

**Recommendation Report for Listed Building Consent for Alterations, Extension or Demolition of a
Listed Building**

REF NO: P/105/26/L

LOCATION: The Salt House
Church Lane
Pagham
PO21 4NX

PROPOSAL: Listed building consent for reinstating 2 No. viewing openings in south and west elevations and then glaze with windows to match existing.

SITE AND SURROUNDINGS

DESCRIPTION OF APPLICATION	As above.
SITE CHARACTERISTICS	The Salt House is a detached Grade II listed building situated at the end of Church Lane, which is believed to date from the 18th century. The building is single-storey, constructed of stone rubble, and features a hipped thatched roof. Historically, the Salt House played a functional role in the local salt industry and was repurposed as a command post during the Second World War.
CHARACTER OF LOCALITY	The property is in a rural location close to Pagham Rife.

RELEVANT SITE HISTORY

P/26/26/DOC	Approval of details reserved by condition under P/140/25/L relating to conditions 3- Site Meeting and 4- Method Statement & Materials.	DOC Approved 22-04-26
P/140/25/L	Listed building consent for the renewal of thatched roof, cement mortar removal, repointing and material replacement in external face of walls.	ApproveConditionally 17-12-25

REPRESENTATIONS

Pagham Parish Council - No objection.

No responses were received from nearby occupiers.

COMMENTS ON REPRESENTATIONS RECEIVED:

Comments noted.

CONSULTATIONS

CONSULTATION RESPONSES RECEIVED:

CONSERVATION OFFICER

The current application seeks listed building consent for the reinstatement of two viewing openings in the south and west elevations, together with the installation of windows within those openings to match the existing windows elsewhere in the building. The proposed openings represent the former viewing apertures created when the building was used as a command post during the Second World War. Reinstating these openings would reintroduce an important element of the building's wartime history. The installation of windows within the openings would ensure that the building remains weatherproof whilst allowing this unusual historic feature to be revealed once again.

It is particularly positive that the proposed windows would be positioned close to the inner face of the wall, meaning they would not be readily visible from outside the building. This arrangement would maintain the appearance of dark openings rather than glazed apertures, thereby preserving the character and evidential value of the former observation points, particularly when viewed from within Pagham Harbour.

The proposed windows would comprise simple fixed-light, single-glazed oak frames, reflecting the straightforward and functional character of the building. Their design would closely match the existing window on the west elevation and would therefore appear appropriate to the character and significance of the listed building.

Overall, the proposals are considered acceptable and would preserve the significance of the listed building.

Conclusion:

The proposal would preserve the significance of the listed building, including any contribution made by its setting. The proposal is therefore considered to accord with Policies HE4 and HE6 of the Arun Local Plan and with the heritage objectives of the National Planning Policy Framework. You will also need to have regard to the duties contained within Sections 16 and/or 66 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended).

COMMENTS ON CONSULTATION RESPONSES:

Comments noted.

POLICY CONTEXT

Grade II Listed Building
Prone to Groundwater Flooding

DEVELOPMENT PLAN POLICIES

[Arun Local Plan 2011 - 2031:](#)

HERDM1 HER DM1 Listed Buildings

HERSP1 HER SP1 The Historic Environment

PLANNING POLICY GUIDANCE:

NPPF	National Planning Policy Framework
NPPG	National Planning Practice Guidance

POLICY COMMENTARY

The Development Plan consists of the Arun Local Plan 2011 - 2031, West Sussex County Council's Waste and Minerals Plans, The South Inshore & South Offshore Marine Plan and Made Neighbourhood Development Plans. The policies are published under Regulations 19 and 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

DEVELOPMENT PLAN AND/OR LEGISLATIVE BACKGROUND

Section 16(2) of the Planning (Listed Buildings and Conservation Areas) Act 1990 states:
"In considering whether to grant Listed Building Consent for any works, the Local Planning Authority shall have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses."

The proposal is considered to comply with these criteria in that it is not considered to materially affect the character or the setting of the Grade II Listed Building.

OTHER MATERIAL CONSIDERATIONS

There are no other material considerations to be weighed in the balance with the Development Plan.

CONCLUSIONS

This application concerns the reinstatement of 2 No. viewing openings on the South and West elevations with single glazing to match existing windows.

The proposal involves external alterations to a listed building and therefore needs to be considered under Arun Local Plan policies HER DM1 and HER SP1 and the National Planning Policy Framework (NPPF). These policies require proposals to protect, preserve and where possible enhance, the historic character and integrity of the building and its setting.

Policy HE5 of the NPPF (2026) states that development proposals affecting heritage assets should be accompanied by an assessment of the significance of the assets affected (including any contribution made by their setting) and of the potential effect of the proposal on their significance. The level of detail should be proportionate to the assets' importance and no more than is necessary to understand the potential effect of the proposal on their significance. The applicant has satisfied this requirement in their Heritage Statement.

Policy HE6 of the NPPF (2026) states when considering the potential effect of a development proposal on the significance of a designated heritage asset, substantial 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 effect amounts to a positive effect, harm, substantial harm, or total loss of its significance.

Policy HE9 of the NPPF (2026) states development proposals within or affecting the significance of

conservation areas should retain and conserve buildings and other features which make a positive contribution to the character or appearance of the conservation area where possible; and consider the area's special architectural or historic interest (as identified as part of the designation of the conservation area) in the design of development.

The applicant has submitted a Heritage Statement outlining the historical significance, existing condition of the building and proposed works with their impact on the heritage asset. Although a wartime addition to the existing building, these openings represent an important part of the building's layered history and reinstating them would preserve and enhance the character of this heritage asset. The proposed works would sympathetically restore the historical character of the building using oak joinery and stonemasonry, whilst providing necessary weatherproofing through single glazing, overall resulting in no adverse harm to the character of the heritage asset.

The proposal would preserve the significance of the listed building and the Conservation Officer raises no objection to the proposed works. As such, the proposed works are acceptable in accordance with Arun Local Plan policies HER SP1 and HER DM1 and the NPPF (2026).

SUMMARY

The proposal is in accordance with the relevant Development Plan policies and the NPPF and as such, it is recommended for approval subject to the following conditions and informatives.

HUMAN RIGHTS ACT

The Council in making a decision should be aware of and take into account any implications that may arise from the Human Rights Act 1998. Under the Act, it is unlawful for a public authority such as Arun District Council to act in a manner, which is incompatible with the European Convention on Human Rights.

Consideration has been specifically given to Article 8 (right to respect private and family life) and Article 1 of the First Protocol (protection of property). It is not considered that the recommendation for approval of the grant of permission in this case interferes unreasonably with any local residents' right to respect for their private and family life and home, except insofar as it is necessary to protect the rights and freedoms of others (in this case, the rights of the applicant). The Council is also permitted to control the use of property in accordance with the general interest and the recommendation for approval is considered to be a proportionate response to the submitted application based on the considerations set out in this report.

DUTY UNDER THE EQUALITIES ACT 2010

In assessing this proposal the following impacts have been identified upon those people with the following protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation).

The proposal would have a neutral impact on the protected characteristics.

RECOMMENDATION

APPROVE CONDITIONALLY

- 1 The works for which Listed Building Consent is hereby granted must be begun not later than the expiration of 3 years beginning with the date of this consent.

Reason: To comply with Section 18 of the Planning (Listed Building and Conservation Areas) Act 1990.

- 2 The development hereby approved shall be carried out in accordance with the following approved plans:

- Block Plan & Location Plan Dwg no. PL-01
- Proposed Floor Plan, Roof Plan & Elevations Dwg No. PL-02
- Proposed Window Details Dwg no. PL-03
- Survey Plans and Elevations (Existing) Dwg no. SU-01
- Design, Access & Heritage Statement

Reason: For the avoidance of doubt and in the interests of amenity and the environment in accordance with Arun Local Plan policies HER SP1 and HER DM1.

- 3 At all times during the progress of the work hereby approved adequate measures shall be taken to protect the remaining part of the Listed Building from collapse and/or structural damage.

Reason: To preserve the character and appearance of the Listed Building in accordance with Arun Local Plan policy HER DM1 and the NPPF.

- 4 Upon completion of the work for which Listed Building Consent is hereby granted any damage caused to the fabric of the building shall be made good to the satisfaction of the Local Planning Authority.

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

- 5 The making good of the building to complete the execution of the works for which consent is hereby granted shall be carried out as far as may be practicable with original materials. Any variation from the original materials must be with the written approval of the Local Planning Authority.

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