

**Conservation Officer Comments**  
**Amended Plans or Further Details**

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| <b>Application Number:</b> | AWDM/0405/26 & AWDM/0404/26                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Location:</b>           | 14 West Street Shoreham-by-sea West Sussex BN43 5WG                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Proposal:</b>           | <p>Listed Building Consent for proposed replacement single storey rear extension. Repair and refurbishment of the existing staircase. Vaulting of the ground floor ceiling to align with the existing kitchen ceiling. Installation of a new hatch ladder providing access to the basement. Installation of shutters to front windows. New flooring within the sitting room. Remove existing shower room and form new staircase to convert existing roofspace to a bedroom with conservation rooflights to rear slope only. Installation of additional rooflights to rear roofslope. Formation of a small window in the side gable at second floor level. Repair and maintenance of guttering at ground floor level.</p> <p>And</p> <p>Planning permission for replacement single storey rear extension. Internal works and conversion of roofspace with conservation rooflights to rear slope only. Formation of a small window in the side gable at second floor level</p> |
| <b>Case Officer:</b>       | <b>Marie O'Keeffe</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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|          | Further Information Required                   |
|          | Design Review Required                         |
|          | No objection - no harm                         |
|          | No objection - harm is negligible or mitigated |
| <b>X</b> | Objection - less than substantial harm         |
|          | Objection - substantial harm                   |
|          | Objection – Total Loss                         |

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| <b>Site and Surroundings:</b> | <p>14 West Street sits within Shoreham-by-Sea's historic core and forms part of the fine-grained, traditional street frontage typical of the Old Town. The building is semidetached, of two storeys under clay tiles to the front roof slope and, rather bizaarely, pan tiles to the rear. Its character is defined by traditional flint walling materials and a plain, domestic fenestration rhythm. A small addition is located to the rear elevation and engages with a catslide roof form</p> <p>The property's setting is an enclosed town-centre streetscape where buildings generally sit close to the back of pavement, creating a strong building line and a sense of intimate enclosure. West Street functions as a connective route between the High Street and surrounding residential lanes, so the immediate context typically comprises a tight mix of period cottages and small-town commercial uses at ground level elsewhere, with limited front gardens, narrow plots, and rear yards or gardens behind. In this context, any rear extension work is experienced largely from private viewpoints, while rooflights and gable openings need to be carefully scaled and positioned to preserve the prevailing roofscape and the incremental historic grain of the conservation-area townscape.</p> <p>The application seeks Listed Building Consent and Planning permission for a number of</p> |
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|  | <p>works including:</p> <ul style="list-style-type: none"><li>• Proposed replacement single storey rear extension.</li><li>• Repair and refurbishment of the existing staircase.</li><li>• Vaulting of the ground floor ceiling to align with the existing kitchen ceiling. Installation of a new hatch ladder providing access to the basement.</li><li>• Installation of shutters to front windows.</li><li>• New flooring within the sitting room.</li><li>• Remove existing shower room and form new staircase to convert existing roof space to a bedroom with conservation rooflights to rear slope only.</li><li>• Installation of additional rooflights to rear roof slope.</li><li>• Formation of a small window in the side gable at second floor level.</li><li>• Repair and maintenance of guttering at ground floor level.</li></ul> <p>Section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990 confers a statutory duty to LPAs when considering whether to grant listed building consent, to have special regard to the desirability of preserving the listed building or its setting or any features of special architectural or historic interest which it possesses.</p> <p>Section 66 of the Planning (Listed Buildings and Conservation Areas) Act 1990 confers a statutory duty to LPAs when considering whether to grant planning permission, to 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.”</p> <p>Section 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990 confers a statutory duty to LPAs when exercising planning functions, to pay special attention to the desirability of preserving or enhancing the character or appearance of that area.”</p> <p>The LPA’s duties are reinforced within Section 16 of the NPPF, Heritage assets range from sites and buildings of local historic value to those of the highest significance, such as World Heritage Sites which are internationally recognised to be of Outstanding Universal Value. These assets are an irreplaceable resource, and should be conserved in a manner appropriate to their significance, so that they can be enjoyed for their contribution to the quality of life of existing and future generations.</p> <p>As such, 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. Other elements held within Section 16 will also be considered as will Local Policy.</p> <p>Adur Local Plan 2017</p> <p><u>Policy 16: A Strategic Approach to the Historic Environment</u></p> <p>The Council will conserve and enhance the historic environment and character of Adur, which includes historic buildings, features, archaeological assets and their settings. Where</p> |
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development affecting any heritage asset is permitted, it must be of a high quality, respecting its context and demonstrating a strong sense of place. The Council will:

- Continue to produce Conservation Area Character Appraisals and Management Plans for Adur's Conservation Areas.
- Recognise the role of and encourage the best use of heritage assets in regeneration, design, tourism and education.
- Use Article 4 directions where important heritage assets are under threat.
- Work with others, including the local community where appropriate, to address how best to conserve any assets at risk of loss and to understand the significance of the historic environment in Adur's character and sense of place.

Policy 17: The Historic Environment

**For All Heritage Assets:** Where a proposed development would lead to substantial harm to, or total loss of a designated heritage asset, this will not be permitted unless there are compelling circumstances. Development should not adversely affect the setting of a Listed Building, Conservation Area, archaeological feature or Scheduled Ancient Monument.

**Listed Buildings:** Planning permission and/or Listed Building consent will only be granted for internal or external alterations, changes of use or extensions to a Listed Building provided that the internal or external appearance or historic character of the building is not adversely affected. The reinstatement or replication of original features such as windows or doors will be supported. In the case of extensions and alterations, materials used must be consistent with those originally used or typical of the locality. Changes of use may be considered which might normally be resisted on other grounds (subject to local access and environmental considerations) in order to secure the retention of a building of historic or architectural interest. New development which would adversely affect the setting of a Listed Building, in terms of design or materials, will not be permitted.

**Conservation Areas:** Development in Conservation Areas will be required to be of a high standard of design and materials so as to respect, preserve and enhance the character and appearance of that area.

Advertisements in Conservation Areas should respect the character, proportions and design of the building on which it is displayed, and use traditional materials where necessary.

Where an application for planning permission or Conservation Area consent is submitted for the alteration, change of use, extension or repair of a building or feature in a Conservation Area, the retention of original features or, where this is not possible, their reinstatement with appropriate materials and the removal of unsympathetic features will be sought.

Conservation Area Character Appraisals will be used to assess applications within designated Conservation Areas and opportunities will be taken through new development and other measures to preserve and enhance these areas, and to implement the recommendations of the Conservation Area Management Plans. The importance to the local area of key non-listed buildings within Conservation Areas will be a material

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|                        | <p>consideration in assessing an application for their demolition or development.</p> <p>Where in compelling circumstances the Council is minded to grant consent for demolition of a building in a Conservation Area, this shall not be granted until detailed plans for redevelopment have been approved. Consent will be subject to a condition preventing demolition until a contract for the approved redevelopment scheme has been awarded.</p> <p>Archaeological Features: The Council will ensure where possible the preservation of archaeological features against damaging or discordant development. Such features should only be removed or altered in compelling circumstances where there is no practical alternative and where provision can be made for recording. Where a site includes, or potentially includes heritage assets of archaeological interest, an appropriate desk-based assessment will be required and a field evaluation where necessary.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Drawing Errors:</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Comments:</b>       | <p>During the site visit it was noted that the building has been subjected to a considerable degree of alteration dating to 1982. As previously detailed the roof finish to the rear differs to the frontage being a rather odd pantile finish compared to the traditional clay tile to the front, the roof structure in its entirety is modern as is the ceiling structure at 1<sup>st</sup> floor level. Although some historic fabric is retained at first floor level, a replacement tie beam is noted. The ground floor structure within the 18<sup>th</sup> century core is a mix of concrete and wholly replaced suspended timber floor finished with chipboard. The extension at ground floor level to the rear is of 20<sup>th</sup> century origin and is of little merit. The plinth adjacent to the staircase is shown as an addition on the 1982 proposed drawings.</p> <p>Upon conducting the site visit and considering the councils obligation to pay special regard to preserving aspects of architectural and historic interest, it can be surmised that much of the buildings significance is derived from its external aesthetic value contributing to the wider group and character of the conservation area.</p> <p>In the interests of clarity I will address each matter separately:</p> <p><u>Proposed replacement single storey rear extension.</u><br/> The existing extension is of no particular historic or architectural interest. It is noted that the newly proposed extension engages into the catslide creating a somewhat awkward and unsympathetic engagement with the roof. This should be reviewed to ensure a more appropriate engagement with the existing catslide.<br/> Should this matter be addressed, the extensions replacement will be acceptable subject to conditions for joinery and materials will not cause additional harm to the architectural and historic interest of the listed building</p> <p><u>Repair and refurbishment of the existing staircase.</u><br/> Although described as repair and refurbishment the proposed drawings and documentation propose replacement. There is inadequate assessment of the current condition or justification for wholesale replacement and repair should also be considered.</p> |

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|  | <p>At this stage a considerably higher degree of research and assessment along with a viable proposal that retains historic fabric should be prepared.</p> <p><u>Vaulting of the ground floor ceiling to align with the existing kitchen ceiling</u><br/>The ceiling in this area is modern, as is the structure, therefore the vaulting of the ceiling holds no objection subject to further details regarding materials, insulation and build up (section).</p> <p><u>Installation of a new hatch ladder providing access to the basement.</u><br/>The new loft hatch proposed is to be set in a relatively new floor and as such is accepted as it will cause no harm to heritage values.</p> <p><u>Installation of shutters to front windows.</u><br/>Although not a original feature the provision of shutters is noted in the surrounding area and within listed buildings in the vicinity and as such the appearance of such fitments would not be considered out of keeping. The reveals are sufficient for the shutters to be installed without loss of fabric, however joinery details at 1:10 elevations and 1:2 Sections will be required to ensure the quality and appearance of the proposed.</p> <p><u>New flooring within the sitting room.</u><br/>The existing floor is a mix of concrete and a new (1980's) suspended timber floor. As such subject to a material sample the proposed is acceptable.</p> <p><u>Remove existing shower room and form new staircase to convert existing roofspace to a bedroom.</u><br/>The area of impact of the proposed works is (save for the structural walls) all material and form originating in the 1980's. As previously discussed, the entire roof structure is a replacement and the existing bathroom is a modern intervention. As such the rearrangement of plan form and the use of the loft space (including access to ) would not cause harm to historic and architectural interest. However, further details regarding materials and methodology will be required with specific consideration being given to the holistic impacts in respect of insulation, vapour permeability and similar.</p> <p><u>Installation of additional rooflights to rear roof slope.</u><br/>Although the rear roof slope possesses 2no rooflights and is finished in pantiles, a further 6 rooflights, totalling 8no rooflights is considered to be excessive and has an overly 'peppering' and adverse impact upon the aesthetic quality and cohesion of the rear roof slope. Whereas some rooflights may be necessary (such as the rooflights for the proposed loft room) many are not and rationalisation of the proposed should be considered, including removing existing ones to allow for others. Should a acceptable number be reached, joinery details at 1:10 elevations and 1:2 sections will be required of a considerably higher quality than what has been submitted.</p> <p><u>Formation of a small window in the side gable at second floor level.</u><br/>The formation of the side window will involve removal of historic fabric which is considered to be harmful. Mitigation of the harm can be afforded by way of clear and convincing justification, however in this instance there appears to be no justification that is either clear or convincing for this window and as such is not accepted.</p> |
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|  | <p><u>Repair and maintenance of guttering at ground floor level.</u></p> <p>The box channel seen during the site visit is a form of improvised gutter arrangement that lacks functional quality or an appropriate appearance, its replacement is welcomed but details of its replacement is required which may also require consideration in respect of the rear extension.</p> <p>The heritage statement provided is considered to be wholly inadequate and fails to describe the significance proportionately or effectively. Moreover the impact of the proposed elements is not adequately discussed and the basis of justifying the works (which became apparent on conducting the site visit) is not clearly described. The agent is advised to thoroughly review the statement and include evidence (most notably the 1982 plans) and discuss each part of the proposal with clear justification or rationale for the works.</p> <p>At this stage the applicant should thoroughly revise the scheme to take into account the comments detailed above. Despite the considerable amendments made to the building prior to listing the proposed is considered to harm the architectural and historic interest of the listed building by way of appearance and design. The proposed lacks sufficient detail or justification for the works proposed.</p> |
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Simon Richard

Conservation Consultant for and on behalf of Adur and Worthing District Council

Date of Comment 7/5/26