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Design and Access Statement

The Old Manor House (1 Summerley Lane), Felpham, Bognor Regis, PO22 7HN

Part Change of Use from Dwellinghouse (C3) to Guest Accommodation (C1 / Sui Generis) – East Wing Only

Prepared for Planning Application to Arun District Council

1. Introduction

This Design & Access Statement supports a full planning application for the part change of use of *The Old Manor House*, Felpham, converting the east wing from dwellinghouse (C3) to guest accommodation (C1 / Sui Generis) while the remainder continues as a private home.

The proposal delivers six boutique-style en-suite rooms for short stays, professionally managed by the resident owner and two staff. It provides a sustainable reuse of an existing building, supporting local tourism linked to nearby coastal attractions and Goodwood events, with minimal external change and full respect for neighbours' amenity.

2. Site Context

The Old Manor House occupies a prominent corner plot at Summerley Lane / Felpham Way, within a mature residential area of detached dwellings. The house is one of the oldest properties in Felpham, now fully restored on its Summerley Lane frontage following approval FP/82/19/PL (2019).

The locality is well served by amenities: a Tesco's Express, petrol station and playing fields lie nearby, and the beach is within a ten-minute walk. The A2259 Felpham Way provides easy vehicular access.

The site benefits from excellent accessibility to public transport. Regular Stagecoach Coastliner 700 services operate along Felpham Way in both directions, with bus stops located within 150 metres from the property. These routes provide frequent connections eastwards towards Littlehampton, Worthing and Brighton, and westwards towards Bognor Regis, Chichester and Portsmouth.

This convenient access to sustainable transport enables guests to travel easily without reliance on private vehicles, aligning with local and national sustainability objectives and helping to minimise parking demand. The site's high level of accessibility therefore makes it particularly well suited for small-scale guest accommodation, supporting both sustainable travel patterns and the local tourism economy.

The site includes the main dwelling, the east wing and a rear courtyard used for parking and access, all enclosed by tall fences that screen views from adjoining gardens.

2.1 Planning History

Reference	Date	Proposal	Decision
FP/145/24/PL	2024	Variation of condition to FP/82/19/PL (change of use to dwelling & external improvements).	Approved
FP/76/20/HH	28 May 2020	Single-storey garage and store/summer house.	Approved
FP/94/19/BN	29 Apr 2019	Building notice for COU and window works.	Accepted
FP/82/19/PL	03 Jun 2019	Change of use to single dwelling (C3) with internal/external works.	Approved
FP/56/12/ NMA	03 Apr 2012	NMA to FP/103/11 to alter windows/doors.	Approved
FP/103/11	03 Jun 2011	Alterations for Autism Sussex use.	Approved
FP/79/07	23 Mar 2007	Renewal of consent for 10 flats (not implemented).	Historic
FP/108/95 (Appeal 858)	17 Jul 1996	Conservatory for residents' lounge (Old Manor Nursing Home).	Appeal Allowed
FP/85/94	21 Jun 1994	Two-storey extension and conservatory (Nursing Home).	Appeal Linked
FP/152/93	17 Nov 1993	Extension and utility area (Nursing Home).	Historic

Summary:

The site has evolved from a nursing home (1990s) to Autism Sussex residential use (2010s) and then to a private dwelling (2019). This application continues that progression—returning the under-used east wing to productive use while retaining the main house as a family home.

3. Use

- **Existing use:** Single dwelling (C3).
- **Proposed use:** Part change to guest accommodation (C1 / Sui Generis) within east wing.
- **Operation:** Six independent guest rooms, each with en-suite facilities and standard hotel amenities (kettle, storage). No cooking facilities.
- **Occupancy:** Up to 12 guests.
- **Management:** Resident owner with two staff handling daily laundry and servicing.
- **Accessibility:** Ground-floor rooms fully wheelchair accessible with level thresholds.

The accommodation will operate year-round, offering short-stay bookings (typically 1–3 nights) for visitors attending Goodwood events, Felpham beach, and the wider coastal area.

4. Amount and Layout

Guests access all units from the rear courtyard.

- Ground-floor rooms: Each entered individually from outside.
- First-floor rooms: Accessed via a shared external door and internal stair (no connection to the dwelling).
The private residence remains entirely separate, sharing no internal corridors.

Eight off-street parking spaces serve the guest use, with one adaptable accessible bay. Owner/ staff parking is on separate land. Refuse and cycle stores sit adjacent to the parking area, away from boundaries.

5. Scale and Appearance

Figure 1 – Pre-renovation (2009)



Figure 2 – Current condition following 2019 works (2024)



The main house's 2019 renovation re-established its flint-and-brick vernacular. The east wing remains simpler; the proposals bring coherence through:

- Retaining the existing tiled roof and mass (no height increase).
- Applying traditional sand-and-cement painted render in natural tones to complement the dwelling's brick and flint finishes.
- Installing matching windows and Juliet balconies styled on the dwelling's rear façade.
- Cleaning and redecorating surfaces for a fresh, cohesive appearance.
- Re-opening historic window openings on the north elevation to restore natural light.

From Felpham Way, the building will appear largely unchanged in form but visibly refreshed, enhancing the street scene and preserving its traditional character.

6. Landscaping

The courtyard will be resurfaced with a level, high-quality finish to remove existing irregularities. The final surface material will be confirmed at detailed design stage, but it will be suitable for vehicle use and will incorporate appropriate surface-water management to collect and treat run-off in line with good practice for car-park drainage.

Soft landscaping, including small trees and shrubs, will soften the boundaries, screen fencing, and create a welcoming traditional West Sussex guesthouse character.

7. Access

- Vehicular and pedestrian access remains from Summerley Lane.
- Eight guest spaces within the courtyard plus separate owner/staff parking.
- Vehicles can enter and exit in forward gear.
- Ground-floor units have level access; an adaptable accessible bay is provided.
- Six Sheffield-style cycle stands will be installed within the enclosed service area beside the bin store, benefitting from natural shelter from the building and fencing.

Electrical infrastructure will allow for future installation of EV charging facilities if required once the accommodation is operational.

8. Lighting and Security

Lighting will be low-level and sympathetic:

- LED bollard lights for paths and parking.
- Discreet wall lights by entrance doors.

- PIR-controlled internal stair lighting.
No floodlights are proposed. The scheme balances safety with preservation of residential amenity and character.

9. Bin and Cycle Storage

A dedicated store is shown on the proposed site plan, well away from buildings and neighbour boundaries.

Bins are small in scale and used only by staff when servicing rooms, avoiding late-night noise. Cycle spaces are provided for guests.

10. Neighbour Amenity

- South: 2 m solid fence screens Nos. 5–6 Summerley Lane.
- East: Tall fence screens No. 92 Felpham Way.
- North / West: Courtyard and building form shield views from roads.

The private dwelling's garden remains enclosed and independent. Activity levels will be comparable to domestic use, with on-site management ensuring quiet operation.

11. Sustainability, Noise & Fire Safety

The project reuses an existing structure, minimising embodied carbon. Key measures include:

- Double-glazed windows and upgraded insulation.
- PIR-controlled LED lighting.
- Efficient heating and low-flow fittings.
- Locally sourced materials and construction waste recycling.
- Low-level external lighting to reduce light pollution.
- Soft landscaping to enhance biodiversity.

Acoustic comfort: All windows are double-glazed. Given Felpham Way's moderate traffic and reduced heavy-vehicle flow since the northern relief road was built, standard double glazing provides excellent noise attenuation.

Fire safety: Each ground-floor unit has direct escape to the courtyard. First-floor rooms include protected corridors, a compliant alarm system, and Juliet balconies to facilitate safe egress.

Drainage:

Surface water currently discharges to the public combined sewer. As part of resurfacing works, levels and drainage will be reviewed to improve run-off control and introduce permeable margins where possible. Foul flows continue unchanged to the public system.

These measures accord with Policies ECC SP2 and W DM4 of the Arun Local Plan.

12. Planning Policy Context

Relevant policies of the Arun Local Plan (2011–2031):

- SD SP1 – Sustainable Development
- D DM1 – Design of New Development
- EMP SP1 – Tourism and Economic Growth
- W DM3 / W DM4 – Water Supply and Drainage
- ENV DM5 – Development and Biodiversity

The proposal also supports the Felpham Neighbourhood Plan objectives for re-use of existing buildings, tourism support and design quality.

13. Conclusion

This scheme represents a sensitive, sustainable and well-managed adaptation of The Old Manor House. It will:

- Provide six high-quality boutique guest rooms with dedicated parking.
- Enhance the east-wing appearance through sympathetic materials and matching windows.
- Support local tourism while preserving residential amenity.
- Improve site surfacing, landscaping and lighting.
- Comply with local and national planning policies for re-use and design excellence.

Planning permission is therefore respectfully sought for this carefully considered and beneficial proposal.