Planning Services, Adur District Council

Civic Centre,
Ham Road,
Shoreham-by-Sea,
West Sussex,
BN43 6PR

Tel : (01273) 263222 (calls may be recorded)
website : www.adur.gov.uk
e-mail : developmentcontrol@adur.gov.uk

ADUR DISTRICT COUNCIL

PLANNING DIVISION
PLAN No. Ad0062/09
DATE 19 FEB 2009

Application for listed building consent for alterations, extension or demolition of a listed building.
Planning (Listed Buildings and Conservation Areas) Act 1990

Publication of planning applications on council web sites
Please note that with the exception of applicant contact details and Certificates of Ownership, the information provided on this application form and in supporting documents may be published on the council's website.
If any other information that is provided as part of the application which falls within the definition of personal data under the Data Protection Act and is not to be published on the council's website, please contact the council's planning department.

1. Applicant Name, Address and Contact Details

Title: Mr | First name: Clive | Surname: Hayton

Company name:

Street address: The Manor House
14, Southwick Street,

Town/City: Southwick
County: West Sussex
Country:
Postcode: BN42 4AD

	Country Code	National Number	Extension Number
Telephone number:		[redacted]	
Mobile number:			
Fax number:			

Email address:

Are you an agent acting on behalf of the applicant? (•) Yes ( ) No

2. Agent Name, Address and Contact Details

Title: | First Name: Norman | Surname: Ray

Company name: Norman Ray Associates Ltd.

Street address: 30 Sussex House
The Meadway

Town/City: Shoreham-by-sea,
County: West Sussex
Country: United Kingdom
Postcode: BN43 5RP

	Country Code	National Number	Extension Number
Telephone number:		01273455875	
Mobile number:			
Fax number:		01273455875	

Email address: contact@normanray.co.uk

3. Description of Proposed Works

Please describe the proposals to alter, extend or demolish the listed building(s):

Alterations to provideimproved access from the kitchen to the terrace on the south elevation including providing a lowered internal landing and the replacement of the defective roof, windows & doors of the Conservatory

Has the work already started without planning permission? ( ) Yes (•) No

4. Site Address Details

Full postal address of the site (including full postcode where available)

House: 14 Suffix:

House name:

Street address: Southwick Street

Southwick

Town/City: BRIGHTON

County:

Postcode: BN42 4AD

Description of location or a grid reference
(must be completed if postcode is not known):

Easting: 524424

Northing: 105350

Description:

5. Related Proposals

Are there any current applications, previous proposals or demolitions for the site? ○ Yes ◉ No

6. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application? ◉ Yes ○ No

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title: First name: Surname:

Reference:

Date (DD/MM/YYYY): (Must be pre-application submission)

Details of the pre-application advice received:

Informal phone conversation with duty planning officer:
In its basic essence the appearance of the conservatory will remain as it is except for the door & sidelight that are to be provided at the eastern end of the south elevation. I specifically queried whether it would be in order to replace the multicompartment polycarbonate roof sheeting with one of similar appearance and was advised that it would be acceptable as it was an existing finish to a non original structure

7. Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal? ◉ Yes ○ No

If Yes, please provide details:

Clients have consulted neighbour

8. Council Employee / Member

Is the applicant or agent related to any member of staff or elected member of the council? ○ Yes ◉ No

9. Materials

Please provide a description of existing and proposed materials and finishes to be used in the build (demolition excluded):

External walls - add description

Description of *existing* materials and finishes:

Main building coursed rough stone & brick (bungaroosh)
Conservatory south & east walls rendered brick
Conservatory north wall fair faced blockwork

Description of *proposed* materials and finishes:

Chase to be cut into wall of existing house above line of conservatory roof to reform lead flashing & make abutment water tight
Original glazed opening in kitchen to be reformed (casing removed and cill lowered) too form opening for new glazed door from kitchen to landing area in conservatory
Opening to be formed at west end of south elevation of Conservatory for door & sidelight

Roof covering- add description

Description of *existing* materials and finishes:

Multiwall polycarbonate roof sheeting on timber rafters with timber cover strips (to conservatory)

Description of *proposed* materials and finishes:

Matching multiwall polcarbonate roof sheeting on patent glazing channel & rafters

9. Materials (continued)

Windows - add description

Description of *existing* materials and finishes:

Painted timber windows, single glazed with feature stained glass toplights (very deteriorated condition)

Description of *proposed* materials and finishes:

Preservated treated softwood timber windows with hermetically sealed double glazing and salvaged stained glass top lights. All timber finished with Sikkens white breather system brush applied

External doors - add description

Description of *existing* materials and finishes:

Single glazed softwood paint finished doors (poor condition)

Description of *proposed* materials and finishes:

Purpose made part double glazed preservative treated softwood panelled doors
Sikkens white presevative film finish

Internal walls - add description

Description of *existing* materials and finishes:

Plastered & emulsion decorated / plain render

Description of *proposed* materials and finishes:

Form alterations to suit & decorate to match

Floors - add description

Description of *existing* materials and finishes:

Ceramic tile solid floor

Description of *proposed* materials and finishes:

Landing area to match

Internal doors - add description

Description of *existing* materials and finishes:

Existing single glazed infill between kitchen & conservatory to be replaced

Description of *proposed* materials and finishes:

Opening to be enlarged (in height) by removing glazed framework and timber casing. Part glazed door and frame to be fitted in opening.

Rainwater goods - add description

Description of *existing* materials and finishes:

Existing upvc gutter & ndownpipe deteriorated & leaking

Description of *proposed* materials and finishes:

Upvc concealed gutter with downpipe relocated to discharge to east end via surface water drain to soakaway beneath vegetable garden

Are you supplying additional information on submitted drawings or plans? ○ Yes ○ No

If Yes, please state plan(s)/drawing(s) references:

Drawing nos 2903/1,2,3 & 4
Design & Access Statement DAS 110209

10. Demolition

Does the proposal include total or partial demolition of a listed building? ○ Yes ◉ No

11. Listed building alterations

Do the proposed works include alterations to a listed building? ◉ Yes ○ No

If Yes, will there be works to the interior of the building? ◉ Yes ○ No

Will there be works to the exterior of the building? ◉ Yes ○ No

Will there be works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally? ◉ Yes ○ No

Will there be stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)? ◉ Yes ○ No

If the answer to any of these questions is Yes, please provide plans, drawings and photographs sufficient to identify the location, extent and character of the items to be removed, and the proposal for their replacement, including any new means of structural support, and state references for the plan(s)/drawing(s).

State references for these plan(s)/drawing(s):

Drawings no 2903 1,2,3& 4
Design & Access Statement - Photographs

12. Listed Building Grading

If known, what is the grading of the listed building (as stated in the list of Buildings of Special Architectural or Historical Interest)? ○ Don't know ○ Grade I ○ Grade II* ◉ Grade II

Is it an ecclesiastical building? ○ Don't know ○ Yes ◉ No

13. Immunity from Listing

Has a Certificate of Immunity from listing been sought in respect of this building? ○ Yes ◉ No

14. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land? ○ Yes ◉ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select only one)

○ The agent ◉ The applicant ○ Other person

15. Certificates (Certificate A)

Certificate Of Ownership - Certificate A
Certificate under Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/the applicant was the owner *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run)* of any part of the land or building to which the application relates.

Title: Mr First name: Norman Surname: Ray

Person role: Agent Declaration date: 16/02/2008 ☒ Declaration made

16. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. ☒

Date 16/02/2008

[redacted]

DAS 110209

DESIGN & ACCESS STATEMENT

INCORPORATING HERITAGE STATEMENT

PLANNING DIVISION
PLAN NO. DA/00621/09
DATE 19 FEB 2009

Project :

Alterations and Replacement of Conservatory Structure

The Manor House, 14, Southwick Street, Southwick

For Mr. & Mrs. C.Hayton

Norman Ray Associates Limited,
Sussex House,
30,The Meadway,
Shoreham-by-Sea,
West Sussex.
BN43 5RP

Telephone & Fax : 01273-455875

E mail :contact@normanray.co.uk

Dated : 11th February 2009

Introduction

This Design and Access Statement has been prepared in accordance with the requirements of Adur District Council's Policy. It is a succinct report which illustrates and justifies the design proposals and access arrangements in a structured manner.

Generally

The extent of the site is shown on drawing no 2900/10, defined by red edging on the enclosed Location Plan, the position of the conservatory, which adjoins the Grade II Listed Manor House in identified in solid red.

The existing Conservatory is shown in drawing nos 2900/1 and 2. It is not an original feature of the Grade II Listed building, it was erected in the late 1980's and received retrospective planning permission on the 4th December 1990. The timber structure is in poor condition and in need of urgent replacement (see photograph nos 1,2 and 3)

The proposed works comprise the replacement of only the defective polycarbonate roof & support structure, glazed windows and doors while the remainder of the wall and floor structure are to be retained. The extent of the works comprises:

- Purpose made preservative treated softwood frame, windows and doors structure will receive a white Sikkins multicoat breather type finish which will be fixed to the existing solid front, side & rear walls which are to be retained.
- Alterations will be carried out to the western end of the conservatory at its abutment to the main house. The floor will be lowered to that of the Kitchen and Dining Room, a dwarf wall will be formed at the change in levels with a glazed balustrade (safety glass) in a painted softwood frame with light oak handrail.
- The existing non compliant access steps will be reformed with properly formed compliant steps which will have a light oak handrail to the open string.
- The existing glazed opening from the kitchen will be modified to enable a glazed door (safety glass) to be hung in a softwood lining.
- The stained glass leaded top lights to the existing conservatory will be retained for re-use in the top lights to the replacement windows on the south elevation.
- The roof covering which is a translucent multi-wall polycarbonate roof sheeting on painted timber beams is to be replaced in matching material.
- The defective gutter to the south elevation is to be replaced by a concealed gutter which will discharge via a downpipe at the eastern end. From there the surface water will be piped underground to a hardcore soakaway which will be constructed beneath the vegetable garden.

Amount

The extent of the works to be carried out is as described above

Layout

The external layout will be improved by the proposed works as the new external door in the south side of the conservatory will enable direct access to be provided to the Terrace.

The internal layout of the Conservatory is divided into a lower landing which connects doors from the Dining Room and Kitchen to the exterior by the new door in the south elevation.

Scale

The scale of the Conservatory remains as existing: the height to the ridge of the conservatory remains at 3480mm above the ground floor level, length 8100mm and width 3500mm

Appearance including Heritage Statement

The Conservatory is not an original feature of the Grade II Listed building having been built approximately 20 years ago. Planning approval for retention of this structure was granted on the 4th December 1990. The proposed replacement of the timber structure, windows, doors and roof of a similar traditional design and softwood construction as the existing and as such is in keeping with that of The Manor House as is the proposed formation of an access door at the west end of the south elevation.

Landscaping

The existing dwarf wall to the west side of the terrace is to be part demolished and steps formed to provide access from the new access door up to the terrace area.

No additional soft landscaping is proposed.

Access

The aforementioned works will improve accessibility both internally by means of the compliant access steps fom landing level up to the main floor of the conservatory and externally by providing a direct access from the Kitchen and Dining Room to the Terrace. All of these works will be carried out in full compliance with part M of the Building Regulations.

Conclusion

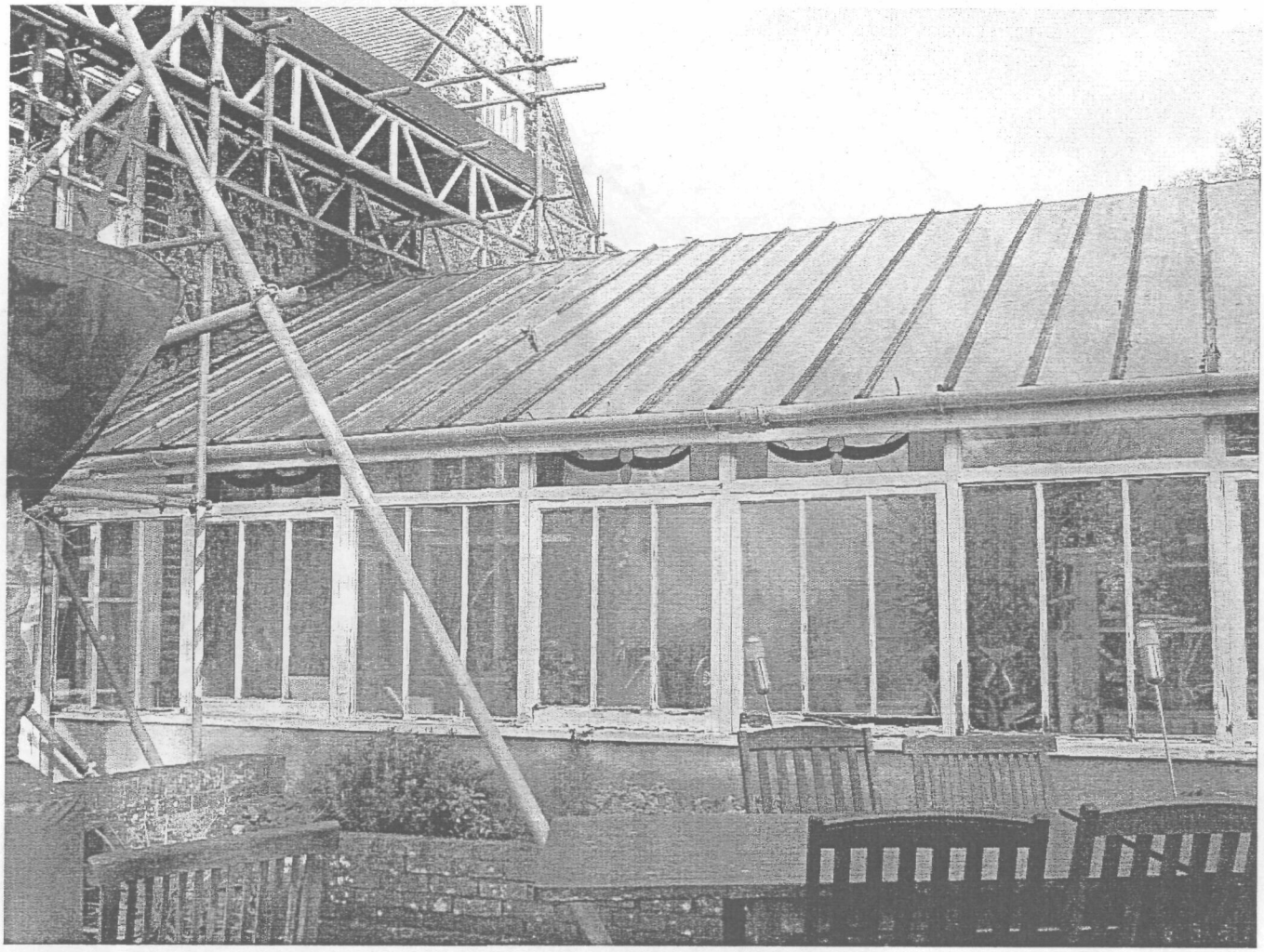
All of the above parameters have been met and we would therefore request that you find in favour of this application and grant Planning approval for these proposals.



Photograph no 1 Existing Conservatory – view from south east corner



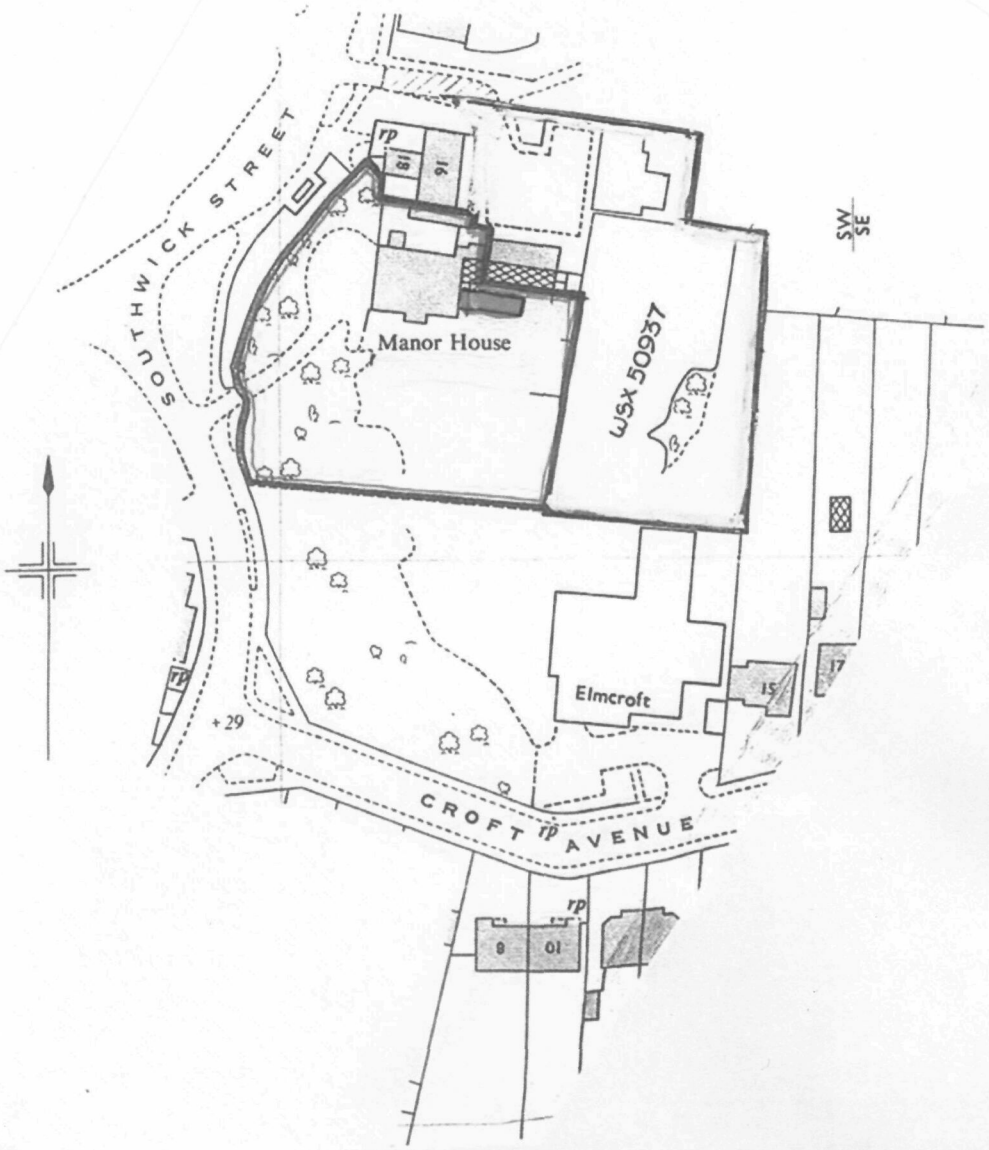
Photograph no 2 Existing Conservatory – view from Vegetable Garden at East



Photograph 3 Showing Poor Condition of timber structure and defective flashing at abutment (Note feature stained glass leaded lights to be retained for incorporation in Replacement Conservatory structure).

The Manor House, Southwick Street, Southwick

ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. Ad0062/09
DATE RECEIVED 19 FEB 2009



Drawing 2900/10 Location Plan

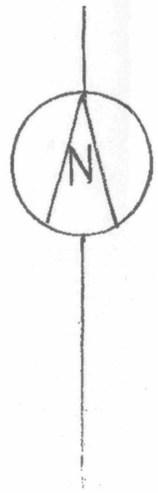
Scale . 1:1250

Dated . February 2009

Norman Ray Associates
Architectural & Interior Designers

Sussex House,
30, The Meadway,
Shoreham-by-Sea,
West Sussex. Tel & Fax : 01273 455875
BN43 5RP e – contact@normanray.co.uk





ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. AD/0002/09
DATE RECEIVED 19 FEB 2009

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Client.
Mr. & Mrs. C.Hayton,
The Manor House,
Southwick Street,
Southwick

Project.
Alterations to Improve Access to and the Replacement of the Existing Conservatory at the rear

Drawing no.
2903/5 SITE PLAN

Dated.
FEBRUARY 2009

Scale.
1: 500

Norman Ray Associates Ltd.
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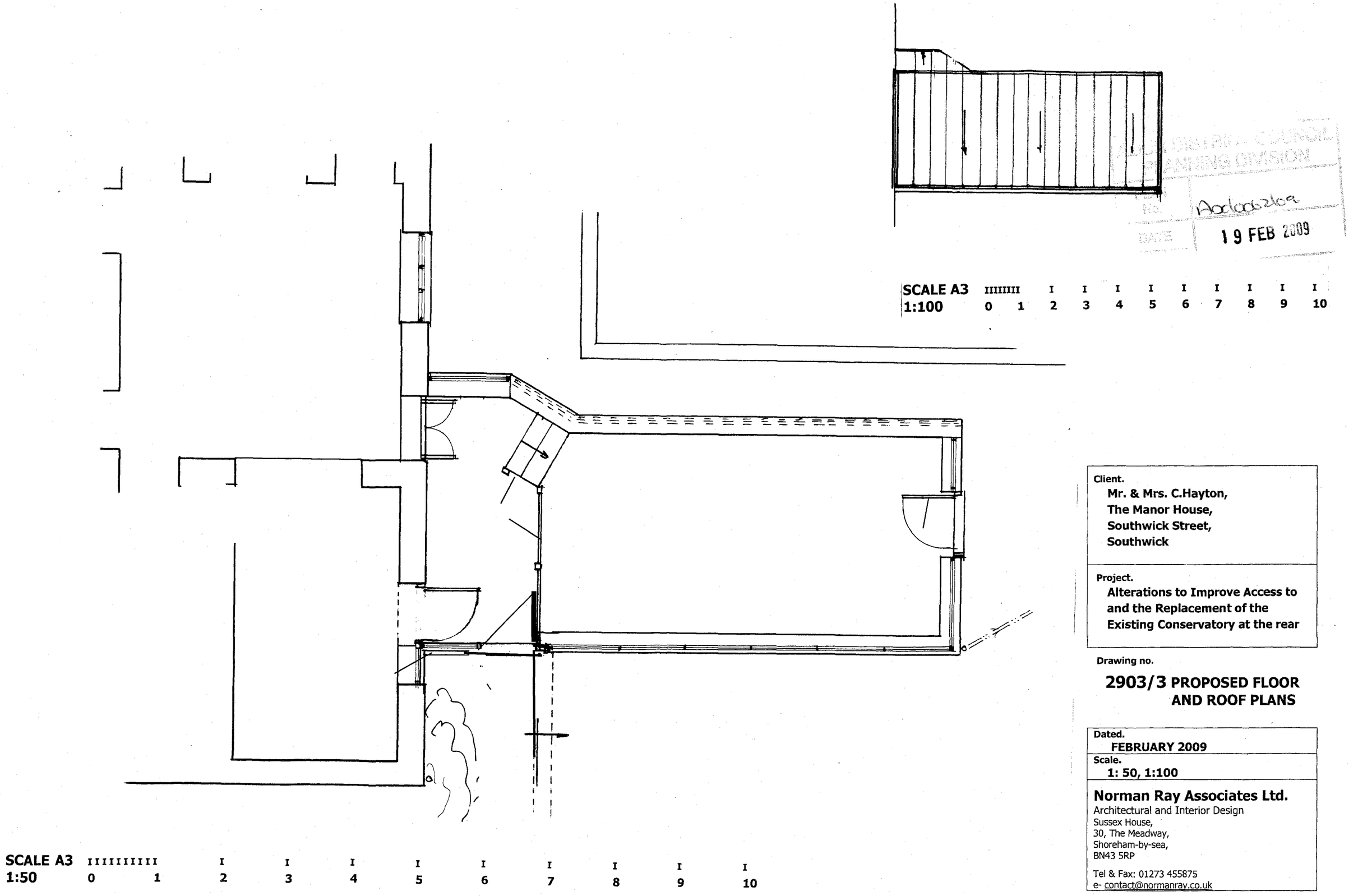

ADUR DISTRICT COUNCIL
PLANNING DIVISION
FILE No. A0d0062109
DATE 19 FEB 2009

Client.
Mr. & Mrs. C.Hayton,
The Manor House,
Southwick Street,
Southwick

Project.
Alterations to Improve Access to and the Replacement of the Existing Conservatory at the rear

Drawing no.
2903/3 PROPOSED FLOOR AND ROOF PLANS

Dated.
FEBRUARY 2009

Scale.
1: 50, 1:100

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PLANNING DIVISION
PLAN No. Ar1006269
DATE 19 FEB 2009

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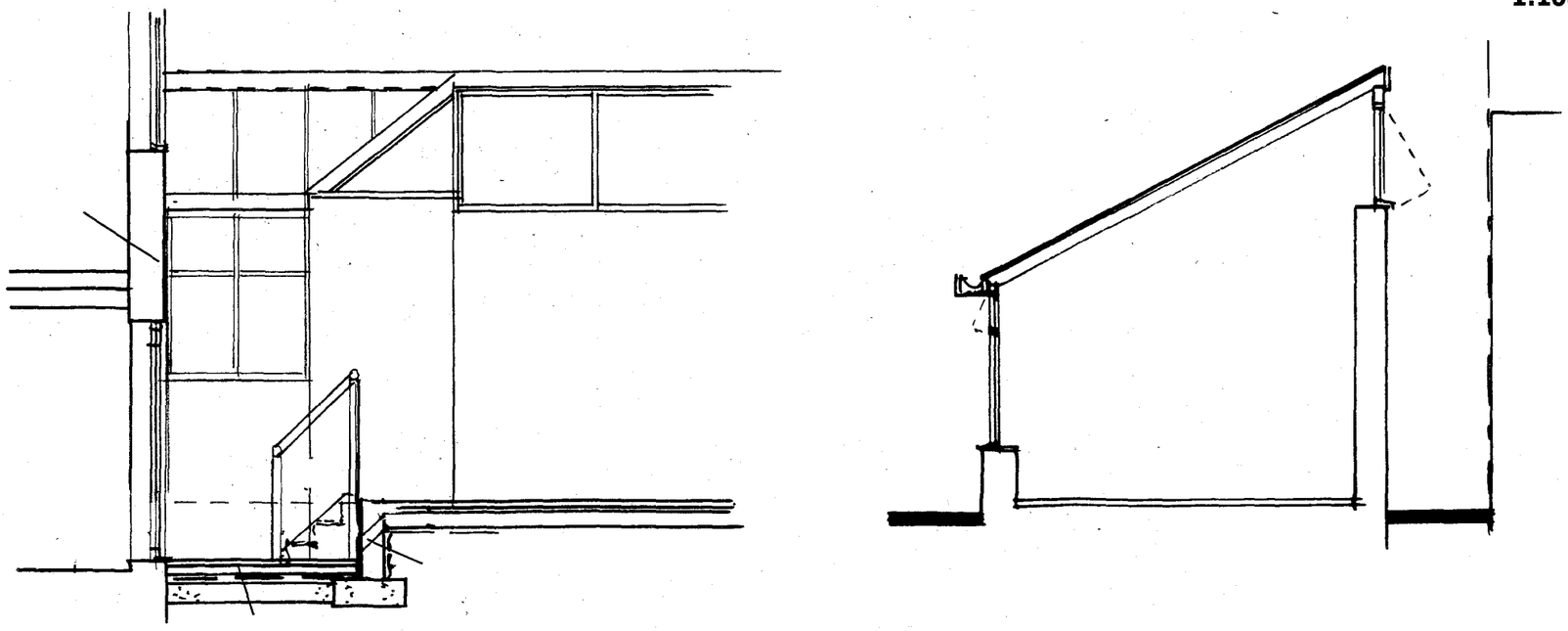

SCALE A3 1:50 — 0 1 2 3 4 5 6 7 8 9

Client.
Mr. & Mrs. C.Hayton,
The Manor House,
Southwick Street,
Southwick

Project.
Alterations to Improve Access to and the Replacement of the Existing Conservatory at the rear

Drawing no.
2903/4 PROPOSED SECTION AND ELEVATIONS

Dated.
FEBRUARY 2009

Scale.
1:50, 1:100

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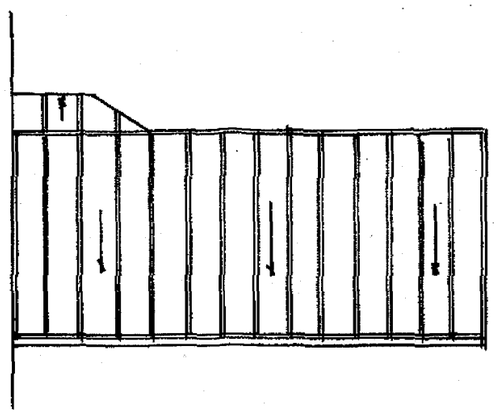

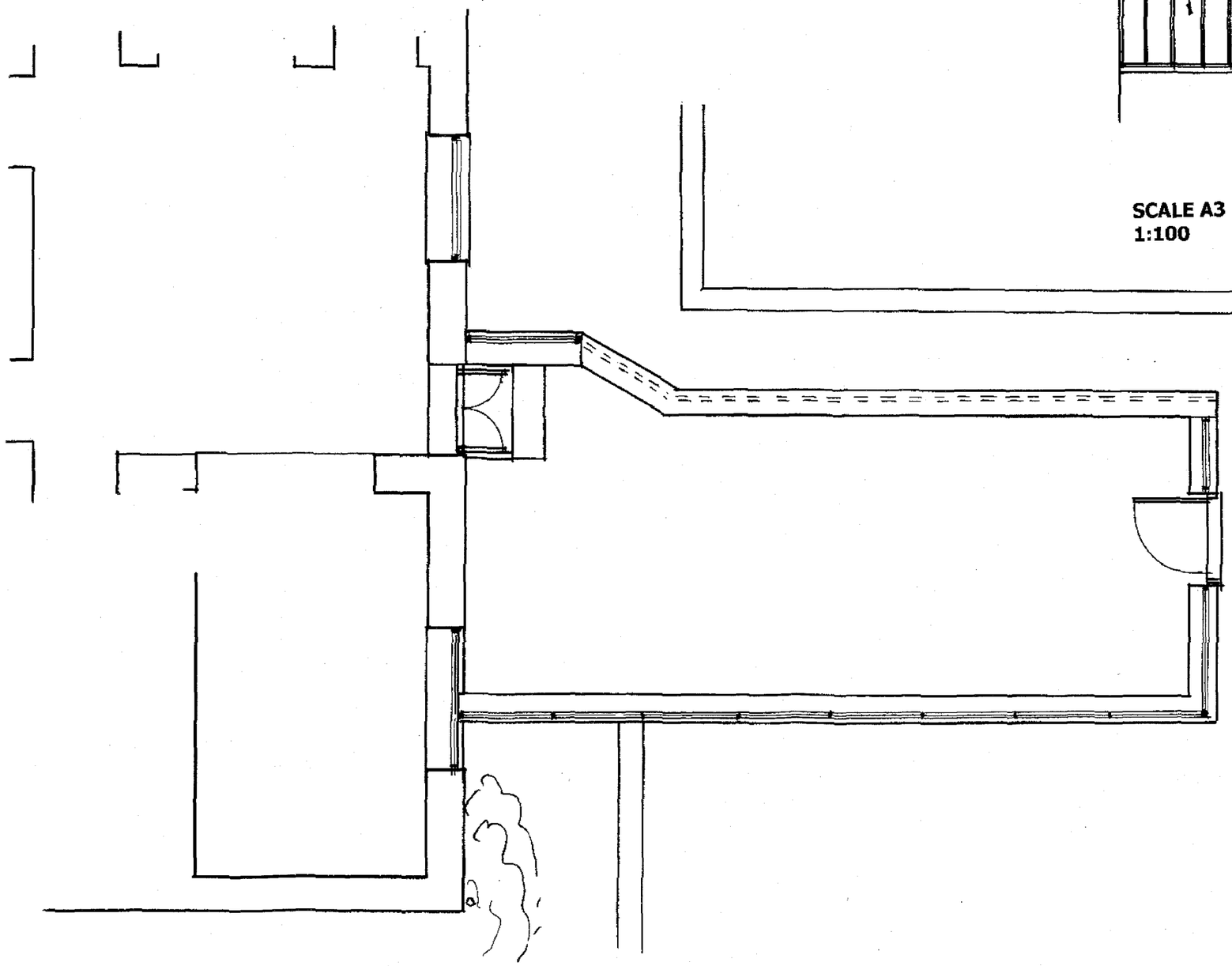

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SCALE A3 1:50

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SOUTH DERBYSHIRE COUNCIL
PLANNING DIVISION
PLAN No. P/2009/0169
DATE 19 FEB 2009

Client.
Mr. & Mrs. C.Hayton,
The Manor House,
Southwick Street,
Southwick

Project.
Alterations to Improve Access to and the Replacement of the Existing Conservatory at the rear

Drawing no.
2903/1 EXISTING FLOOR AND ROOF PLANS

Dated.
FEBRUARY 2009

Scale.
1: 50, 1:100

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Sussex House,
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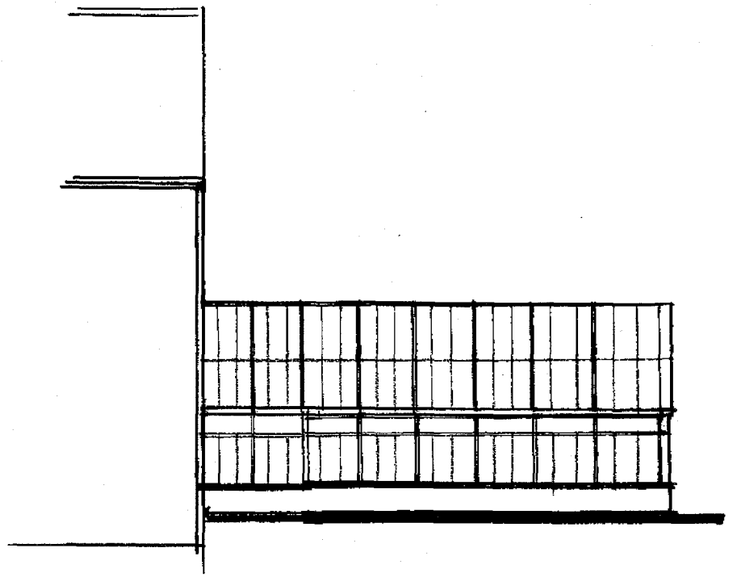



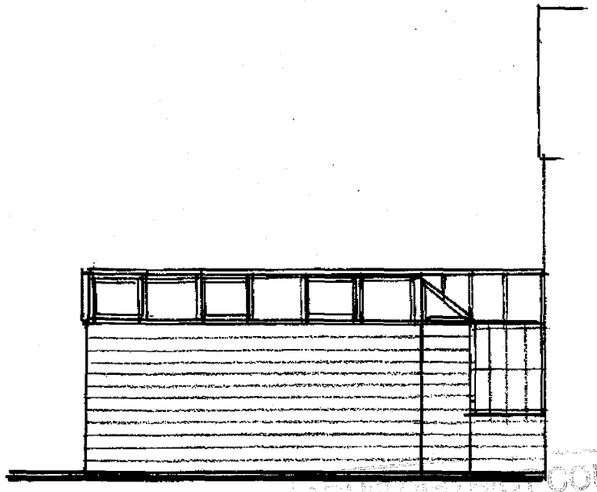

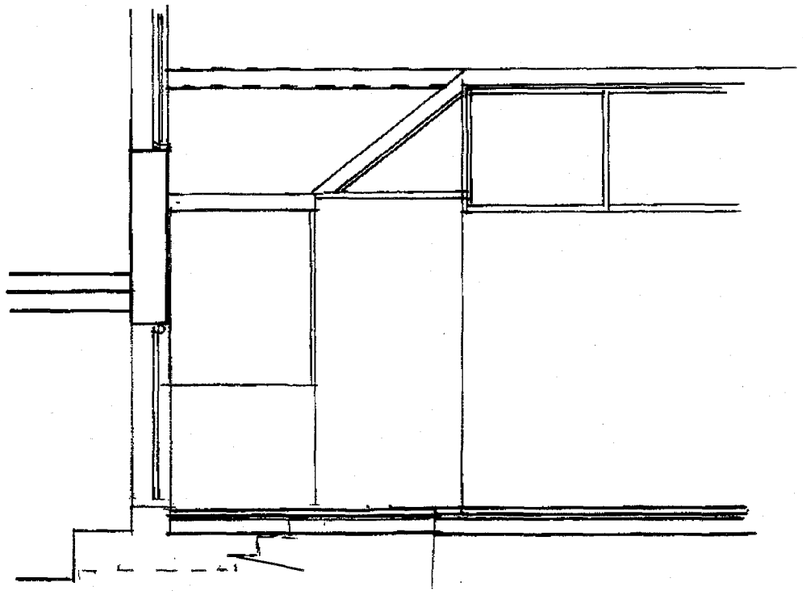

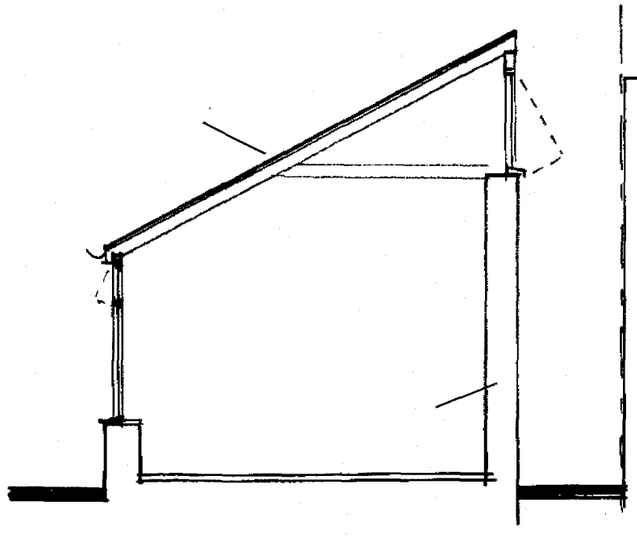

ASHFORD BOROUGH COUNCIL
PLANNING DIVISION
PLAN No. Ax/0032/09
DATE 19 FEB 2009

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SCALE A3 1:50 0 1 2 3 4 5 6 7 8 9

Client.
Mr. & Mrs. C.Hayton,
The Manor House,
Southwick Street,
Southwick

Project.
Alterations to Improve Access to and the Replacement of the Existing Conservatory at the rear

Drawing no.
2903/2 EXISTING SECTION AND ELEVATIONS

Dated.
FEBRUARY 2009

Scale.
1:50, 1:100

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