

**Planning Statement/Design and Access Statement/Heritage Impact
Assessment for the proposed project to complete Window and Door
Upgrades and Associated Works**

At

**West Sussex Alternative Provisions College, The Flintstone Centre, East
Street, Littlehampton, West Sussex, BN17 6AW**

October 2025



1. Summary

The Flintstone Centre, the West Sussex Alternative Provisions College, Littlehampton.

The Flintstone Centre was originally constructed as an educational building in 1878. The walls are finished with a flint stone render; the gables feature intricate clay details and masonry arrangements.

The building predominantly comprises timber windows with a painted finish. The larger windows, particularly to the front of the building have large, pronounced mullions and transoms.

Since it was built the building has served as an educational facility and for other youth centre functions. In 2013 the building began being used as an alternative provision's college. The college provides an alternative educational facility for local pupils who have been permanently excluded from regular schooling, those at risk of exclusion and those out of school due to medical reason.

The Flintstone centre is grade II listed. There are two separate listings associated to the building, the first is reference 1027817 which relates to the boundary wall to the front of the building, the second are those in relation to the building itself under reference 1353771.

This application relates to the proposed window replacement works to all window units of the building.

The windows are in particularly poor condition with wet rot featuring throughout the timber frames, mullions and transoms of the existing windows. The existing windows are also providing insufficient ventilation to the classrooms, creating discomfort for pupils and staff of the college. The windows are also single glazed, reducing the thermal comfort and energy efficiency.

There are also isolated areas of spalled concrete to the lintels, suspected at this stage to be a result of carbonation. Repair work to these will also form part of this application.

Whilst there have been isolated window replacements to the site, there is no planning history for these.

2. Supporting information

This statement is to be read in conjunction with supporting drawing documents as listed below;

- LHAPC – Existing Windows 01 - 01
- LHAPC – Existing Windows 02 - 02
- LHAPC – Proposed Windows 01 - 03
- LHAPC – Proposed Windows 02 - 04
- LHAPC – Window Locations – 05
- LHAPC – Block Plan – 06
- LHAPC – Location Plan – 07

3. Contact Details

School: West Sussex Alternative Provisions College Littlehampton, The Flintstone Centre, East Street, Littlehampton, BN17 6AW

Contact: James Beckford (Premises Co-ordinator)

Email: [REDACTED]

Statement compiled by Atkins Réalis (on behalf of West Sussex County Council)

Contact: Oliver Thompson

Email: [REDACTED]

4. Site Location and Surroundings

The school is located to the Western end of East Street, directly between the intersections between Avon Road and Franciscan Way.

The building also sits within the Littlehampton East Street Conservation Area.

Sits 0.3 miles East of Littlehampton Train station

There are a number of buildings of similar characteristics within Littlehampton and on East Street, comprising the same stone render finish.

The building also sits within the Littlehampton East Street Conservation Area. Please see Location & Block Plan provided with the application for further location details.



Application Site

The works are indicated in the proposed works depicted in drawing; LHAPC – Proposed Windows 01 – 03 and LHAPC – Proposed Windows 02 – 04.

5. Supporting Images

Defective Windows on site

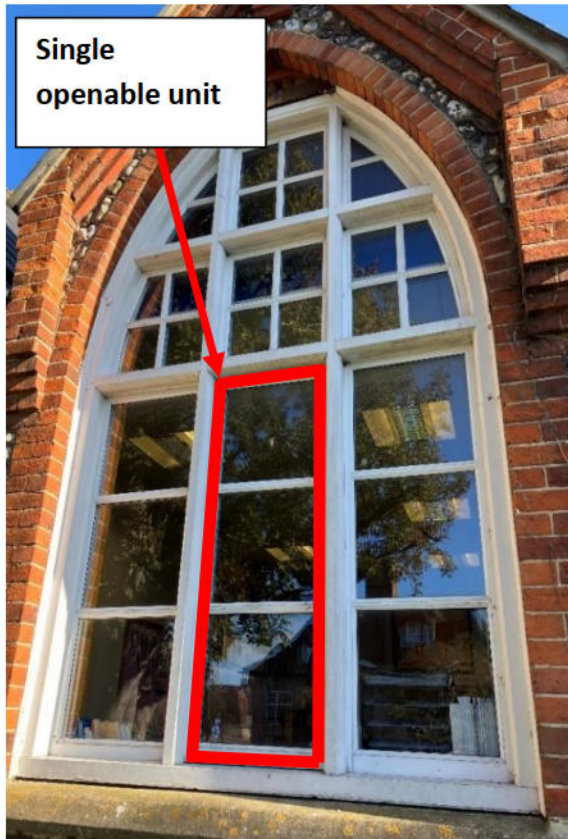


Image 1



Image 2

Note: Limited number of openable units and no trickle vents across the site, contributing significantly to poor ventilation.



Image 3



Image 4



Image 5



Image 6

Note: Examples of timber frames of windows deteriorating due to wet rot



Image 7



Image 8

Image of windows where double glazed units have been installed previously.

These units are to remain and only redecoration works are to be carried out to the previously painted services, including the window frames, sill, mullions and transoms.



Image 9



Image 10



Image 11

Note: Damage to stone and concrete lintels requiring repair.

6. Application Design

The proposal is to complete the replacement of all window units on site as well as associated repair works to the window frames.

Due to a combination of poor maintenance through lack of a regular painting schedule and the windows coming to the end of their natural life cycle, the condition of the windows is deteriorating. The most significantly affected areas of the frames have also been subject to wet rot. The putty of the glazing bars is also deteriorating and in some areas the glazing has become loose. If the windows are left to deteriorate further, there will likely be significant H&S risks posed to those on site.

The windows on site are predominantly single glazed, causing thermal discomfort for those using the building outside of the summer months. This also contributes to poorer energy efficiency of the building.

A significant number of windows across the site are not openable either through design but more commonly due them being painted shut. Due to regulation those windows that do open are on restrictors and so the rooms the windows are serving have very poor ventilation. The existing windows do not comprise trickle vents which further contributes to these poor ventilation levels. As a result, the current requirements under Part F of the Building Regulations, which relate to ventilation, are not being met.

To the rear of the building there are 5 no. windows and one door comprising a fan light. As these face out onto the steel fire escape staircase that serve the ground floor, these will need to be appropriately fire rated to comply with Part B of the building regulations. As part of this requirement, they will need to be fixed, un-openable units.

Window Type 1, 2, 3, 4, 5, 6, 12, 13, 15, 20, 21 and 22 to the site that comprise a unique fenestration and more pronounced and architecturally significant mullions and transoms, this is noted particularly to the front elevation and to gables across the site see image 1 & 7 for examples. Largely, these timber details were still in good condition, therefore, to further ensure that the architectural significance and character are preserved, these window frames will only be repaired where required and not completely replaced.

7. Breakdown of works

7.1 Timber repairs

The contractor will be required to cut out the areas of timber deteriorating from wet rot, with an additional 500mm past the affected areas. The repairs will be completed with a hardwood splice, the areas of the timber and re-decorated to match the other areas due for replacement. These repairs are required more regularly to the windows sills and bottom edges of the mullions.

linseed putty will be utilised to remediate more minor areas of damage.

7.2 Lintel repairs

Localised repairs are required to concrete and stone lintels which have spalled. The specification of the repairs required have not yet been finalised, however the remedial work will be designed to target the initial cause of the defect, expected to be carbonation, whilst also being sympathetic to the appearance of the building. The finish of the repair will therefore be designed to give a like for like appearance to the remaining areas of the lintels.

7.3 Paint

The existing painted surfaces are to be sanded down before applying a linseed Oil paint. The proposed manufacturers specification is included within the supporting documents of this planning application, namely Brouns & Co UK. To be in keeping with the architectural character of the subject building, the colour selected for this scheme is 'Restoration White'.

7.4 Glazing

The properties of the double-glazing units to replace the existing single glazing is as follows:

- Glazing will be double glazed 4mm toughened glass or 6.4mm laminated glass.
- Maximum 16mm overall double-glazed unit thickness as to preserve the historic profiles of the glazing
- Glass will be 'soft coated'
- Argon filled cavities
- Black thermally broken 'warm-edge' spacer bars
- To feature frosted self-adhesive manifestation in critical locations to conform with Part K of the building regulations.

Martyn White, conservation officer of Arun District Council, has not stipulated a specific thickness of the replacement glazing bars as this may be dictated by the structural requirements of the window design. He has therefore noted that the design should endeavour for these to be as slim as possible, and the finalised design proposal will be subject to review.

7.5 Window units

The window design will be based on a like for like replacement of the existing units, however the manufacturer for the units has not yet been finalised. The finalised design will be a contractor's design portion item within the tender documents for the project and will be subject to review before proceeding to order and installation.

8. Proposed schedule of works

The Schedule of works proposed at this point are noted on the following pages.

Window & Door Replacement Works – Proposed Schedule of Works

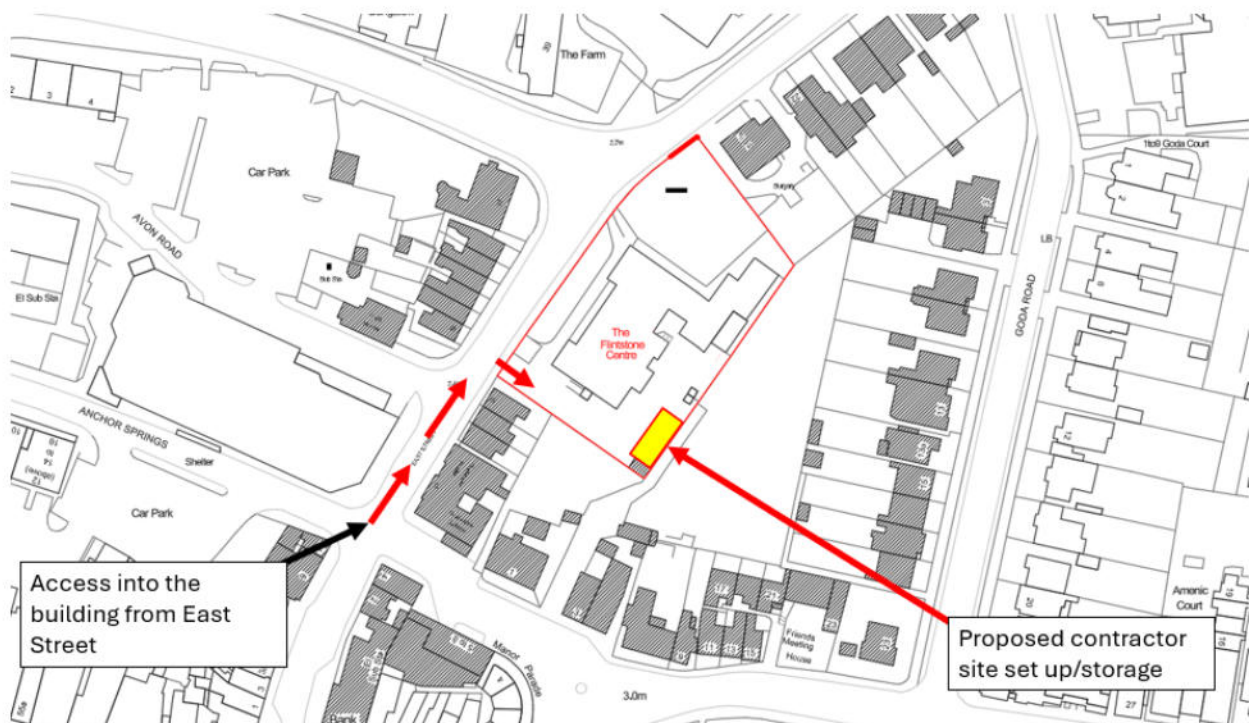
Item
1. Pending the report from the structural engineer the existing lintels are to be temporarily supported to allow for the removal of the existing window units.
2. Carry out splice repairs to the mullions and transoms where timber has suffered from wet rot.
3. Where more localised damage has been identified to the timber frames that are being retained, these are to be remediated using a linseed oil putty, before filling down and finishing.
4. To the windows where the mullions and transoms are being retained, the internal window frames and glazing is to be removed and replaced with frames to match the existing comprising double glazing unit.
5. Allow to replace all other window unit types with new bespoke double glazed timber units.
6. The windows surrounding the external fire escape to the rear of the building are to be fire resistant to 30 minutes as per Part B of the building regulations.
7. Allow to carry out repairs to spalled concrete as required. Quantities of repairs will not be known until the works commence and access can be granted. It will be ensured that the repairs will be sympathetic to the existing aesthetic of the lintels.
8. Allow to re-decorate all previously painted items both internally and externally with a linseed oil paint as per the NBS specification included within the accompanying documents.
9. An allowance will be made for making good of internal reveals and external masonry that may be damaged as a result of the works.
10. Invitation to attend the works will be extended to the conservation officer to ensure their feedback is gained both in this application and on site.

Project Timelines

The proposed project is due to commence in the summer holiday period of the college, this runs from 23rd July to 28th August 2026.

Due to the forecasted costs for the entirety of the works and the existing budget, it is likely that the works will need to be completed in multiple phases. This will be confirmed following the return of tenders within March 2026, however the period between 23rd July to 28th August 2026, will be the first of these phases.

For the purpose of the application, the contractor's compound is initially proposed to be located within the school's rear car park as shown below:



Proposed works areas and compound location

The works will have a dedicated H&S consultant appointed as the Principal Designer and adhere to all Construction Design Management Regulations (2015) requirements. The contractor will act as the Principal Contractor and complete works in line with CDM (2015) to include the completion of the Construction Phase Plan which will be reviewed by the H&S consultant. The CPP will be a 'live' document and updated in the event changes to programme in particular resulting in term time working is required.

The specific locations of the windows and doors due to be replaced is further noted in drawing 'LHAPC – Window Locations – 05'.

Noise Impact

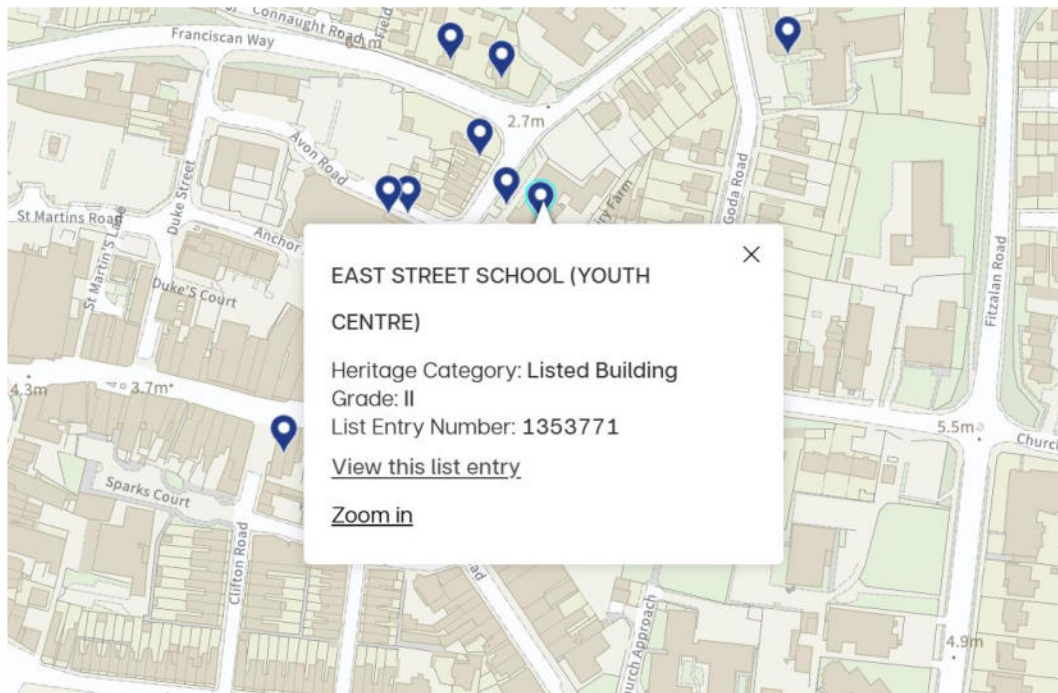
Any works requiring machinery and deemed to be noisy works will only be carried out during the hours permitted by Arun District council, i.e. Monday to Friday 8am to 6pm and Saturday 8am to 1pm.

As a result of the works there will be no additional noise impact for residents. The number of children using the site will remain the same, the proposed works will just provide an improved and safer environment for the children and staff to use and help to ensure the longevity of the building and its historic finishes.

Heritage Impact Assessment

This section details further information on the site regarding the heritage impact assessment of the proposed works. It has been compiled in what is believed to be a proportionate manner in relation to the proposed works and site itself.

The application site is a grade II listed building. The listing information below is taken from 'Historic England' website.



Location – Statutory Address: East Street School (Youth Centre), East Street

The building or site itself may lie within the boundary of more than one authority.

County: West Sussex.

District: Arun (District Authority).

Parish: Littlehampton.

National Grid Reference: TQ 02982 02213

Legal: This building is listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended for its special architectural or historic interest.

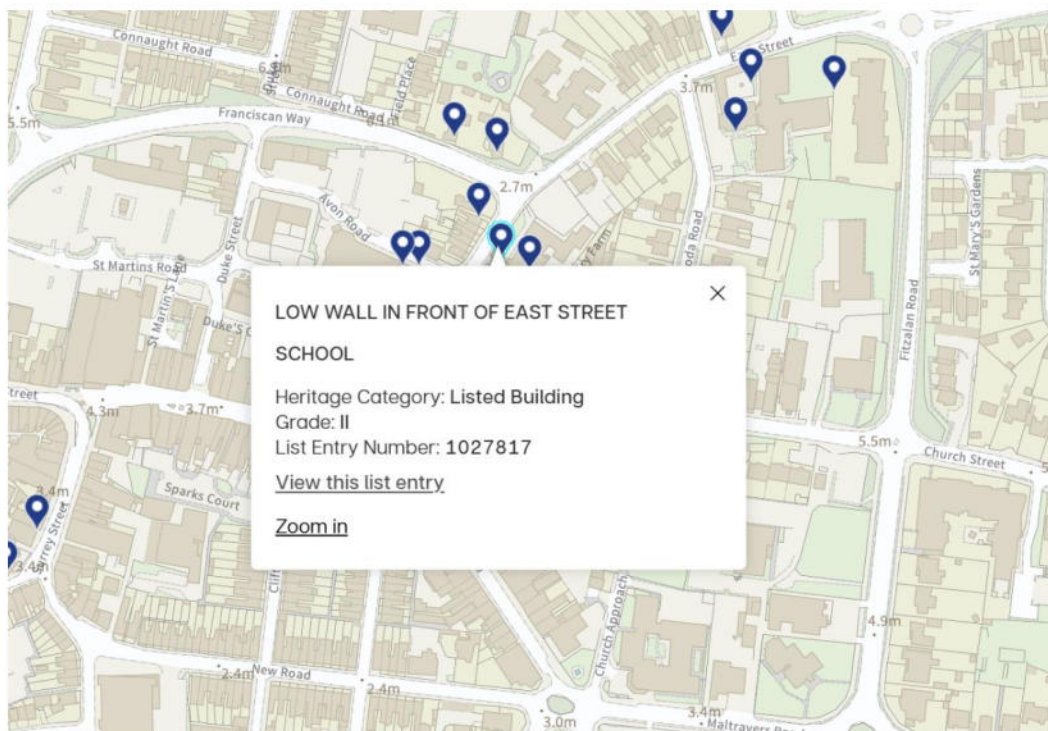
Details - EAST STREET (East Side), East Street School (Youth Centre), TQ 0202 1/63.aa; TQ 0302 1/63

Listing NGR: TQ 02982 02213

Historic England Building Description:

Circa 1878. Single storey in traditional materials - cobbles with brick dressings, plinth band, toothed eaves band, quoins and gable edges. Five pointed windows wider gables; flanked by two projecting wings with wide windows which have multiple brick cogging in pointed heads. Ornamental openwork terracotta panels in gables over these wings. Tall, decorated chimney at rear.

It is acknowledged that there is also a separate listing to the boundary wall towards the front of the school under listing entry 1027817, as noted below. Whilst this listing does relate to the school, the proposed works will not impact this wall.



Final planning statement

Proposed works within this planning and design and access statement have in the opinion of the applicant, been approached with a sensitivity. Conservation and heritage principles have been researched and demonstrated within works methodologies so to protect the existing asset and its conservation and heritage value.

The focus of the proposed works is to ensure the existing building stays in a condition of good repair and is fit for purpose, whilst keeping the historic significance. Whilst the areas of works are not directly and easily visible from external viewing points, materials and workmanship have been proposed to enable aesthetic and sympathetic considerations whilst providing solutions to enable a long-term solution that will improve the issues the building is presenting in relation to thermal comfort, energy efficiency and ventilation.

Consideration has also been taken in regard to future maintenance of these areas, to avoid the existing problem that may have attributed to the timber windows falling into disrepair and other areas being subject to wet rot that are looking to be rectified within this project.

The site has clear significance from a conservation and heritage perspective. Outline works proposals have however carefully and sensitively considered the original structure and finishes and as a result, proposals will in the applicant's opinion, have minimal significant negative impact on the original building.

Proposed works are to ensure the longevity of the building on the site and ensuring its communal value is maintained. Failure to undertake remedial and repair works will result in continued discomfort internally for both school staff and pupils and the deterioration of the windows will eventually start posing as a health and safety risk.

National Planning Policy:

It is the opinion of the applicant that this development forms a sustainable development, whilst also capturing the need and principle of conservation and preservation. This is believed to be in line with current guidance as outlined in the NPPF, see below extracts which are seen to be of significance importance to the application.

National Planning Policy Framework (NPPF) (December 2024 version, amended February 2025).

Paragraph 167 of the NPPF is relevant and states that:

'167. In determining planning applications, local planning authorities should give significant weight to the need to support energy efficiency and low carbon heating improvements to existing buildings, both domestic and non-domestic (including through installation of heat pumps and solar panels where these do not already benefit from permitted development rights). Where the proposals would affect conservation areas, listed buildings or other relevant designated heritage

assets, local planning authorities should also apply the policies set out in chapter 16 of this Framework.'

Paragraphs 203-208 of the NPPF are relevant and state that: '203. In determining planning applications, local planning authorities should take account of:

- the desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation;*
- the positive contribution that conservation of heritage assets can make to sustainable communities including their economic vitality; and*
- the desirability of new development making a positive contribution to local character and distinctiveness.*

It is also considered that paragraph 205 – 208 of the NPPF have been carefully considered in this application by seeking to minimise the impact of this development and preserve the ultimate character of the building. See below extract from NPPF for context.

212. When considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation (and the more important the asset, the greater the weight should be). This is irrespective of whether any potential harm amounts to substantial harm, total loss or less than substantial harm to its significance.

213. Any harm to, or loss of, the significance of a designated heritage asset (from its alteration or destruction, or from development within its setting), should require clear and convincing justification. Substantial harm to or loss of:

- a) grade II listed buildings, or grade II registered parks or gardens, should be exceptional;*
- b) assets of the highest significance, notably scheduled monuments, protected wreck sites, registered battlefields, grade I and II* buildings, grade I and II* registered parks and gardens, and World Heritage Sites, should be wholly exceptional.*

214. Where a proposed development will lead to substantial harm to (or total loss of significance of) a designated heritage asset, local planning authorities should refuse consent, unless it can be demonstrated that the substantial harm or total loss is necessary to achieve substantial public benefits that outweigh that harm or loss, or all of the following apply:

- a) the nature of the heritage asset prevents all reasonable uses of the site; and*
- b) no viable use of the heritage asset itself can be found in the medium term through appropriate marketing that will enable its conservation;*
- c) and conservation by grant-funding or some form of charitable or public ownership is demonstrably not possible; and*
- d) the harm or loss is outweighed by the benefit of bringing the site back into use.*

215. Where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm should be weighed against the public benefits of the proposal including, where appropriate, securing its optimum viable use.'