacts on the Arun Valley sites.

To ensure development can come forward as water neutral in the meantime, the Council has agreed with Natural England to use the significant water savings made by Southern Water in 2024/25 through their programme of leakage reduction (amongst other measures). This has generated some 3,240,000 litres per day of water savings that can now be attributed to new development without increasing water abstraction in the Arun Valley beyond baseline. These savings were previously to be used to launch the Sussex North Water Certification Scheme (SNWCS), however following the withdrawal statement SNWCS will no longer be launching. Natural England standing advice dated 10 November 2025 raises no objection to using these savings to enable development to come forward. The standing advice clarifies that it functions as Natural England's formal response pursuant to Regulation 63(3) of the Conservation of Habitats and Species Regulations 2017 to all relevant planning applications which seek to achieve water neutrality using the above Southern Water savings.

Officers have undertaken an Appropriate Assessment which demonstrates that the anticipated increase in mains water consumption from this development, alongside all other development granted since the 31st October 2025, will not exceed 3,240,000 litres per day.

Accordingly, Officers consider that the proposed development will not have an Adverse Effect on the Integrity of the Arun Valley Site, either alone or in combination with other plan and projects, thereby complying with Regulations 63 and 70 of the Conservation of Habitats and Species Regulations 2017, HDPF Policy 31, and paragraph 193 of the NPPF.

Biodiversity Net Gain (BNG):

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) and that every planning permission granted for the development of land in England shall be deemed to have been granted subject to the condition that development must not be begun unless a Biodiversity Gain Plan has been submitted to the planning authority and the planning authority has approved the Plan.

The Biodiversity Gain Plan must show how the development will achieve the required minimum 10% BNG using the statutory biodiversity metric tool, and must demonstrate how the habitats will be managed and maintained for 30 years, starting from the date the development is completed. Off-site gains (on unregistered sites) and significant on-site enhancements will be secured over this period by way of a Legal Agreement.

- The development qualifies as 'de minimis' under Regulation 4 of the Biodiversity Gain Requirements (Exemptions) Regulations 2024

Conclusions:

It is considered the above application accords with the development plan policies and is recommended for approval.

Recommendation: Application Permitted

Conditions:

- 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 **Regulatory Condition:** The materials to be used in the development hereby permitted shall strictly accord with those indicated on submitted plan 2022-06.3/P2200 REV.A unless detail of alternative materials have been submitted and approved in writing by the Local Planning Authority prior to development above ground floor slab level commencing.

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).

- 4 **Regulatory Condition:** All works of demolition, construction and ancillary activities, including deliveries and dispatch, shall be restricted to 08:00-18:00 hours on Monday to Friday, from 08:00 to 13:00 hours on Saturdays and at no time on Sundays or Bank Holidays.

Reason: To safeguard the amenities of adjacent occupiers in accordance with Policy 33 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/26/0275

Schedule of plans/documents **approved:**

Plan Type	Description	Drawing Number	Received Date
Site plan	Proposed	2022-063/P2010	17.02.2026
Floor plan	Proposed First	2022-063/P2100 REV B	17.02.2026
Section plan	Proposed	2022-063/2300 REV A	17.02.2026
Location plan		2022-063/P1000	17.02.2026
Floor plan	Existing First	2022-063/P1100	17.02.2026
Elevation plan	Existing	2022-063/P1200	17.02.2026
Section plan	Existing	2022-063/P1300	17.02.2026
Elevation plan	Existing Site	2022-063/P1400	17.02.2026
Elevation plan	Proposed	2022-063/P2200 REV A	17.02.2026
Elevation plan	Proposed Site	2022-063/P2400 REV A	17.02.2026
Design & Access Statement		2022-063 REV E	17.02.2026
Supporting Docs	Cover Letter	2164223/11/BE/PB	17.02.2026
Site Plan	Existing	2020-063 - P1010	10.04.2026

DELEGATED

Case Officer sign/initial JBurrowes Date: 13/04/2026

Authorising Officer sign/initial RHERMITAGE Date: 14.04.2026