



Mrs Sarah Wheeler
The Old Bakery
Church Street
Amberley
Arundel
BN18 9NE

Dear Mrs Wheeler

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General
Enquiries.
Tel: (01903) 737756 Fax: (01903) 730442
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Our Ref: H/2/12/L

Your Ref:

Please ask for:

Mrs S Honney-Bayes
01903 737500 Ext 37445

23rd February 2012

**Planning (Listed Buildings and Conservation Areas) Act 1990
Town and Country Planning Development Management Procedure Order 2010 (as amended)**

**Application for Listed Building Consent for various internal alterations & renovation of existing hardwood, double-glazed conservatory (this application lies within the South Downs National Park Authority)
2 St Nicholas Cottages The Street Houghton**

Thank you for your recent application which I received on 17th February 2012. It is being dealt with by Mrs S Honney-Bayes who will be able to help you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following matters have been resolved :-

I require 1 electronic or 3 paper copies of a revised block/site plan, showing a north point and the position of all the proposed works, in accordance with the guidance notes available on our website detailed below (click on National List).

I require 1 electronic or 3 paper copies of a revised location plan showing a north point in accordance with the guidance notes available on our website detailed below (click on National List).

Please provide 1 electronic or 3 paper copies of existing and revised proposed floor plans at a scale of 1:50 or 1:100 relating specifically to 2 St Nicholas Cottages. The plan provided appears to show works to 1 St Nicholas Cottages.

Please provide 1 electronic or 3 paper copies of existing and revised proposed elevations to show the conservatory in context with the dwelling house at a scale of 1:100 or 1:50.

Please provide 1 electronic or 3 paper copies of photographs to show the internal french doors to be removed.

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/main.cfm?type=SUBMITAPAPERAPPLIC>

If you are unable to download the required guidance documents from the web site please contact the above officer who will arrange to post a paper copy to you.

Please provide the above by 8th March 2012. If this information is not received by this date, the application will be returned to you as incomplete and you will have to submit a fresh application.

pmac42

Siobhan Honney-Bayes

From: Carolyn Nysingh on behalf of Planning
Sent: 01 March 2012 09:22
To: Siobhan Honney-Bayes
Subject: FW: 2 St Nicholas Cottages Houghton Ref H/2/12/L attention Mrs S Honney-Bayes
Importance: High
Attachments: Conservatory - 2 St Nicholas Cottages.bmp; 2011-12-15 10.56.10.jpg

From: Sarah Wheeler [mailto:sarahwheeler1@linx.com]
Sent: 29 February 2012 19:55
To: Planning
Subject: 2 St Nicholas Cottages Houghton Ref H/2/12/L attention Mrs S Honney-Bayes
Importance: High

For the attention of Mrs S Honney-Bayes

Dear Mrs Honney-Bayes

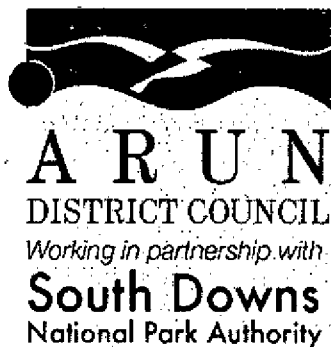
I attach as requested photos of 2 St Nicholas Cottages.

Photo 1 shows the existing wooden conservatory that we are requesting to replace with the same style, height, footprint - but if possible using solar glass (sample of which is with the application)

Photo 2 shows the internal french doors from the lounge to the conservatory which my clients would like to remove completely, lower the entrance height with a lintel as appropriate and trim back the opening on either side by 40 cm.

I have prepared the other papers requested in the letter dated 23 February and would very much like to bring them in to discuss with you on Friday morning - as early as possible so that I can make sure everything is as required. Would that be possible?

With kind regards
Sarah Wheeler



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The Old Bakery
Church Street
Amberley
Arundel
BN18 9NE

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website: www.arun.gov.uk/planning

Your Ref:

Our Ref: H/2/12/L

Please ask for: Mrs A Gardner

Direct Dial: 01903 737529

8th March 2012

Dear Mrs Wheeler

Planning (Listed Buildings and Conservation Areas) Act 1990

Application for Listed Building Consent for various internal alterations & renovation of existing hardwood, double-glazed conservatory (this application lies within the South Downs National Park Authority)

2 St Nicholas Cottages The Street Houghton BN18 9LW

Thank you for your recent application, which was accepted as valid on 2nd March 2012. It is being dealt with by Mrs A Gardner who will be able to help you by telephone should you have any questions. However, I would point out that it will not be possible for you to meet with the case officer unless a prior appointment has been arranged.

This application lies within the South Downs National Park. The application will be dealt with and determined by Arun District Council, acting as an agent for the South Downs National Park Authority (SDNPA) unless it is called in by the SDNPA, in which case you will be notified accordingly. Further details regarding this agency agreement can be found on the Council's website at www.arun.gov.uk.

PLEASE NOTE: The SDNPA reserves the right to 'call in' any application during the application process. If this should become necessary you will be informed in writing stating the reason for the 'call in'. Unless you are informed to this effect, your application will be determined by this Council, either under delegated powers, or under the Council's planning committee process, acting as an agent of the SDNPA.

This Council is now legally obliged to publicise all planning applications received. I would be grateful if you would display the enclosed notice on or near the site for 21 days from the date you receive this letter in a position where it can easily be seen by the general public. A decision cannot be made until 12th April 2012 which is the end of the advertising period.

PMAC11

If you have not received a decision by 27th April 2012 and have not agreed in writing to extend this time limit, or been advised that your application is invalid, you are entitled to appeal to the Secretary of State in accordance with the Planning (Listed Building and Conservation Areas) Act within 6 months from the date by which the decision should have been made (unless the application has been referred to the Secretary of State by this Council for decision). Appeals must be made on a form which is obtainable from the Planning Inspectorate, Temple Quay House, 2 The Square, Bristol, BS1 6PN.

Please be aware that some of our correspondence including the Decision Notification will be sent by email if you have provided an email address on your forms. It is therefore important to inform us if your email address changes throughout the course of the application.

This acknowledgement only relates to planning and does not relate to any other legislation which may or may not apply such as Building Regulations. You will need to carry out your own checks to determine whether any other consents or permissions are required. For advice on whether Building Regulations are required please visit the government's website www.planningportal.gov.uk or seek your own professional advice. If you are in any doubt you will need to submit a formal Building Regulations submission.

I trust this of assistance to you.

Yours sincerely



Karl Roberts
Assistant Director Planning Services &
Housing Strategy

PMAC11

Anita Gardner

From: Anita Gardner

Sent: 28 March 2012 13:47

To: [REDACTED]

Subject: H/2/12/L Alterations at 2 St Nicholas Cottages, Houghton

Dear Mrs Wheeler,

Following on from my site visit today I request clarification of the proposed opening treatment to the living room from the conservatory. I note you wish to widen the opening and fill in the upper portion of the opening. I have briefly spoken to the Historic Building Advisor who has advised that the removal of this doorway and change in proportions may not be acceptable. I would therefore appreciate receipt of an additional scaled elevation plan to clarify your intentions regarding this opening so that a full assessment can be made of your proposals.

Yours sincerely

Anita Gardner
Principal Planner
Direct line 01903 737529

Anita Gardner | Principal Planner, Planning Department, Arun District Council | Location: First Floor, Arun Civic Centre,
Maltravers Road, Littlehampton, BN17 5LF

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Visit Arun's web site at www.arun.gov.uk



Save the environment - think before you print.

NEIL HOLLAND
ARCHITECTS



Mrs A Gardner
Arun District Council
Arun Civic Centre
Maltravers Street
Littlehampton
West Sussex
BN17 5LF

3rd April 2012

VH/sjr

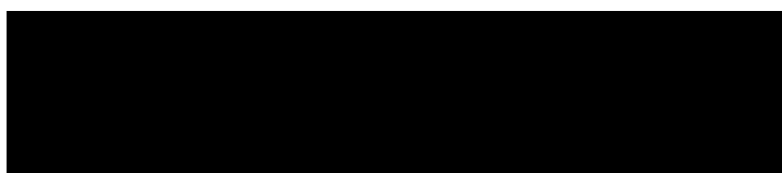
Your ref: H/2/12/L

Dear Mrs Gardner

Re: 2 St Nicholas Cottage, Houghton, BN18 9LW

Further to your recent discussion regarding the proposed opening treatment to the Living Room from the Conservatory, I have now measured the wall in question and enclose herewith a scaled drawing of the proposed reconfigured opening. I trust that you will find this in order, but should you require any additional information, please do not hesitate to contact me.

Yours sincerely



Victoria Holland
On behalf of NEIL HOLLAND ARCHITECTS

Encs: as above

cc: Ms Sarah Wheeler - Client's Agent

 Anita Gardner

From: Anita Gardner

Sent: 28 March 2012 13:47

To: [REDACTED]

Subject: H/2/12/L Alterations at 2 St Nicholas Cottages, Houghton

Dear Mrs Wheeler,

Following on from my site visit today I request clarification of the proposed opening treatment to the living room from the conservatory. I note you wish to widen the opening and fill in the upper portion of the opening. I have briefly spoken to the Historic Building Advisor who has advised that the removal of this doorway and change in proportions may not be acceptable. I would therefore appreciate receipt of an additional scaled elevation plan to clarify your intentions regarding this opening so that a full assessment can be made of your proposals.

Yours sincerely

Anita Gardner
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Direct line 01903 737529

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Internal: 37529 | External: +44 (0) 1903 737529 | E-mail: anita.gardner@arun.gov.uk

Visit Arun's web site at www.arun.gov.uk



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Anita Gardner

From: Sarah Wheeler [REDACTED]
Sent: 19 April 2012 10:14
To: Anita Gardner
Cc: Catriona Smith
Subject: RE: H/2/12/L Alterations at St Nicholas Cottages, Houghton
Importance: High
Attachments: scan0013.pdf

Dear Mrs Gardner

I would like to confirm that my client has withdrawn the application to widen the existing doorway from the lounge to conservatory at No1 St Nicholas Cottages and I attach an amended floor plan (showing the area relating to this part of the application only) showing the existing opening as examined by the Historic Buildings inspector and confirm that the existing structural width and height of the opening will not be changed.

I will forward the whole amended floor plan for your records as soon as possible, but I would be very grateful if you would now continue with the application so that we can move forward with the approved works as soon as possible.

With kind regards
 Sarah Wheeler

From: Anita.Gardner@arun.gov.uk
To: [REDACTED]
Subject: H/2/12/L Alterations at St Nicholas Cottages, Houghton
Date: Tue, 17 Apr 2012 10:34:47 +0000

Dear Mrs Wheeler,

Following on from the receipt of your additional information I have now received the comments of the Historic Buildings Adviser who has stated that he has no particular concerns over the conservatory or the removal of the stud wall, but there is an issue with the widening of the original wall into the conservatory. At present this opening reflects the width of the French doors which is normally an appropriate size for a breach. Any opening beyond this can impact on the building plan but more importantly the can alter the character of the historic space and result in the loss of historic fabric. In accordance with English Heritage guidance these types of harm should be kept to an absolute minimum.

I therefore request that this element of your proposal is deleted from the application. If it remains part of the application then I would advise that it is likely the application will be refused in relation to the adverse impact of this part of your proposal on the Listed Building.

Without prejudice, I would appreciate confirmation of your client's intentions and amended floor/elevation plans within 10 days of the date of this e-mail. If no response is received the application will be determined as submitted.

Yours sincerely
 Anita Gardner

Anita Gardner	Principal Planner, Planning Department, <u>Arun District Council</u>	Location: First Floor, Arun Civic Centre, Maitravers Road, Littlehampton, BN17 5LF
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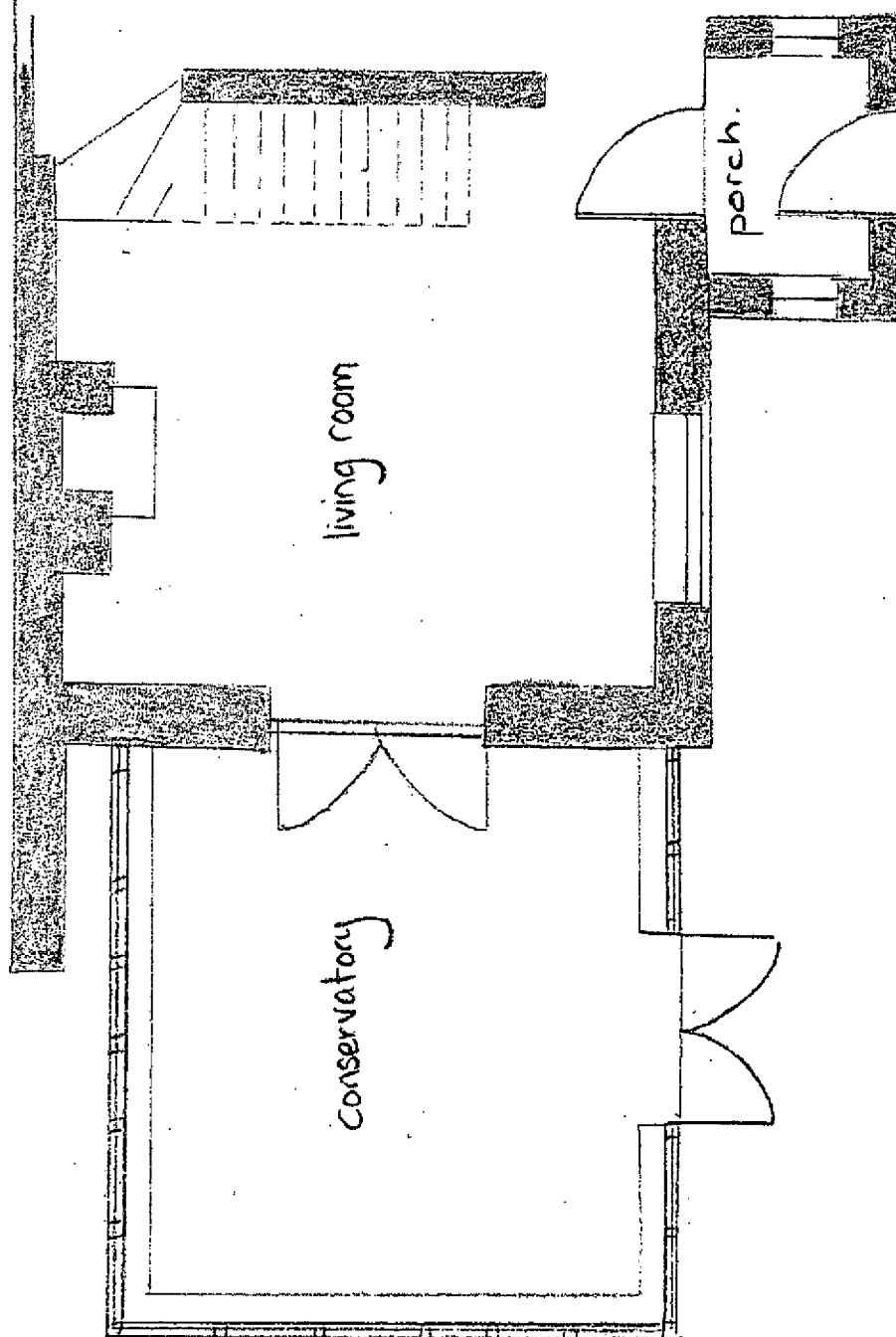
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DX 57406 Littlehampton Important Notice This e-mail is intended exclusively for the addressee and may contain information that is confidential and/or privileged. If you are not the intended recipient (or authorised to receive it for the addressee), please notify the sender and delete the e-mail immediately; using, copying, or disclosing it to anyone else, is strictly prohibited and may be unlawful. Any views, opinions or options presented are solely those of the author and do not necessarily represent those of Arun District Council. The information in this e-mail may be subject to public disclosure under the Freedom of Information Act 2000, therefore we cannot guarantee that we will not provide the whole or part of this e-mail to a third party. The Council reserves the right to monitor e-mails in accordance with relevant legislation. Whilst outgoing e-mails are checked for viruses, we cannot guarantee this e-mail is virus-free or has not been intercepted or changed and we do not accept liability for any damage caused. Any reference to "e-mail" in this disclaimer includes any attachments.

2 St. Nicholas Cottages



2 St. Nicholas Cottages.	Ameneded floor plan.
Opening to conservatory from lounge remaining existing	width height
Scale 1:50	Ref: H/2/12/L
Mr and Mrs Smith	