

From: Daun Johnson on behalf of Planning.Responses
Sent: 17 June 2026 09:35
To: Planning Scanning
Subject: FW: LU/102/26/L

Please upload email to LU/102/26/L, planning, consultee response, CO

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From: Martyn White <Martyn.White@arun.gov.uk> **On Behalf Of** Conservation Officer
Sent: 16 June 2026 17:19
To: Planning.Responses <Planning.Responses@arun.gov.uk>
Cc: Harry Chalk <Harry.Chalk@arun.gov.uk>
Subject: LU/102/26/L

LU/102/26/L

Address: Court Wick Park Courtwick Lane Littlehampton BN17 7PD

Proposal: Listed building consent for internal and external alterations to building to facilitate conversion and change of use to a children's care home, reinforcement of brick and flint garden wall with buttresses and reconsolidate wall with coping courses.

Heritage Assets:

Courtwick House

Courtwick Park listed building is a mid-18th century farmhouse, which was extended and altered in the 19th century. In the late 20th century (1996), it was converted for use as a residential care home. It consists of a two to three-storey building with an attic and basement and is approximately L-shape in plan with a north and south wing perpendicular to each other. The list entry description identifies the north wing of the building as mid-18th century in date and the south wing as 19th century.

The north elevation forms the original front of the house and has attractive grey brick walls laid in header bond with quoins, dressings, string course and modillion eaves cornice in red brick. It has a central stepped entrance with classical style porch with timber six-panel, double-leaf door. Timber-framed sash windows are present, along with two flat-roofed dormer windows in the slate pitched roof.

The south wing of the building is constructed predominantly of red brick and we are told that whilst there is no difference in the height of the wing externally, internally the ground and first floors are spilt on two levels. Fenestration in this element is irregular with a variety of window types, sizes, appearance and materials that are irregularly spaced and on a variety of levels. Some of which are inappropriate for a listed building.

The building is considered to derive its significance from its architectural and historical interest.

Comments:

The proposed conversion to a children's residential care home is, in principle, acceptable, as it largely utilises alterations previously undertaken to the building. The internal works also appear broadly acceptable.

The introduction of a new staircase would result in the loss of a small section of ceiling fabric; however, this intervention would allow the existing original staircase to be retained in situ, which is supported.

Whilst the external works are generally positive, it is disappointing to note the intention to replace the existing uPVC windows with new uPVC units. Reference is made to an alleged agreement to uPVC windows at a meeting; however, I do not recall this and would not support the use of uPVC within the historic environment, particularly within a listed building. The continued use of such windows is considered harmful to the significance of the heritage asset and cannot be supported. The windows should instead be replaced with appropriate timber equivalents, and the submitted drawings amended accordingly.

It is noted that the replacement of glazing within the existing timber windows with slimline double glazing is proposed, which would allow for the retention of the existing frames. However, no detailed sections of these windows have been provided, and further information is therefore required.

Further details are also required in relation to the proposed repointing works, including the methodology, materials and final appearance. A suggested condition is provided below.

The existing flint and brick wall to the west of the building is clearly of significance and makes a positive contribution to the character of the site. Its retention is therefore essential. It is acknowledged that a number of repair and protection options have been considered, and the proposed approach appears to represent the least harmful intervention to the historic fabric and is therefore acceptable.

Required Conditions

Sample of repointing

Prior to the repointing works take place. a sample 1 square meter section of the external walls will be repointed demonstrating the proposed mortar mix, joint profile, finish, and workmanship shall be prepared on site. This section will be inspected by the Local Planning Authority's Conservation Officer and photographic evidence of the sample area including details of the mortar mix will be submitted to and approved in writing by the Local Planning Authority. Once approved, the work can proceed, and the details so approved will be used within the construction of the development.

Reason: To preserve the appearance and special character of the building for the future in accordance HER DM1 of the Arun Local Plan and the NPPF.

Section of timber windows / doors

Prior to their insertion details of the windows and doors including their design/appearance (including elevation), specification, glazing bars, glazing (system), method of opening, decorative/protective finish (i.e. stain/paint and colour) and location within the reveal, in the form of drawings and sections of an appropriate scale, shall be submitted to and agreed in writing by the Local Planning Authority before the windows and doors are installed.

Reason: To enable the Local Planning Authority to control the development in detail by endeavouring to achieve a building of visual quality in accordance with policy HER SP1 & HER DM1 of the Arun Local Plan.

Conclusion

Whilst the majority of the proposal is acceptable, the use of UPVC windows cannot be supported and need to be removed in order for a no harm opinion form a heritage perspective.

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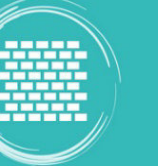
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