

Ms Abi Field
Kents Farm House
Brookpit Lane
Climping
BN175QU

Arun District Council
Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF

Tel: 01903 737756
Email: planning@arun.gov.uk
www.arun.gov.uk/planning
Please ask for: Ms Ella Summerfield
Email: ella.summerfield@terraquest.co.uk
Telephone: 0121 2341390
Our Ref: CM/21/26/L
Your Ref:
Date: 23rd July 2026

Dear Ms Field,

Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended)

Listed Building Consent for Alterations, Extension or Demolition of a Listed Building

Development: Replacement of existing windows (7 no. in total) plus 1 no. exterior door with identical style.

9 no. windows were replaced under a previous listed building planning application (CM/41/22/DOC) by the previous owners as part of a wider programme of restoration works. However, additional works are required to restore and maintain the complete building and this application covers the replacement of the remaining 7 no. windows and 1 no. door that are located round the sides and rear of the building that are in a poor state of repair and provide inadequate security, safety and energy efficiency with the timber frames being a combination of badly rotten and / or warped and therefore unable to be closed adequately and securely. None of the windows and doors to be replaced are in the front facade of the building which is the main area of concern under the buildings Listing, which will remain unaltered with the exception of the small attic room window at the very top of the building which is badly damaged. It is proposed to replace the units to match what is already there and therefore in the same style as those previously granted permission for which is in keeping with the style of the property. This will ensure the appearance of the building is unaltered whilst providing the necessary security and energy efficiencies required for family living that are not currently catered for due to damage, ill-fitting and single glazing. Kents Farmhouse has been poorly maintained for a number of years. The resulting degradation of several of the windows, particularly on the elevations away from the public road, means they are beyond economic repair and require replacement. Without replacement, continued exposure to wind and rain will cause further damage to the fabric and issues within the building and put the building beyond viable use. Several of the windows do not close or seal properly and allow rainwater, insects, vermin and cold air into the house causing significant issues with humidity, damp and mold. They are beyond economic repair or draught-proofing. 9 windows have already been replaced during partial renovations by previous owners and the new proposed windows will therefore match the newer ones. The proposal has been carefully designed to avoid harming the integrity and significance of the heritage assets and their settings and uses the most thermally efficient and environmentally sustainable materials available. They will be manufactured by Timber Windows who specialise in Listed buildings heritage windows and will be made to match the existing window styles like-for-like and painted in a heritage white, minimizing the impact of the change on the street scene. The proposed design aims to limit the visual intervention of the work and to preserve the character of the building, thus maintaining the contribution the building makes to the surrounding area. By matching the window frame styles, the historic form and legibility will be retained.

Location: Kents Farm House Brookpit Lane Climping BN17 5QU

Thank you for your recent application which I received on 20th July 2026. It is being validated by Ms Ella Summerfield who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a valid application until the following item(s) have been received or resolved :-

Please agree to change the description to "Listed building consent for replacement of 7 no. existing windows and 1 no. exterior door ".

At least one named road is required to be shown on a location plan for a listed building. Please amend.

The location plan outline excludes the house itself, Please ensure the red outline holds the house itself within it.

Block Plan

Please submit an electronic block plan in pdf format at a scale of 1:500. Further details of what must be included on the plan can be found in the Validation Requirements List.

On the proposed elevation plan, the north west elevation has a window highlighted which is not labelled or mentioned on the schedule of materials and finishes. Please review and amend accordingly.

The proposed elevation plan scale bar appears to be inaccurate to the provided scale, please review.

When there are two scales provided the plan must clearly show which scale belongs to which drawing.

Please upload a scanned version of the proposed elevation plans in pdf format- The Proposed elevation plan provided is blurry.

In the schedule of photographs a photo of showing the whole building is required.

For further detailed information on validation requirements please go to our website and refer to the requirements list for this type of application: <https://www.arun.gov.uk/making-a-planning-application>

If you are unable to access the website, please contact this office so a copy can be sent to you.

Where the information requested above relates to a local validation requirement, you may request that the requirement is waived. The information requested should be reasonable having regard to the nature and scale of the proposed development and about a matter which it is reasonable to think would be a material consideration in determining the application. If you do not feel this is the case, you can serve a notice on the Council, specifying which particulars or evidence you do not consider meet this test of reasonableness. You must state which items you disagree with and set out the reasons why you hold the view, please quote the application reference in your letter or email. The Council will then consider your case and respond. It should be noted that there is no right to challenge the national requirements as these requirements are contained in planning legislation.

If providing additional documents or information, please email it to: planning.responses@arun.gov.uk with a covering email clearly explaining what is being provided. Do not resubmit it via the planning portal as we

receive all the original information plus any amended information and it is not clear what has changed. Please provide the above by **6th August 2026** or your application will be closed as incomplete and where a fee has been paid, I will retain £40.00 (or the entire fee, if less than £40.00) to cover the cost of administering the return. If you have difficulty meeting this deadline please contact the above officer to agree an extension to this time scale. Once the application has been closed, you will need to submit a fresh application if you still want to proceed.

Yours sincerely



Neil Crowther
Group Head of Planning

For details of how the Council will deal with your data please refer to our privacy notices on the website <https://www.arun.gov.uk/privacy-policy/>

If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.

To register to receive notification of planning applications in your area, please go to <https://www1.arun.gov.uk/planning-application-finder>