

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

REF NO: A/72/26/L

LOCATION: Ham Manor Golf Club
West Drive
Angmering
BN16 4JE

PROPOSAL: Listed building consent for the replacement of the main entrance steps with a new entrance arrangement incorporating integrated disabled ramp access with existing steps remaining in situ, fully intact and unaltered, but will be temporarily covered by the new structure.

SITE AND SURROUNDINGS

DESCRIPTION OF APPLICATION	As above.
SITE CHARACTERISTICS	Ham Manor is a Grade II Listed Building from the 19th century and is currently in use as a community and recreational facility. The building has evolved through a number of phases of alteration and adaptation which contribute to its significance as a heritage asset. An extensive programme of restoration, enlargement and redecoration was undertaken in 1929, which represent a key phase in the building's development and make a positive contribution to its character and significance.
CHARACTER OF LOCALITY	The site is located within the grounds of Ham Manor Golf Club complex. It is surrounded by the golf course, areas of mature landscaping and vegetation and a car park.

RELEVANT SITE HISTORY

A/32/25/L	Listed building consent for proposed external works to replace sections of rotten shiplap cladding with identical boards to match the existing structure, minor repairs to corner posts that have experienced rot. Within porch area, rotted non-original plywood to be replaced with shiplap cladding identical to building, existing guttering and downpipes cleaned and re-hung. External walls repainted to current white and black colours. Internal works restoring original layout of the Gratwicke building - removal of the existing toilets, replaced with installation of two new toilets in current kitchen area, existing kitchen soil and water pipes repurposed for new toilet facilities, existing floor to be carpeted, remove and replace ceilings, upgrade electrical system to include new fuse board, replacement of all internal doors with traditional	ApproveConditionally 07-05-25
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wooden panel doors, painted white.

Relevant planning history noted.

REPRESENTATIONS

Angmering Parish Council - No objection.

No representations were received from nearby occupiers.

COMMENTS ON REPRESENTATIONS RECEIVED:

Comments noted.

CONSULTATIONS

CONSULTATION RESPONSES RECEIVED:

CONSERVATION OFFICER

Ham Manor is an attractive building which illustrates the development of a country house into a community and recreational facility. The evolution of the building and the various phases of its development contribute to its significance. It is disappointing that no appropriate Heritage Statement has been submitted which adequately assesses the impact of the proposals upon the building's significance. I note that a Heritage Statement prepared for a previous proposal affecting the ground floor has been submitted. However, this assesses a different scheme of works and does not provide an assessment of the impact of the current proposals.

Likewise, it is disappointing that no existing or proposed elevations, and no plans, have been provided as part of the application. Such information is necessary to enable a full assessment of the proposals by the applicant, their heritage consultant and the Local Planning Authority.

The principle of improving accessibility to the listed building is supported and the aspiration to provide inclusive access through the principal entrance is welcomed. The retention of the existing entrance steps beneath the proposed structure is also a positive aspect of the scheme, as it avoids the direct loss of historic fabric and offers the potential for future reversal.

Notwithstanding this, concerns remain regarding the design of the proposal. The existing entrance derives significance from its simple and formal relationship with the classical portico and principal doorway. Whilst the proposal seeks to retain the historic steps, the introduction of a broad ramped structure, raised side upstands and a complex stepped arrangement would alter the appearance and legibility of the historic entrance. The design appears visually busy and it has not been demonstrated that it represents the simplest or least intrusive means of providing step-free access.

The proposal also includes alterations to the existing handrails and therefore the approach to the principal doorway. Whilst limited in isolation, these changes contribute to the cumulative impact upon the character and appearance of the principal entrance.

Consequently, it is considered that the proposal would result in a low level of less than substantial harm to the significance of the Grade II listed building through its impact on the character and appearance of

the principal entrance.

Conclusion

The proposal is such that the impact can be described as causing less than substantial harm in accordance with paragraph 215 of the NPPF (2024). The level of harm is considered to be on the lower end of the scale. As such, you will also need to consider the public benefits that the development may achieve as part of your assessment of the application, along with the contents of section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended).

COMMENTS ON CONSULTATION RESPONSES:

Comments noted. Since the Conservation Officer's consultation response was received, the applicant has submitted scaled drawings to assist in the assessment of the proposal. Whilst it is acknowledged that the scale bar shown on the drawings is not accurate, the plans provide clear dimensions and measurements upon which we can reasonably rely.

POLICY CONTEXT

Outside Built-up Area Boundary.
Grade II Listed Building.
Area of Special Control (Adverts).
Archaeological Notification Area.
Within an area with potentially high ground water.
Arun Valley Impact Risk Zone.

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."

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 Listed Building Consent for the installation of an integrated disabled access ramp over the existing entrance steps at Ham Manor. The existing steps would be retained in situ, unaltered, beneath the proposed ramp structure.

The principal policy considerations are Arun Local Plan (ALP) policies HER DM1 and HER SP1, together with the National Planning Policy Framework (NPPF), which relate to development affecting listed buildings. These policies require that development must protect, preserve and, where possible, enhance the historic character, integrity and setting of designated heritage assets.

Paragraph 207 of the NPPF (2024) requires applicants to describe the significance of heritage assets affected by development. In this instance, whilst a Heritage Statement has been submitted in support of the application, it relates to a different scheme and does not fully assess the impact of the current proposal on the significance of the listed building. Notwithstanding this, given the scale and nature of the proposal, sufficient information is available to assess the impact of the development. The applicant is advised to ensure that future submissions are supported by heritage assessments that accurately reflect the proposed works and their potential impact on the significance of the asset.

Paragraph 208 of the NPPF (2024) requires the Local Planning Authority (LPA) to identify the significance of the heritage asset affected by a proposed development. Ham Manor is a Grade II listed building constructed in the early 19th century by William Kinleside Gratwicke. The building derives its significance from its architectural and historic interest, including its original 19th century fabric and the substantial programme of restoration, enlargement and redecoration undertaken in 1929, which contributed significantly to its present appearance and character.

Paragraph 212 of the NPPF (2024) states that great weight should be given to the conservation of designated heritage assets when considering the impact of development proposals, irrespective of whether any harm would be categorised as substantial or less than substantial.

The Conservation Officer has been consulted and concluded that the proposal would result in a low level of less than substantial harm to the significance of the listed building. The proposed ramp, together with associated alterations to the existing handrails, would alter the appearance of the principal entrance and result in a degree of change to this historic feature. However, the existing steps would be retained and preserved beneath the ramp, and the proposed beige limestone finish would closely match the existing materials, thereby reducing the visual impact.

Paragraph 215 of the NPPF (2024) states that where a development proposal would lead to less than substantial harm to the significance of a designated heritage asset, this harm should be weighed against the public benefits of the proposal. In this case, the proposal would deliver a significant public benefit through the provision of inclusive, step-free access to the listed building. The ramp would enable improved access for wheelchair users, those with limited mobility, and other visitors who may experience difficulty using the existing entrance steps. Given that the identified heritage harm is the lower end of less than substantial, and that the original steps would be retained beneath the structure, the public benefits arising from the improved accessibility of the building outweigh the low level of less than substantial harm to the significance of the listed building.

In summary, whilst the proposed development would result in low level less than substantial harm to the significance of the listed building, public benefits have been identified to outweigh the identified harm. The proposal is therefore in accordance with Arun Local Plan policy HER DM1, HER SP1 and the NPPF.

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 positive impact on the protected characteristics.

RECOMMENDATION

APPROVE CONDITIONALLY

- 1 The works for which Listed Building Consent is hereby granted must be begun not later than the expiration of 3 years beginning with the date of this consent.

Reason: To comply with Section 18 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:

- Location Plan
- Block Plan
- (Existing) and Proposed Elevations

Reason: For the avoidance of doubt and in the interests of amenity and the environment in accordance with Arun Local Plan policy HER DM1.
- 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 special character and appearance of the building for the future in accordance with Arun Local Plan policy HER DM1 and the NPPF.

- 5 The/reconstruction/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 appearance and special character of the building for the future in accordance with Arun Local Plan policy HER DM1 and the NPPF.