

**Recommendation Report for Listed Building Consent for Alterations, Extension or Demolition of a
Listed Building**

REF NO: A/151/25/L

LOCATION: The Vestry Cottage
Arundel Road
Angmering
BN16 4JS

PROPOSAL: Listed building consent for refurbishment and repair of the existing cottage with a new single storey lean-to structure and air source heat pump.

SITE AND SURROUNDINGS

DESCRIPTION OF APPLICATION	As above.
SITE CHARACTERISTICS	The Vestry Cottage is a Grade II Listed, two-storey detached listed building believed to be constructed prior to 1853 and altered in the mid-19th century to harmonise with the rebuilt St Margaret's Church and adjacent village school. Vestry Cottage is faced in flint with red brick dressings, red roof tiles and quoins, wooden fenestration showcasing typical Sussex materials and detailing for its era.
CHARACTER OF LOCALITY	Residential.

RELEVANT SITE HISTORY

A/150/25/HH	Refurbishment and repair with a new single storey lean-to structure and air source heat pump. (This application may affect the character and appearance of the Angmering Conservation Area).
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Relevant planning history noted.

REPRESENTATIONS

Angmering Parish Council (APC) - No objection on the basis that APC supports the comment by the Arun Conservation Advisory Panel regarding the introduction of vertical glazing bars.

Arun Conservation Area Advisory Panel - No objection, however, given the historic importance of the building, the panel would like consideration that rather than replace the larger of the kitchen windows with a single double-glazed pane it would be more in keeping to introduce one or two vertical glazing bars to be more sympathetic with the glazing pattern in the remainder of the elevation.

No representations received from nearby occupiers..

COMMENTS ON REPRESENTATIONS RECEIVED:

Comments noted.

CONSULTATIONS
CONSULTATION RESPONSES RECEIVED:**CONSERVATION OFFICER**

The Vestry Cottage is a two-storey mid-C19 cottage designed by the notable architect S.S. Teulon. The building has knapped flint, complemented by red brick dressings and quoins with grey headers. It has a half-hipped tiled roof, two decorative chimneys and traditional casement windows. A distinctive corbelled bay window is located on the first floor, adding architectural interest to the otherwise modest facade. It is attached to the Vestry Hall, which is also a listed building. It also forms a group with the Vestry Hall, Lych Gate and the parish Church. It derives its significance from its architectural and historical interest.

The property is located within the Angmering Conservation Area, which encompasses the historic core of the village. Originally a rural settlement surrounded by open fields, Angmering has retained much of its historic character despite later development. The special interest of the conservation area lies in its concentration of historic buildings, the largely intact street pattern, and the consistent use of traditional materials such as flint, brick, and clay tile. These features contribute to its architectural and historic significance, as well as its visual cohesion.

The village's historic layout remains evident, with High Street and Arundel Road converging at the village square, close to the parish church and village green. The area contains a notable concentration of buildings dating from the 16th to 19th centuries, which reflect Angmering's gradual development and contribute to its distinctive character.

The conservation area can be broadly divided into three townscape character areas:

- The Square
- Arundel Road
- The High Street

The Proposal

The proposal is for refurbishment and repair with a new lean-to structure and air source heat pump.

External Works

External interventions are limited to sympathetic like-for-like repairs, re-pointing, and the addition of a small softwood lean-to structure to house a new air source heat pump.

The contemporary design of the lean-to is clearly distinguishable as a modern addition, yet sympathetic in scale and materiality, ensuring minimal impact on the building's character and setting. The use of natural Welsh slate, cast iron rainwater goods, and horizontal louvred cladding is appropriate and visually restrained. Both the lean-to and the air source heat pump are located to the rear of the property and are not visible from the principal elevations or public areas within the conservation area. This element is therefore considered acceptable.

The proposed like-for-like repairs are also acceptable and will help retain as much of the historic fabric as possible. Any works of repointing should be undertaken using hand tools and the mortar should match the existing.

Overall, the approaches identified appear appropriate and sensitive to the building's significance

Window Replacement

The replacement of a recent window's opening light with a slimline double-glazed unit relates to a modern window. While the use of slimmer heritage-style double glazing is acceptable in this instance, it is somewhat regrettable that the overall design of the window is not being improved. The introduction of integral glazing bars would be a positive enhancement, helping the window better reflect the design and appearance of the neighbouring kitchen window.

Internal Works and Energy Efficiency

Internally, the proposals seek to address persistent damp issues through the removal of modern cement render, to be replaced with a breathable lime-based system. This approach is appropriate and aligns with good practice for historic buildings.

The proposed energy efficiency upgrades, including secondary glazing and breathable insulation, appear to be sensitively integrated. This is a more compatible solution for historic fabric and reflects a thoughtful balance between conservation and sustainability. Provided that the proposed insulation, plaster, and membrane system (such as the Newton membrane) is genuinely breathable and suitable for use in historic buildings, the approach would be considered acceptable.

Conclusion

The application is considered to not cause harm to the significance of the heritage assets or setting. Although the window design could be improved. As a consequence, it should be determined in accordance with the relevant policies within the Development Plan, along with these comments. You will also need to take into account the contents of section 16 & 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended).

COMMENTS ON CONSULTATION RESPONSES:

Comments noted.

POLICY CONTEXT

Built Up Boundary Area.
Within an area with potentially high ground water.
Grade II Listed Building.
Angmering Conservation Area.
Assets of Community Value.
Archaeological Notification Areas.

DEVELOPMENT PLAN POLICIES

[Arun Local Plan 2011 - 2031:](#)

HERDM1 HER DM1 Listed Buildings
HERSP1 HER SP1 The Historic Environment

PLANNING POLICY GUIDANCE:

NPPF National Planning Policy Framework
NPPG National Planning Practice Guidance

POLICY COMMENTARY

The Development Plan consists of the Arun Local Plan 2011 - 2031, West Sussex County Council's Waste and Minerals Plans, The South Inshore & South Offshore Marine Plan and Made Neighbourhood Development Plans. The policies are published under Regulations 19 and 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

DEVELOPMENT PLAN AND/OR LEGISLATIVE BACKGROUND

Section 16(2) of the Planning (Listed Buildings and Conservation Areas) Act 1990 states:
"In considering whether to grant Listed Building Consent for any works, the Local Planning Authority shall have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses."

Where the building is located in a Conservation Area, Section 72(1) of the Act states:
In the exercise, with respect to any buildings or other land in a Conservation Area of any powers (under the Planning Acts), special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area.

The proposal is considered to comply with these criteria in that it is not considered to materially affect the character or the setting of the Grade II Listed Building.

OTHER MATERIAL CONSIDERATIONS

There are no other material considerations to be weighed in the balance with the Development Plan.

CONCLUSIONS

This application seeks planning permission for the refurbishment and repair of the existing cottage fenestration, external wall, and porch, with a new single storey lean-to structure and air source heat pump. The proposed development would be sited behind existing high boundary treatment and would not be visible from the street scene.

The site is located within Angmering Conservation Area and is a Grade II Listed Building so the proposed development needs to be considered under Arun Local Plan policies HER DM1 and HER SP1 and the National Planning Policy Framework (NPPF), which relate to listed buildings, stating that proposals must protect, preserve and if possible, enhance the historic character and integrity of the building and its setting.

Paragraph 207 of the NPPF (2024) states determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes, or has the potential to include, heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation. The applicant has submitted a method statement, a schedule of materials, a schedule of works, and a heritage statement. The statements submitted identify the significance of the heritage asset affected by a proposed development.

Paragraph 208 of the NPPF (2024) requires the Local Planning Authority (LPA) to identify and assess the particular significance of any heritage asset that may be affected by a proposal (including by development affecting the setting of a heritage asset) taking account of the available evidence and any necessary expertise. They should take this into account when considering the impact of a proposal on a heritage asset, to avoid or minimise any conflict between the heritage asset's conservation and any aspect of the proposal. Vestry Cottage is a Grade II Listed Building, built prior to 1853 and the historical and architectural importance has been set out within the submitted heritage statement.

Paragraph 212 of the NPPF (2024) states that when considering the impact of a 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). This is irrespective of whether any potential harm amounts to substantial harm, total loss or less than substantial harm to its significance.

The proposed refurbishment and repair of the existing cottage fenestration, external wall and porch, with a new single storey lean-to structure and air source heat pump would not cause harm to the listed building and the use of new kiln dried European Oak, shaped to match existing, for the fenestration and porch, and breathable lime render for the western wall elevation would be considered appropriate for this particular listed building and would preserve the appearance of Vestry Cottage.

The proposed air source heat pump would not be visible from the street scene due to existing high boundary treatments, and the proposed single storey lean-to structure would be finished with horizontal louvred cladding and the mono-pitched roof would have natural Welsh slate with a cast iron gutter. The proposed development would not cause harm to the listed building and would be considered appropriate for this particular listed building and would preserve the appearance of Vestry Cottage.

The consultation response from the Council's conservation officer concludes overall, the approaches identified appear appropriate and sensitive to the building's significance and setting, although the window design could be improved. The proposal would not cause harm to the significance of the heritage assets or setting.

The proposed development would sensitively integrate and preserve the significance of the heritage asset in accordance with Arun Local Plan policies HER DM1 and HER SP1, and the NPPF. The proposal would not result in harm to the significance of the listed building.

SUMMARY

The proposal is in accordance with the relevant Development Plan policies and the NPPF and as such, it is recommended for approval subject to the following conditions and informatives.

HUMAN RIGHTS ACT

The Council in making a decision should be aware of and take into account any implications that may arise from the Human Rights Act 1998. Under the Act, it is unlawful for a public authority such as Arun District Council to act in a manner, which is incompatible with the European Convention on Human Rights.

Consideration has been specifically given to Article 8 (right to respect private and family life) and Article 1 of the First Protocol (protection of property). It is not considered that the recommendation for approval of the grant of permission in this case interferes unreasonably with any local residents' right to respect for their private and family life and home, except insofar as it is necessary to protect the rights and freedoms of others (in this case, the rights of the applicant). The Council is also permitted to control the use of property in accordance with the general interest and the recommendation for approval is considered to

be a proportionate response to the submitted application based on the considerations set out in this report.

DUTY UNDER THE EQUALITIES ACT 2010

In assessing this proposal the following impacts have been identified upon those people with the following protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation).

The proposal would have a neutral impact on the protected characteristics.

RECOMMENDATION

APPROVE CONDITIONALLY

- 1 The development hereby permitted shall be begun before the expiration of 3 years from the date of this permission.

Reason: To comply with Section 91 of the Town and Country Planning Act 1990 (as amended).

- 2 The development hereby approved shall be carried out in accordance with the following approved plans:

Site Location Plan 9482-A-L-00-00 B.
 Site Plan as Proposed 9482-A-L-00-06 B.
 Plans as Proposed 9482-A-L-00-03 B.
 Elevations as Proposed 9482-A-L-00-04 B.
 Proposed Kitchen Windows 02.
 Proposed Porch Canopy 04.
 Heating Layout as Proposed 9482-A-L-60-01 A.
 Oriel Window as Proposed 9482-A-A-30-06 A.
 Schedule of Materials.
 Schedule of Works.
 Method Statement
 Heritage Statement
 Biodiversity Enhancement Statement

Reason: For the avoidance of doubt and in the interests of protecting the character and appearance of the Listed Building in accordance with Arun Local Plan policies HER DM1 and HER SP1 and the NPPF.

- 3 At all times during the progress of the work hereby approved adequate measures shall be taken to protect the remaining part of the Listed Building from collapse and/or structural damage.

Reason: To preserve the character and appearance of the Listed Building in accordance with Arun Local Plan policy HER DM1 and the NPPF.

- 4 Upon completion of the work for which Listed Building Consent is hereby granted any damage caused to the fabric of the building shall be made good to the satisfaction of the Local Planning Authority.

Reason: To preserve the character and appearance of the Listed Building in accordance with

Arun Local Plan policy HER DM1 and the NPPF.

- 5 The making good of the building to complete the execution of the works for which consent is hereby granted shall be carried out as far as may be practicable with original materials. Any variation from the original materials must be with the written approval of the Local Planning Authority.

Reason: To preserve the character and appearance of the Listed Building in accordance with Arun Local Plan policy HER DM1 and the NPPF.