

24 April 2026

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

JC/Let/P2341

Dear Sir / Madam

Full Planning and Listed Building Consent Application for replacement of windows and rear door with timber-framed double-glazed units at Home Farm House, 63 Ferringham Lane, Ferring, Worthing, BN12 5LL.

We are writing to you on behalf of the Applicant, **Jane Cheal**, requesting Full Planning Permission and Listed Building consent at Home Farm House, 63 Ferringham Lane, Ferring, Worthing, BN12 5LL. This application has been submitted on the Planning Portal under reference **PP-14795044**, and is accompanied by the following documents:

- Planning Covering Letter and Application Form
- Location and Block Plans
- Existing Elevations
- Proposed Elevations
- Existing and Proposed Window Schedules
- Proposed Window Sections
- Manufacturers window specification

This application seeks approval for the replacement of windows at the property with timber double glazed units on a like-for-like basis.

The Site

The property lies within the historic centre of West Ferring, on the corner of Ferringham Lane and Brook Lane. The building is designated by Historic England as Grade II Listed under reference 1027655. This refers to the property as follows:

Managing Director
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Directors
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Home Farm House and Home Farm Lodge II Also known as No 4 (Home Farm Lodge), Brook Lane. L-shaped C18 building. Two storeys. Three windows. Stuccoed. Tiled roof. Glazing bars intact. Later gabled porch. South west wing of one window-bay faced with flints with red brick dressings and quoins.

The site also lies within the Ferring Conservation Area, though there is not currently a published area character statement for this.



Figure 1 - The property as seen from Brook Lane

As noted by the listed description, the fenestration considered of most importance to the heritage value of the property is the front elevation, featuring 3 windows across on the main portion of the house, with the south-west wing featuring one window per storey. The windows of Home Farm House are of a mix of wooden sash and casement design, painted white and with varying arrangements of glazing bars, as seen in Figure 1.

Proposed Works

This application seeks consent for the replacement of all timber windows with timber double glazed units. The proposals ensure that all replacement windows remain in keeping with the property's character while improving thermal performance. Replacement windows are to match the existing ensuring that:

- The new windows replicate the existing profiles, glazing bar pattern, and overall design in accordance with conservation best practices.
- The materials used will be high-quality painted timber, in keeping with the historic character of the building.

The proposed replacement windows are detailed within the attached proposed elevations demonstrating like-for-like replacements.

Owing to the like-for-like nature of the work, the proposals will not present any harm to the historic character of either the property itself or its surrounding historic context. As detailed above, the proposed works will be sensitive to the historic nature of the building and constitute proper maintenance to ensure the preservation of historic features.

The proposed works fully respect the statutory protection afforded to Home Farm House under the Planning (Listed Buildings and Conservation Areas) Act 1990. They align with National Planning Policy Framework (NPPF) guidance on conserving and enhancing the historic environment, as well as local conservation policies that seek to maintain the authentic character of historic buildings.

Conclusion

In Summary, the proposed works are for the replacement of timber sash and casement windows at Home Farm House, 63 Ferringham Lane, Ferring, Worthing, BN12 5LL. The proposed works are:

- Essential for the proper maintenance of this listed building.
- To ensure the preservation of key architectural features.
- To use traditional materials and methods, respecting the original craftsmanship.
- Fully reversible and do not cause harm to the historic fabric of the building.

It is considered that the accompanying drawings and this covering letter provide a sufficient amount of information for Full Planning and Listed Building Consent to be granted and therefore we look forward to receiving written consent in the near future. If you have any further queries or require further information, please contact me on [REDACTED]

Yours sincerely
ECE Planning



Chris Barker MATP MRTPI
Managing Director