

DESIGN AND ACCESS STATEMENT

Harbour House
61 Surrey Street
Littlehampton, West Sussex
BN17 5BJ

Proposed replacement of five timber sash windows

Applicant: Danielle Mason
Application reference: LU/189/26L
Document date: 15 September 2026

Site	Harbour House, 61 Surrey Street, Littlehampton, West Sussex, BN17 5BJ
Proposal	Replacement of five existing timber sash windows
Heritage status	Grade II listed building within the Littlehampton (River Road) Conservation Area
Drawing reference	MW1246
Date	15 September 2026

Supporting Document Schedule

This statement has been prepared with reference to the following application documents:

- West Sussex Historic Environment Record Consultation Report, HER Search No. 202627-062, completed 11 September 2026.
- MW1246 Elevation Plans, drawings MW1246-01 to MW1246-04.
- MW1246 Mason Planning Existing Window Details.
- MW1246 Mason Planning Proposed Window Details.
- Labelled photos of existing windows.

1. Introduction

This Design and Access Statement accompanies application for listed building consent for the replacement of five timber sash windows at Harbour House, 61 Surrey Street, Littlehampton. It explains the site context, the design approach, the appearance and materials of the proposed windows, and the effect of the works on access.

2. Site Context

Harbour House is a Grade II listed building within the Littlehampton (River Road) Conservation Area. The property forms part of the historic Surrey Street and riverside townscape associated with the River Arun and Littlehampton harbour.

The windows included in the application are located on the side and rear elevations. The proposal does not affect the building footprint, roof, principal façade, site access or surrounding public realm.

3. Existing Windows and Need for Replacement

The application relates to W1 and W2 at first-floor bedroom level on the rear elevation, W3 and W4 at first-floor bedroom level on the side elevation, and W5 at ground-floor kitchen level on the rear elevation.

The existing windows are softwood, single-glazed sash units. They are later replacements rather than original historic fabric and are identified on the drawings as having fallen into disrepair. Their heritage value is limited, although their sash form and proportions contribute to the established appearance of the side and rear elevations.

Replacement is proposed to provide durable, weather-resistant and thermally improved windows while retaining a traditional painted timber appearance appropriate to the listed building and conservation area.

4. Design Objectives

- Preserve the architectural character and established fenestration of the building.
- Retain the size, position and proportions of all five existing openings.
- Replace defective non-original fabric with high-quality, sympathetic timber joinery.
- Maintain traditional sash operation, profiles, glazing bars and painted finishes.
- Improve durability, weather performance and thermal performance without an unacceptable visual effect.
- Minimise intervention to surrounding historic fabric.

5. Design Development and Heritage-Led Approach

The design has been developed from measured records of the existing windows and detailed proposed drawings. The replacements follow the existing window hierarchy and retain the traditional sash format.

The proposed units use Accoya timber, traditional moulded profiles and slimline heritage double glazing. W1, W2 and W5 retain cord-and-weight operation. W3 and W4 retain spring-loaded counterbalance operation. The proposed finish is Little Greene “Loft White” satin, with polished chrome hardware.

Because the existing windows are later and non-original, their removal causes negligible loss of heritage fabric. The design response focuses on preserving the visual contribution made by the sash form and proportions and on improving the quality and longevity of the replacement joinery.

6. Amount and Scale

The proposal is limited to five replacement windows within existing openings. There is no increase in floorspace, building height, footprint or built volume. The scale of the existing openings and the relationship between the windows and elevations will remain unchanged.

7. Layout

The internal and external layout of the property will remain unchanged. No walls, rooms, circulation routes or site boundaries will be altered. Each new window will occupy the same opening as the window it replaces.

8. Appearance

The external appearance will remain substantially consistent with the existing sash-window character. The replacement units will retain traditional vertically proportioned sash construction, glazing bars, moulded

profiles and painted timber frames. The works are located on secondary side and rear elevations and will not alter the overall composition of the building.

The replacement of deteriorated later joinery with carefully detailed timber units is considered to preserve the appearance of the listed building and the character of the conservation area.

9. Materials and Detailing

Frame material	Accoya timber
Glazing	4/8/4 slimline heritage soft-coat / low-iron double glazing
Operation	Cords and weights to W1, W2 and W5; counterbalance springs to W3 and W4
Finish	Little Greene “Loft White” satin
Hardware	Polished chrome
Detailing	Traditional moulded profiles and glazing bars, as shown on the proposed drawings

Accoya has been selected for its durability and dimensional stability while retaining the appearance and workability of painted timber joinery. Slimline heritage glazing has been selected to improve thermal performance while limiting changes to the visual character of the windows.

10. Access and Inclusive Design

The proposal does not change the use of the property or any existing means of access. There will be no alteration to pedestrian or vehicular access, entrances, internal circulation, inclusive access arrangements or means of escape. The accessibility of the property will therefore remain as existing.

11. Heritage Impact and Design Response

The five existing windows are later, non-original replacements of limited evidential and historic value. Their removal does not result in meaningful loss of significant historic material. The proposed windows retain the established openings, sash format, proportions and traditional painted timber appearance.

The intervention is confined to the minimum work necessary to replace defective windows. There are no structural alterations, no change to the principal façade and no below-ground works. The proposal is therefore assessed as having a neutral to modestly beneficial effect on the listed building and a neutral effect on the conservation area.

The proposal does not challenge the statutory designation of the building. Instead, it responds to that designation through sympathetic detailing, suitable materials and a design intended to preserve the property’s identified architectural and historic interest.

12. Conclusion

I believe the proposal is limited, carefully detailed and heritage-led. It replaces five deteriorated, non-original windows with high-quality Accoya timber sash windows that retain the established character of the side and rear elevations while improving durability, weather protection and thermal performance.

The design preserves the special architectural and historic interest of the listed building, maintains the character and appearance of the Littlehampton (River Road) Conservation Area and leaves all access arrangements unchanged.