



Planning, Design & Access Statement



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

Courtwick Park,
Courtwick Lane,
Littlehampton,
BN17 7PD

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1. Introduction

- 1.1. Manorwood have been instructed to prepare a full planning application and listed building consent for internal and external alterations to this Grade II Listed Building to facilitate its change of use and conversion to a children's care home. The proposal also seeks permission and consent to reinforce the brick and flint garden wall with buttresses and reconsolidate the wall with coping courses.
- 1.2. Our client wishes to convert the building to a home which will provide care for seven children between the ages 10-18 that require re-homing and additional support. Our client currently runs two children's care homes in West Sussex, providing care and support for children in the local community.
- 1.3. There is a significant shortage of this type of child care provision within the local area and the proposal will provide a much needed children's care home within the local area which will enable children to be located close to their existing lives and places of education. A letter from West Sussex County Council is provided in support of this application and details the success of our client's existing care homes and the need for this additional children's care provision in the local area.
- 1.4. This Planning, Design & Access Statement will provide an assessment of the proposed development in relation to the principal planning matters to be considered in the context of national and local planning policy requirements.

2. Site Description

- 2.1. The application site is located at the western end of Courtwick Lane, on the northern outskirts of Littlehampton within the suburb of Wick. Courtwick Park is a Grade II Listed building and comprises a mid-18th century former farmhouse which was extended and altered in the 19th century. The site was converted in the late 20th century to a residential care home and has been vacant since February 2025. The site is also located within an Archaeological Notification Area.

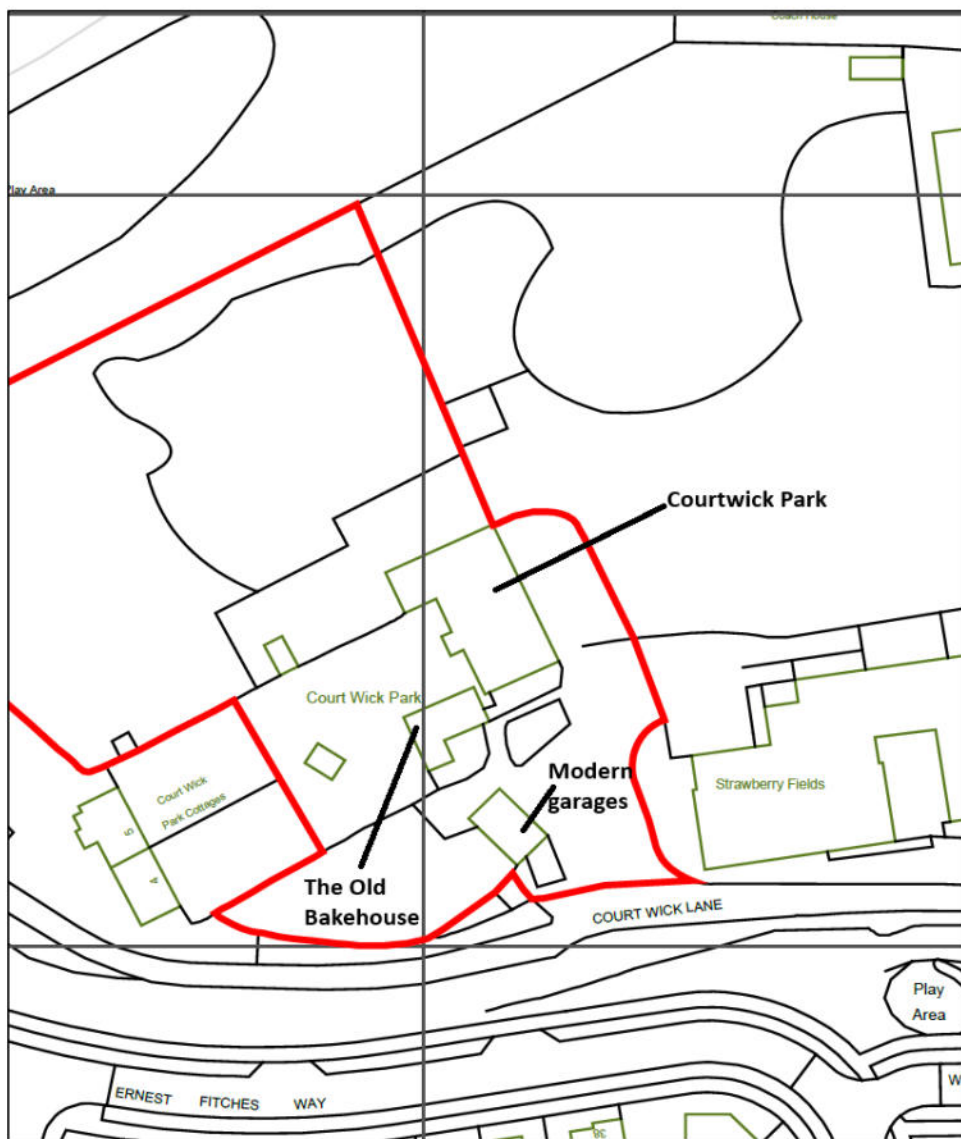


Figure 1: Location Plan identifying the site

- 2.2. There are a number of outbuildings within the grounds of Courtwick Park. The Old Bakehouse located to the south-west of the main building and the flint garden boundary walls comprise listed curtilage structures as detailed in the Heritage Statement. There are modern garages located close to the entrance to the site and some storage outbuildings within the wider garden areas. The building overlooks a spacious grassed garden area to the north and a smaller garden to the west.

- 2.3. The surrounding area to the west and south of the site consists of modern residential development. To the south-east of the site the buildings comprises a care home for adults with supported living units. To the east of the site there is a grassed area of land which is subject to a current application for four residential dwellings with associated landscaping, (App Reference: LU/193/25/PL). Beyond this to the north-east is the Coach House which is a Grade II Listed Building.

3. Background & Relevant Planning History

- 3.1. The table below shows the planning history relating solely to the buildings within the application site.

Planning Reference	Proposal	Decision
LU/59/02	Construction of link building (The Old Bakehouse)	Approved 03.05.2002
LU/64/02/L	Listed Building Consent for the construction of link building and alterations to The Old Bakehouse to create kitchen space	Approved 26.04.2002
LU/164/01/L	Listed Building Consent for removal of stone garden walls and formation of two arches openings in existing garden walls	Approved 20.12.2024
LU/87/96	Change of use from private dwelling to residential care home for adults with learning disabilities	Approved 07.06.1996

- 3.2. There have been no recent planning applications or listed building consents relating to the buildings within this site.

Pre-Application Advice

- 3.3. The Council's Conservation Officer visited the site on the 5th February 2026 and provided some informal pre-application advice in relation to the internal and external alterations to the listed building. This has assisted with the preparation of this planning application and listed building consent application. The preliminary advice received is outlined below.

- That any re-pointing of external masonry should be undertaken with lime mortar – samples to be approved prior to commencement of works.
- The existing timber windows should be repaired, however existing uPVC windows can be replaced with uPVC Heritage Timber style sash windows, details to be approved.
- Replacement of rainwater goods with 'cast iron look' aluminium rainwater goods.
- Historic internal door could be retained and re-located within the building.
- The southern staircase leading to the second floor bedroom should be retained, Manorwood to give further consideration to this.
- Discussion regarding the blocking up of the existing internal doors to serve staff area and offices on ground floor near entrance door. Preference would be that these doors could be located behind a false wall to be created so this is reversible feature.
- The replacement of the columned porch feature on the northern elevation could be replaced.

4. Proposal

- 4.1. The applications seek full planning permission and listed building consent for internal and external alterations to this Grade II Listed Building to facilitate its conversion and change of use to a children's care home. The proposal also seeks permission and consent to reinforce the brick and flint garden wall with buttresses and reconsolidate the wall with coping courses.
- 4.2. The proposal will involve internal and external changes to facilitate the change of use and conversion of the building to a care home for children between 10-18 years old. A method statement and specification of works is submitted with this application which provides full details on the proposed changes and this should be read in conjunction with the Heritage Statement and drawings, all prepared by Manorwood.
- 4.3. A summary of the proposed alterations to the main building are provided in the list below.

External alterations and repairs

- Replacement of slate tiles that are damaged with matching slate tiles
- Rebuilding dormers
- Replacing rainwater goods with cast aluminium rainwater goods with cast iron appearance
- Crack stitching and mortar repairs to existing brickwork
- Replacement of uPVC windows and rooflight
- Repairs to timber windows
- Replacement of existing porch to north elevation with similar, and replacement of entrance door to north elevation

Internal alterations and repairs

- Repairs to cornicing, dado rails, joinery, and doorways
- Retention and relocation of historic 6-panel door
- Retention and refurbishment of Adam style chimneypiece
- Removal of modern subdividing partitions
- Installation of kitchen and bathroom suites and associated servicing
- Screening of doorways to north range (ground floor)
- Retention of staircase to attic level with proposed boarding and construction of a new adjacent staircase
- Internalise the existing SVPs

- 4.4. The brick and flint garden wall located to the west of the building is a high wall which abuts the wall of the listed building to the east and is leaning significantly to the south. The advice of a Structural Surveyor has therefore been sought and it is proposed to buttress the wall in five locations on its northern side along with the reconsolidation of the coping courses.

5. Planning Policy

- 5.1. Section 38 (6) of the Planning and Compulsory Act 2004 and Section 70 (2) of the Town and Country Planning Act 1990 requires planning applications to be determined in accordance with the policies of the Development Plan unless material considerations indicate otherwise.

National Planning Policy Framework (2024)

- 2: Achieving Sustainable Development
- 4: Decision Making
- 12: Achieving Well Designed Places
- 16: Conserving the Historic Environment

Local Planning Policy

- 5.2. The statutory development plan documents relevant to these applications comprise:

- Arun Local Plan 2011-2031 (July 2018)
- Arun Design Guide SPD (2024)
- Littlehampton Neighbourhood Plan (2014)
- West Sussex Waste Local Plan (2014)
- West Sussex Minerals Local Plan (2018)

- 5.3. Arun District Council are at the early stages of their Local Plan Review, having undertaken an Issues & Options Consultation in 2024 and are currently preparing key evidence documents for their Local Plan.

- 5.4. The planning policies relevant to these applications include:

Arun Local Plan

- SD SP1a Sustainable Development
- SD SP2 Built Up Area Boundary
- H DM2 Independent Living and Care Homes
- D SP1 Design
- D DM1 Aspects of Form and Design Quality
- D DM4 Extensions and Alterations to Existing Buildings (Residential & Non-Residential)
- HER SP1 The Historic Environment
- HER DM1 Listed Buildings
- HER DM6 Sites of Archaeological Interest
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- WCS14: Presumption in Favour of Sustainable Development

Littlehampton Neighbourhood Plan

- Policy 1: Presumption in Favour of Sustainable Development
- Policy 2: A Spatial Plan for the Town
- Policy 22: Design of New Development

6. Planning Considerations

- 6.1. This section sets out the merits of the proposal and its compliance with national and local planning policy.

7. Principle of Development

- 7.1. Policy SD SP1a of the Arun Local Plan (ALP) sets out the Council's Strategic Approach to Development, specifying that the aim is to maintain the unique character of the District whilst ensuring the needs of the community are met through sustainably growth and provision of suitable services.
- 7.2. Policy SD SP2 of the ALP and policy 2 of the Littlehampton Neighbourhood Plan (LNP) states that planning permission will be permitted for development within the built up area boundaries, subject to consideration against other policies of this Local Plan.
- 7.3. The site is located within the built up area of Littlehampton and therefore the principle of development is acceptable subject to compliance with other relevant policies of the ALP and LNP.
- 7.4. The proposal will involve the conversion of the building to a children's care home for which will provide care for seven children between the ages 10-18 that require re-homing and additional support. The last use of the building was as an adults care home which also fell within a Class C2 residential care use.
- 7.5. There is a significant shortage of this type of child care provision within the local area. The proposed change of use and alterations to the existing building will provide a much needed children's care home within the local area which will enable children to be located close to their existing lives and places of education. A letter from West Sussex County Council is provided in support of this application and details the success of our client's existing care homes and the need for this additional children's care provision in the local area.
- 7.6. Whilst policy H DM2 of the ALP relates predominantly to care home provision for the older population, it also refers in the subtext of the policy to specialist care homes. The proposed children's care home complies with this policy as it is located within the built up area, is easily accessible to public transport comprising bus routes and within walking distance to facilities such as schools, the nearby playground to the north, the nearby supermarkets, and amenities within Wick.
- 7.7. The proposed internal and external alterations to the building would facilitate the conversion of the building to a much needed care home for in which there is a shortage in West Sussex. This would provide for a specialist type of care for the local community and is supported by the local planning policies contained within the ALP and LNP.

8. Heritage

- 8.1. The Local Planning Authority have a duty to have special regard to the desirability of preserving a listed building, its setting, or any features of special architectural or historic interest which it possesses (Sections 16(2) of the Planning (Listed Building and Conservation Areas) Act 1990). This requirement is reinforced by the Framework, which at Chapter 16, sets the national agenda for 'Conserving and enhancing the historic environment'.
- 8.2. Policy HER DM1 of the ALP and policy 17 of the LNP relates to listed buildings and requires proposals affecting Listed Buildings to preserve or enhance the historic character, qualities of the buildings in line with the requirements of the NPPF.
- 8.3. The application building comprises a Grade II Listed Building. The building origins was as an 18th century farmhouse which was extended in the 19th century with the southern, north-south aligned range.
- 8.4. The farmhouse incorporated a number of agricultural buildings which are now in separate ownership and other uses. The exception of this is the single storey bakehouse located to the south-west which still sits within the curtilage of the site. The building has a large grassed garden to the north and a smaller garden to the west and these are subdivided by a high flint and brick walls which is leaning to the south.
- 8.5. These applications are supported by a Heritage Statement, a detailed Specification of Works, and drawings prepared by the Manorwood Team. The Heritage Statement confirms that the building has some historic, archaeological, architectural interest, however the building's historic associations with Courtwick Manor has been affected by the breakup of the estate and farmstead.
- 8.6. Despite the modern subdivision of the building, some significant features within the building remain and these are predominantly in the more historic northern range. The historic form and spatial arrangement of the building is still legible, and the functional character of the basement and attic space demonstrate the domestic hierarchy of the building in the 19th and 20th centuries. Other significant parts of the building comprise the basement, the attic space, and internal features such as the Adam style chimney piece and one historic internal door.
- 8.7. The Heritage Statement confirms that the change of use of the building to provide a children care home would provide the currently vacant building with a long term viable use which would provide for its ongoing maintenance and repair.
- 8.8. The internal and external alterations to the building would include important repairs and refurbishment of fabric and detailing which would enhance the structural integrity of the listed building and its visual appearance, removing potential cause of deterioration or loss.
- 8.9. The proposed alterations provide enhancement of the listed building through the removal of modern sub-divisions to recreate historic spaces and replacement of modern unsympathetic windows with more sensitive windows which would enhance the architectural interest of the building.
- 8.10. The proposal seeks to reuse most of the modern kitchens and bathrooms to utilise the existing service routes and avoid further impact to form and fabric internally and externally. The internal features of greatest interest, such as the single remaining historic door, Adam style chimneypiece to the north range, and the staircase to the attic level in the south range, would be preserved.

- 8.11. The historic flint wall within the site is currently failing and leaning to the south. Advice has been sought from a Structural Surveyor regarding the condition and the most appropriate method to conserve it. It is proposed to introduce brick buttresses to the northern side of the wall to stabilise it and ensure its preservation. The bricks would match the existing wall and would be placed adjacent to the existing brick with an appropriate mortared. Siting the buttresses on the northern side would retain the existing interior facing rubble wall and character of the walled garden from the southerly perspective.
- 8.12. The proposed development and change of use of the building would respect the building's special interest, incorporating elements of interest into the scheme and provide for the repair and refurbishment of the building which would enhance the character, historic fabric, and appearance of the building. The building's significance, derived from its archaeological, architectural, and historic interest, would be preserved and, through some of the proposals, enhanced.
- 8.13. The proposals are therefore considered to be fully compliant with the statutory duties set out in Sections 16(2) and 66(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990, the relevant heritage policies of the NPPF, Arun Local Plan and Littlehampton Neighbourhood Plan, concerning the sustainable management and enhancement of the historic environment.

9. Design & Appearance

- 9.1. Policy D SP1 and D DM1 of the ALP relate to design of developments and advises that proposals should make the best possible use of available land by reflecting or improving upon the character of the site and its surroundings.
- 9.2. Section N of the Arun Design Guide SPD relates to building conversions, specifying that it is important to ensure that under-utilised, redundant, and derelict buildings do not remain vacant and should enjoy a new lease of life through sensitive conversion. This proposal will enable a redundant care home to be re-used through an appropriate conversion which will ensure the preservation of the Grade II Listed Building.
- 9.3. As detailed in the previous heritage section, the proposal alterations to facilitate the conversion to a children's care home have been carefully considered with advice from heritage consultants, a structural surveyor, and the Council's Conservation Officer. The changes to the external appearance of the building will enhance the heritage asset through the preservation of significant features and the selection of matching materials and appropriate techniques as detailed in the Specification of Works and drawings submitted.
- 9.4. The conversion will be sensitively undertaken to ensure the character and appearance of the heritage asset is preserved and enhanced in accordance with the guidance of the Arun Design Guide SPD and the relevant design policies within the ALP and the LNP.

10. Amenity

- 10.1. Policy D DM1 of the ALP requires development to have minimal impact to users and occupiers of nearby property and land.
- 10.2. The existing building has lawful use as a care home for adults, and the proposed use as a care home for children would be consistent with the existing lawful use of the building. It is noted that the cluster of buildings to the south-east are also within a similar care related use.

- 10.3. There are some private residential dwellings within the vicinity of the site. These include Court Wick Park Cottages, located directly to the west and the Coach House located 60m to the north-east. It is also noted that new residential development is currently being considered by the Council on the land directly to the east of the application site.
- 10.4. Given the existing lawful care home use of the site and the closely related care use proposed, it is considered that the proposed use of the building as a children's care home would not cause any increase in activity or noise that would be harmful to the surrounding occupiers of the site.
- 10.5. The proposals would only include replacement windows where there are existing openings and would create no additions to the existing building. The proposal would therefore cause no harmful overlooking or loss of amenity to the existing residential occupiers living in dwellings close to the site.
- 10.6. The proposal would protect the amenities of neighbouring properties in compliance with the local planning policies and guidance documents.

11. Transport & Parking

- 11.1. The care home would use the existing vehicular access from Courtwick Lane to the south and the existing hardstanding areas to the east and south of the building for parking of vehicles associated with the care home use. This access and parking arrangement served the previous adult care home which occupied the building.
- 11.2. The existing vehicular access provides suitable and safe access and egress into the site from the public highway with adequate visibility splays. The existing hard standings to the east and south of the building would provide sufficient parking space for members of staff and visitors to the care home. There are existing sheds and outbuildings within the site which would provide safe storage of bike storage in conjunction with the proposed use of the site.

12. Conclusion

- 12.1. It can be concluded that the principle of the proposed development, which comprises the change of use and conversion of the building to a children's care home, is acceptable in principle as it is within the built up area and complies with the relevant policies of the ALP, LNP and the NPPF.
- 12.2. The proposal will provide a much needed children's care home within the local area which will enable children to be located close to their existing lives and places of education as supported by the County Council. In addition to this, the care home would provide the building with a long term viable use which would provide for the ongoing maintenance and repair of the listed building.
- 12.3. In respect of the internal and external alterations, the proposed changes would remove some of the unsympathetic changes to the building and preserve and enhance the special interest of the listed building. The proposal therefore complies with the requirements of the Listed Building & Conservation Area Act, NPPF, ALP and the LNP.