

**Recommendation Report for Application for the Removal or Variation of Conditions Under a
Previously Approved Listed Building Consent**

REF NO: A/37/26/L19

LOCATION: The Vestry Cottage
Arundel Road
Angmering
BN16 4JS

PROPOSAL: Application under Section 19 of the Planning (Listed Buildings and Conservation Areas) Act 1990 for the variation of condition 2 following the grant of A/151/25/L for approved plans.

SITE AND SURROUNDINGS

DESCRIPTION OF APPLICATION	This application seeks to vary Condition 2 applied to Listed Building Consent A/151/25/L detailing the approved plans.
	The proposal seeks the substitution of plans to amend the amount of existing hard cement internal render to be replaced, to insert a damp proof course locally where possible and to dry-line the internal faces of the external walls with a variation of the approved Newton membrane system, overlaid with cork insulation and battens and conventional plasterboard.
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/29/26/NMA	Non material amendment following the grant of A/151/25/L relating to omission of proposed air source heat pump, replacement of existing electric storage heaters with more efficient ones, changes to internal render and dry lining.	
A/150/25/HH	Refurbishment and repair of the existing cottage 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).	ApproveConditionally 27-11-25

A/151/25/L	Listed building consent for refurbishment and repair of the existing cottage with a new single storey lean-to structure and air source heat pump.	ApproveConditionally 27-11-25
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Relevant planning history noted.

REPRESENTATIONS

Angmering Parish Council - No objection.

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.

Angmering Conservation Area

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

Comments:

Permission has already been granted for the extensive refurbishment of the cottage, and the current proposal seeks to amend or alter the approved scheme of works. The revised floor plans would appear to be acceptable. It is assumed that the architect has confirmed that the proposed system would not result in harm to the historic fabric of the building and that it would be reversible.

While the amended floor plans may be acceptable in principle, the original permission included a wider set of approved plans, including drawings showing external alterations and other works. As the current application has been submitted under Section 19 to vary the plans condition, it is considered that all relevant amended plans would need to be submitted as part of this application, rather than only the revised floor plans.

Conclusion

Subject to my comments on the need for all of the plans, I am of the opinion that the revised element to the previously approved scheme would not cause harm to the significance of the heritage asset. 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 sec on 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended).

COMMENTS ON CONSULTATION RESPONSES:

Comments noted.

All relevant amended plans and reports where submitted on 7 May 2026.

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

PRINCIPLE

Listed building consent for the refurbishment and repair of Vestry Cottage with a new single storey lean-to structure and air source heat pump was granted on 27 November 2025 under application reference A/151/25/L.

The policies of the Arun Local Plan (ALP) remain in force now as at the time of the original decision. There have been no amendments to the Neighbourhood Plan and its policies implemented at the time. It is not necessary to reconsider the whole application scheme afresh since the original permission is extant. The only aspect to consider under this Section 19 application is whether the amended render works, installation of the damp proof course, plastering boarding works and upgrade to the storage heating system differ materially from the previously approved application A/151/25/L, and whether these changes would have any impact on the significance of the heritage asset or result in harm.

Vestry Cottage is a Grade II listed building located within Angmering Conservation Area. As such, 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. The works should aim to conserve and contribute to the building's heritage assets. Arun District Council's Conservation Officer has indicated that the changes to the works previously approved will not cause harm to the significance of the heritage assets or their setting.

ALP policy HER DM1 sets out criteria for which proposals must meet in order to be acceptable. These include preservation or enhancement of the building, protecting its architectural and historical integrity, as well as its special interest. Additionally, because the listed building is a significant heritage asset, proposals should protect the setting of these buildings.

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. Additionally, the applicant has submitted a method statement, a schedule of materials and a schedule of works to support the proposed development.

Paragraph 212 of the NPPF (2024) states that when considering the impact of a proposed development on the significance of a designated heritage asset. The proposal seeks to retain much of the existing hard cement render in situ, with removal limited to the church yard wall, the chimney breast within the middle room, and the internal face of the stairwell wall. A damp proof course would be inserted locally where feasible, and the internal faces of the external walls would instead be dry lined using a variation of the approved Newton membrane system, overlaid with cork insulation, battens, and conventional plasterboard. The proposal also proposes to replace the existing storage heaters with more efficient ones.

The previous application (A/151/25/L) granted consent for the refurbishment and repair of the existing cottage with a new single storey lean-to structure and air source heat pump. This included internal works to address persistent damp issues through the removal of modern cement render to be replaced with a breathable lime-based system. Additionally, a breathable insulation, plaster, and membrane system (such as the Newton membrane) are to be installed to improve energy efficiency.

The current application is seeking to amend this previous consent by reducing the amount of existing internal render to be replaced, limiting it to the church yard wall, chimney breast within the middle room and stairwell wall. Damp issues would be addressed by inserting a damp proof course locally where possible and to dry line the internal faces of the external walls with a variation of the approved Newton membrane system, overlaid with cork insulation and battens and conventional plasterboard.

The proposed amendments are minor in nature and would not materially alter the extent or intensity of the approved scheme. As such, they would have no significant impact of the heritage asset and are considered acceptable, resulting in no greater harm than that already approved.

The existing harder cement render would remain in situ, with removal limited to the church yard wall, chimney breast within the middle room and stairwell wall. As it would be confined to specific areas this limited intervention would not result in harm to the heritage asset.

The installation of a damp proof course constitutes a minor that would prevent moisture ingress helping to preserve the historic fabric of the listed building without causing harm to its significance.

Overlaying of internal walls with cork insulation, battens and conventional plasterboard would improve thermal efficiency reducing condensation risk and when installed sensitively, help regulate moisture and temperature fluctuations. These works are internal and would be no harm to the external appearance, character or significance of the heritage asset.

The replacement of the existing storage heaters with more efficient units would represent a low-impact improvement to energy efficiency. As this upgrade avoids alterations to historic fabric of Vestry Cottage, it would not result in harm to the significance of the listed building.

These matters have already been considered by the Conservation Officer under both the previous approval (A/151/25/L) and current application. It was concluded that the revised plans, subject to the submission of all required plans, are acceptable and would result in no significant adverse effect to the appearance, character, or significance of the listed building. The proposed amendments are therefore considered acceptable.

The proposed alterations to Vestry Cottage would preserve the building's historic and architectural character and would not harm the significance, appearance, or character of the listed building, nor that of Angmering Conservation Area. The proposal is therefore in accordance with HER DM1 and HER SP1 of the Arun Local Plan, and the NPPF.

SUMMARY

Following comments from the Conservation Officer it is concluded the proposal would not harm the significance of the heritage asset and is in accordance with Arun Local Plan policies HER DM1 and HER SP1.

OTHER MATTERS

As this is a Section 19 application any new permission sits alongside the original permission, which remains intact and unamended. Government guidance states that for the purpose of clarity to reinstate the conditions imposed on earlier permissions that continue to have effect.

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 on or before the expiration of 3 years from the date of the original permission granted under application reference A/151/25/L approved on the 27 November 2025.

Reason: To comply with Section 19 of the Planning (Listed Building and Conservation Areas) Act 1990.

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

- Site Location Plan 9482-A-L-(00)-00 Rev B.
- Ground Floor Plans Existing 9482-A-L-(00)-01 Rev A.
- Ground and First Floor Plans as Proposed 9482-A-L-(00)-03 Rev D.
- Elevations as Proposed 9482-A-L-(00)-04 Rev C.
- Proposed Site Plan 9482-A-L-(00)-06 Rev B.
- Porch Canopy as Proposed 9482-AA-(30)-04.
- Oriel Window as Proposed 9482-A-A-(30)-06.
- Heating Layout as Proposed 9482-A-L-(60)-01 Rev B.
- Damp Survey Report.
- Schedule of Materials Rev A.
- Method Statement Rev A.
- Heritage Statement Rev B.
- Schedule of Works Rev B.
- 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.