

Heritage Statement

The **Heritage Statement** is for the applicant or agent to identify the heritage asset(s) that have the potential to be affected by the proposals and their setting. Please read the **guidance notes** provided at the back of this report to help you fill in the form correctly.

Appendix 1 relates to the **Historic Environment Record (HER) Consultation Report**. You must state whether or not supporting data from the HER is required.

There are 3 options:

- HER report attached (this must be completed by the Historic Environment Record Team)
- HER report not considered necessary – email attached from HER
- HER report not required by the Local Planning Authority as detailed on the relevant website validation requirements

Please tick the relevant box at the **back of this form** as to which option applies.

Both the **Heritage Statement** and the **Historic Environment Record Consultation report (Appendix 1)** must be completed in order to meet validation requirements of the Local Planning Authority – tick the boxes on the right hand side below to confirm the sections completed.

Note: All fields are **mandatory**. Failure to fully complete all fields may result in the form not being validated by the **Local Planning Authority (LPA)**.

To be completed by the applicant – please tick relevant boxes	
1. Heritage Statement completed	✓
2. Appendix 1 completed	✓

Heritage Statement

Site name

Dormouse Cottage

**Address of site
(including postcode)**

The Square, Angmering, West Sussex, BN16 4EA

Grid Reference

N/K

1. Schedule of Works

Please state the type of proposal e.g. extension to a listed building, internal alterations

Relocation of existing internal stud wall.
Replacement of back door with similar unit to current door.
Replacement of two windows with units sympathetic to age of the building that open.

Please list the works proposed e.g. replacement windows, removal of internal wall, reinstatement of original staircase, damp proofing works to basement etc.

In the 'breakfast room', adjacent to the kitchen, a stud wall has been installed to create a separate room for a toilet and basin. It would appear from marks on the ceiling that this wall was moved, at an earlier date, from a more central position in the room. The current wall cuts across a window. We would like to return the wall with a new stud wall to its original position so that a new shower room (including toilet and basin) can be installed with the window fully in the new room. Additionally we would like to replace the back door which is in the breakfast room as the current door is poorly fitting with inadequate locks, posing security and heat loss risks. This door is currently a wooden stable door with a double-glazed glass panel in the top half. Additionally we would like to replace two existing double-glazed windows that are currently in the breakfast room, although one would be in the newly created room specified above with the relocation of the stud wall. Ideally we would like to retain the double-glazed element (as it currently exists), but with new casement windows that open and are in keeping with the style of windows in the first floor windows immediately above the breakfast room.

2. Pre Application Advice

Have you sought pre-application heritage advice from the relevant local planning authority?

☒ Yes ☐ No

If Yes, please provide a copy of any written correspondence with reference number/contact name if applicable.

Martyn White
Principal Conservation Officer
Planning Services
Arun District Council



Have you consulted the West Sussex Historic Environment Record, as the minimum requirement of the NPPF?

☒ Yes ☐ No

If no, please provide the reasons why not below, including any correspondence with the HER/LPA archaeological advisor or LPA validation team:

If Yes, please attach any correspondence to this Heritage Statement in Appendix 1 (including the HER Consultation Report)

Have you sought pre-application heritage advice from Historic England?

☐ Yes ☒ No

If Yes, please provide a copy of any written correspondence with reference number/contact name if applicable.

3. What heritage asset(s), including their setting, are potentially affected by the proposals? (Please tick the relevant boxes below)

1. Scheduled Monument (SM)	☐
2. Listed Building (LB)	☒
3. Conservation Area (CA) and/or Area of Character	☐
4. Registered Park and Garden (RPG)	☐
5. Locally Listed Heritage Asset (LLHA)	☐
6. Archaeological Notification Area (ANA)	☐
7. Other Non-Designated Heritage Asset (including below ground archaeology)	☐

4. What is known about the affected heritage asset(s)?

4 (a). Using the information obtained through research and on-site analysis provide a summary of the history of the site/building.

Please add a summary history of the site/building including specifically the parts that will be impacted by the proposals – e.g. how the site/building was originally laid out, how it has evolved, phases of construction and/or change. Please also provide information on past impacts – e.g. modern extension, drainage, former footings, recent landscaping, gardening. **Please include / attach any research material as an addendum to this Statement after Appendix 1.**

The breakfast room appears to be part of the original house and it has solid internal walls (some of the other internal walls in the house, upstairs, are stud walls). It might be that the room was the kitchen at some point as there is a disused soil stack outside the current kitchen. The soil stack that is in use is outside the breakfast room and serves the downstairs toilet and the toilet in the bathroom immediately above.

All proposals will have a minimal effect on the fabric of the building (relocation of an existing stud wall, enhancement of downstairs toilet/basin to include a shower). The replacement of windows that will allow ventilation (which is desirable as currently the sash windows in the sitting room and dining room are painted shut) will improve the appearance of the back of the house. The replacement of the back door will have minimal impact but will improve security and heat-retention in cold weather.

4 (b) What research have you undertaken to understand the significance of the heritage asset(s) affected?

Please tick the relevant boxes

HER	☒
West Sussex Record Office	☐
Map regression (historic maps)	☐
Historic Buildings Survey	☐
Historic England sources	☐
Museum or Library (please provide details)	☐
Other (please state)	☐

(Please include / attach any research material as an addendum to this Statement after Appendix 1.)

5. What is important about the affected heritage asset(s) ('the significance')?

Use this space to describe the significance of the heritage asset(s) including their setting (and any below ground archaeology) identified in Section 3. Please see the guidance notes on page 9 on what a heritage asset is and how to define significance.

(Please continue on a separate sheet of paper if further space is required and attach / include as an addendum to this Statement after Appendix 1.)

Formerly five cottages, now three. Dormouse (formerly Ann's) Cottage is at the end of the terrace. The original buildings were constructed in 1735 and Ann's Cottage was added in 1784. The house is faced with flints, painted white. Tiled roof. Doorways with flat hoods over. Glazing bars intact.

The proposals only affect one room at the rear of the property.

6. How will the proposals impact on the significance of the heritage asset(s) including their setting?

Please discuss what impact the proposals have on the heritage asset(s) i.e. loss or disturbance of historic building fabric, below or above ground archaeological impacts, setting or change of relationship between buildings and altering scale. **(Please continue on a separate sheet of paper if further space is required and attach / include as an addendum to this Statement after Appendix 1.)**

There will be no loss or disturbance of historic building fabric, above or below ground. There will be no change to the setting or relationship between other buildings nor alteration of scale.

7. How has the proposal been designed to conserve the significance of the heritage asset(s) including their setting?

Describe how the proposal has been designed to conserve and enhance the significance of the heritage assets (including below ground archaeology). Also describe how any harmful impacts have been avoided or minimised. For example, use of raft foundations, movement of the proposed extension to a less sensitive location.

(Please continue on a separate sheet of paper if further space is required and attach / include as an addendum to this Statement after Appendix 1.)

N/A

Contact details:

County Archaeology Team

Historic Environment Record

Historic England

Local Planning Authority

Brighton & Hove City Council: <http://www.brighton->

Wealden District Council:

Rother District Council

Hastings Borough Council

Eastbourne Borough Council

Lewes District Council

South Downs National Park

Appendix 1

To be completed by the applicant – please tick the relevant box Please note one of these boxes must be ticked or your application will not be valid For further help contact her@westsussex.gov.uk	
HER Consultation report attached	☒
HER Consultation report not considered necessary as confirmed in attached email from HER	☐
HER Consultation report not relevant for reasons indicated by the Local Planning Authority. These reasons are: - The site is not located in an Archaeological Notification Area and is not a major development - The site is located in an Archaeological Notification Area but no below ground works or demolition works are proposed - The application is for change of use	☐ ☐ ☐

Guidance Notes

The **Heritage Statement** should identify all **heritage assets** potentially affected and their settings; describe their significance; and assess the potential impact of the proposal on that significance, including direct physical change and change to their setting.

Heritage assets include designated and non-designated assets, as well as both buildings and below ground archaeology.

The **National Planning Policy Framework (NPPF)** (Department for Communities and Local Government, July 2018) sets out the government's planning policies for England and how these are expected to be applied. The relevant section which relates to heritage is: **Section 189** which states that:

In 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.

National Planning Policy Framework:

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

For **further information** on assessment of significance and assessing the potential impact of a proposal on that significance, including setting, can be found in (or their future updates):

- CLG (2012) **National Planning Policy Framework (NPPF)** (especially paragraph 17, Section 12 and Annex 2 Glossary)
- CLG (2014) **Planning Policy Guidance (PPG)** (especially 18a, paragraph 001-063)
- Historic England (2015) **Good Practice Advice (GPA) note 2 Managing Significance in Decision Taking in the Historic Environment**
- Historic England (2015) **Good Practice Advice (GPA) note 3 The Setting of Heritage Assets**

The NPPF and PPG also include a Glossary and explanation of terms, such as 'heritage asset', 'setting' and 'significance':

Heritage asset: A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing).

Setting of a heritage asset: The surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance or may be neutral.

Significance (for heritage policy): The value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting. (NPPF Annex 2: Glossary)

Email trail between Nicholas and Heather Beeby and Martyn White, Planning Officer, Arun District Council.

From: Beeby N <NDDDB@lancing.org.uk>
Sent: 03 June 2021 11:08
To: Planning <Planning@arun.gov.uk>
Subject: Listed property advice

Hello

We have recently purchased a grade II listed property in Angmering and wanted some advice about what we can and can't do in terms of alterations.

Some initial ideas are:

To move a recent stud wall downstairs that was installed half way across a window - we wanted to move this to encompass the entire window and install a shower room (there is currently a toilet and basin in the room created).

There are two poor quality windows (non-opening metal and double glazed) in the back of the house on the ground floor- would it possible to replace these with better quality windows in keeping with the age of the house?

The survey showed that the front and back doors were in a very poor state of repair (and not secure or draft-proof) and we wanted to replace the both doors with something similar. We would also like to consider the possibility of replacing the back door with french windows or a door and window unit. It is currently a stable door. A small stud internal vestibule has been constructed at the front door in the living room and we wondered if we might remove it.

Apologies if this is not the correct route for this kind of enquiry, but we have no experience of dealing with a listed property. If you could advise us of the correct process we can use in future. We do not propose extensive works, but do want to replace the bathroom furniture and also the kitchen (where we might like to consider removing some of the wall between the kitchen and the reception room adjacent).

Many thanks for your help
Kind regards
Nicholas Beeby
Dormouse Cottage
The Square
Angmering
BN16 4EA

From: Martyn White <Martyn.White@arun.gov.uk>

Sent: 11 June 2021 16:49

To: Beeby N <NDDB@lancing.org.uk>

Subject: FW: Listed property advice

Good afternoon,

Thank you for your email, which has been passed on to me to deal with. First of all I must apologise for not getting back to you sooner. I have provided some comments next to your text, in red, and hope that this is ok?

- ✦ To move a recent stud wall downstairs that was installed half way across a window - we wanted to move this to encompass the entire window and install a shower room (there is currently a toilet and basin in the room created). This approach seems to be acceptable if the wall is a modern one. The relocation of the wall/creation of the shower room would require the submission of a Listed Building Consent Application.
- ✦ There are two poor quality windows (non-opening metal and double glazed) in the back of the house on the ground floor- would it possible to replace these with better quality windows in keeping with the age of the house? - I think that it should be ok to replace the windows, it depends upon what they currently look like and what you would like to replace them with. These works would require the submission of a Listed Building Consent Application. The materials/design etc should be of a traditional nature and appropriate for a listed building.
- ✦ The survey showed that the front and back doors were in a very poor state of repair (and not secure or draft-proof) and we wanted to replace the both doors with something similar. We would also like to consider the possibility of replacing the back door with french windows or a door and window unit. It is currently a stable door. A small stud internal vestibule has been constructed at the front door in the living room and we wondered if we might remove it. Likewise, the replacement of the doors would be acceptable, subject to the design, materials and appearance/colour. We would be looking for the replacements to be appropriate for a listed building, and use traditional materials etc.
- ✦ We do not propose extensive works, but do want to replace the bathroom furniture and also the kitchen (where we might like to consider removing some of the wall between the kitchen and the reception room adjacent). Whilst the replacement of modern kitchens and bathrooms do not require Listed Building Consent, the removal of a section of walling would do.

I hope that this is of some help for now. If it would help, I can review any proposals that you have for your home prior to their submission. It would help to have a few photographs and maybe some information regarding the change in the internal

walls. This could be a sketch plan using the estate agents details, which identify the changes to the floor plan that you would like to make.

Kind Regards

Martyn

I should point out that I shall be on annual leave for the week commencing the 14 June, but shall be back on the week commencing 21 June

Martyn White

Principal Conservation Officer,
Planning Services

Please note: I work on Conservation for half of the working Week (all day Monday and Friday and Tuesday Afternoons)

T: 01903 737717

E: Martyn.White@arun.gov.uk or Conservation.officer@arun.gov.uk

Arun District Council, Civic Centre, Maltravers Rd, Littlehampton, West Sussex, BN17 5LF
www.arun.gov.uk

From: Beeby H - HM Lancing Prep Worthing <hbeeby@lancing.org.uk>
Sent: 21 June 2021 10:09
To: Martyn White <Martyn.White@arun.gov.uk>
Cc: Beeby N <NDDB@lancing.org.uk>
Subject: FW: Listed property advice. Please read this email and delete the one sent on Friday!

Dear Martyn,

Thank you for your very helpful email. We hope you enjoyed your annual leave.

If you could point us in the right direction to make planning applications we would be very grateful.

Would it be quicker to make separate applications for each of the jobs or more sensible to put them all in one?

I understand that there is no charge per application for changes to a listed building?

The urgency for us is the back door (photos attached of back door, and also the kitchen window which we will renovate which is how ideally we would like the top of the stable door to look) which is extremely insecure and makes the house vulnerable to intruders. We would replace it with a wooden stable door of the same size with a solid lower half and a glass paned upper half. We would like to put either two or four panes of glass (double glazed but in keeping with the old windows in the kitchen) in the top half of the door. The current window in the door is double glazed with a slim aluminium frame. The door doesn't fit in the frame at the bottom; the wood on the left side (looking at it from the inside) has rotted/broken so there is a gap of approximately 2cm.

Please can you give us an idea as to how long it will take to get planning permission? The photos should show why we are quite anxious!

Best wishes,
Heather and Nick Beeby

PS the comments in red work very well for us!

From: Martyn White <Martyn.White@arun.gov.uk>
Sent: 21 June 2021 17:04
To: Beeby H - HM Lancing Prep Worthing <hbeeby@lancing.org.uk>
Subject: RE: Listed property advice. Please read this email and delete the one sent on Friday!

Dear Heather,

Thank you. I would say that it would probable be more sensible to put all of the jobs into one application. I would only recommend splitting them up if there are any contentious issues to deal with. You would need to submit a Listed Building Consent – this is identified as ‘Listed building application to alter, extend or demolish’ on the following web page: [Making a Planning Application \(and forms\) | Arun District Council](#) . I believe that the council is still requiring all forms sand details to be submitted in electronic format only. We would need to understand what the existing door, window, floor plan etc look like now, and how the replacements etc will look. For the window/doors etc your carpenter etc. should be able to help with drawings/sections. Your proposal for the replacement doors sounds acceptable to me. I would say that as the door already has double glazing, that the replacement door could also include double glazing, but it would have to be the slimmer, conservation grade

There is no charge for such an application, but it can take up to 8 weeks to be determined.

I hope that this is of assistance to you

Kind Regards

Martyn

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Principal Conservation Officer,
Planning Services

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From: Beeby H - HM Lancing Prep Worthing <hbeeby@lancing.org.uk>
Sent: 09 August 2021 10:59
To: Martyn White <Martyn.White@arun.gov.uk>
Subject: Re: Listed property advice. Please read this email and delete the one sent on Friday!

Dear Martyn

Many thanks for your ongoing help with our planning application.

My husband, Nicholas, left a message on your voicemail last week, but I wondered if it was easier to reply to his query via email.

We are completing the application online but would you mind letting us know what we need to do about the Design and Access statement and the Heritage statement. Are these documents that we draft ourselves or do we need to source them from elsewhere?

Many thanks for your help

Kind regards

Heather Beeby

From: Martyn White <Martyn.White@arun.gov.uk>
Sent: Tuesday, August 10, 2021 4:50:37 PM
To: Beeby H - HM Lancing Prep Worthing <hbeeby@lancing.org.uk>
Subject: RE: Listed property advice. Please read this email and delete the one sent on Friday!

Good Afternoon,

Thank you for your email. I am sorry for the time it has taken to respond to you. I would say that you would be able to complete the statements. They would not need to be too complicated as the level of works that you are undertaking is not complex (from a heritage application perspective)

To assist with the writing a heritage state I have prepared a template, which can be found using the link below. I have also prepared a guidance note which I hope will help you to completed the template.

The template can hopefully be found at: https://www.arun.gov.uk/download.cfm?doc=docm93jij_m4n16279.docx&ver=16807

The guidance notes can be found at: https://www.arun.gov.uk/download.cfm?doc=docm93jij_m4n16280.pdf&ver=16808. Further information can be found in:

I hope that this is of some assistance to you – however, please let me know if I can help you any further

Kind Regards

Martyn

□

Martyn White
Principal Conservation Officer,
Planning Services

Please note: I work on Conservation for half of the working Week (all day Monday and Friday and Tuesday Afternoons)

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From: Beeby N <NDDDB@lancing.org.uk>
Sent: 17 August 2021 11:49
To: Martyn White <Martyn.White@arun.gov.uk>
Subject: Listed Property advice

Dear Martyn

Many thanks for your helpful reply to my wife below.

I have been in touch with HER and they have been very helpful also.

I wonder if you could give us some guidance about the Design and Access Statement?

Many thanks for your continued support

Nicholas Beeby

From: Martyn White <Martyn.White@arun.gov.uk>

Sent: 20 August 2021 13:40

To: Beeby N <NDDB@lancing.org.uk>

Subject: RE: Listed Property advice

Good afternoon,

Unfortunately, I do not normally deal with Design and Access Statements. I believe the intention is to show how the design has taken into account elements of the existing property and surrounding area. I would not think that you have to provide a very detailed statement based on the nature of the works that you wish to undertake. I believe that [the listed building validation requirements \[pdf\] 216KB](#) will be able to help you. (hopefully the link will work – it is available on this page [Apply for planning permission | Arun District Council](#) Under the heading of ‘Listed Building’

I am sorry that this is not much help – however, please let me know if you need any further assistance and I will ask another colleague for you

Kind Regards

Martyn

Martyn White

Principal Conservation Officer,
Planning Services

Please note: I work on Conservation for half of the working Week (all day Monday and Friday and Tuesday Afternoons

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