

Expiry: 27/7

Development Management - Delegated Officer Report

**Application Number: A) AWDM/0660/26
B) AWDM/0661/26**

Recommendation A) and B) – Approve

Site: 2 Old Swan Cottage, 40 Middle Street, Shoreham

Proposal: A) Demolition and removal of external timber-clad wall with external door within it; flooring and the plastic roof. To be replaced with a new timber frame wall with timber cladding; a new waterproof and insulated floor, and a new flat roof finished in felt with 2 no. rooflights and small parapet above door.

B) Application for Listed Building Consent for demolition and removal of external timber-clad wall with external door within it; flooring and the plastic roof. To be replaced with a new timber frame wall with timber cladding; a new waterproof and insulated floor, and a new flat roof finished in felt with 2 no. rooflights and small parapet above door.

Date of site visit: Heritage Consultant visited 14/7

Neighbours checked: Y

Additional neighbour notifications: N

Proposal, Site and Surroundings

The application relates to a 2 storey grade II Listed Building within the town centre of Shoreham-by-Sea. The Listing states:-

*‘SHOREHAM-BY-SEA
CHURCH STREET (west side)
Nos 1 and 2 (Old Swan Cottages)*

(Formerly listed as Old Swan House)

GV II

House. Mid C18 with C19 extension to left. Incised plaster Red brick eaves cornice to plain tiled mansard roof with gable-parapets and end stack. Two C20 flat-headed dormers. Two storeys and attic; slightly irregular 3 window front, sashes, except first floor window in left-wing, wooden casement. Glazed door to right of left-wing, doorway with non-opening glazing to right of centre on right-hand block. One storey lean-to extension to left. Two-storey wing to rear with combination half-hipped, hipped mansard roof.

Listing NGR: TQ2154805130’

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The site is also in the Shoreham conservation area. There are no TPO's on the site and no known flood risk associated with it.

No. 2 is the rear part of the original house and 'fronts' Middle Street. On its southern side it abuts the passageway that runs between Middle Street to the west and Church Street to the east. It has a garage onto Middle Street. The elevations are white painted render. The boundary wall facing onto Middle Street is flint with white painted brick quoins.

The entrance door and hallway are off Middle Street through a gate. Permission is sought to replace the west facing wall containing the entrance door with a timber frame wall with timber cladding; a new waterproof and insulated floor, and a new flat roof finished in felt with 2 no. rooflights including small parapet to west side. A new timber front door to match the existing door and new cladding is proposed with the existing stained glass swan window retained.

The application has been revised since first submitted to include a small parapet above the front door to hide the new rooflights from view. Natural timber is proposed for the wall cladding too.

Relevant Planning History

AWDM/1120/24 - Listed Building Consent to replace existing windows and glazed doors with double-glazed units that have been installed. Approved.

Consultations

Heritage consultant:

'The proposals relate to a modest lean-to/infill element positioned between the listed building and the garage. The submitted Design, Access and Heritage Statement explains that this part of the building is assumed to be non-original and appears to have been formed by enclosing a formerly external space between the cottage, neighbouring wall and later garage. The existing enclosure comprises a timber-clad wall with external door and stained-glass window, a poorly performing floor, and an incongruous polycarbonate roof. The proposed drawings show replacement of the external wall and door/window arrangement, retention of the stained-glass swan window, thermal and waterproof upgrading of the floor, and replacement of the plastic roof with an insulated flat roof incorporating two openable rooflights set behind a parapet.

In heritage terms, the existing lean-to/infill reads as a secondary and improvised accretion rather than as part of the principal historic fabric of the listed building. Its removal and reconstruction therefore has limited potential to affect the special architectural or historic interest of Old Swan Cottages, provided that the junctions with retained historic fabric are carefully handled and that any intervention into historic fabric is minimised. The use of a timber-framed replacement wall, a timber front door to match the existing, and retention of the stained-glass window are positive aspects of the scheme. The

replacement of the polycarbonate roof with a more robust and discreet flat roof is also likely to improve the appearance of this secondary element, particularly given the amended parapet detail intended to screen the rooflights from the street scene.

The removal and replacement of the improvised lean-to/infill is not considered harmful given its secondary, altered and utilitarian character. The principal heritage considerations relate to the detailed execution of the replacement work, particularly where new construction abuts retained historic fabric, and to the appearance of the new rooflights, external door and associated joinery. Subject to appropriate conditions securing detailed drawings/specifications for the rooflights, proposed floor build-up, new front door and associated joinery, together with careful making-good to retained fabric, the proposal can be supported on conservation grounds.

Overall, the proposal is considered to preserve the special architectural and historic interest of the Grade II listed building and the character and appearance of the Shoreham-by-Sea Conservation Area, in accordance with the statutory duties set out under Sections 16, 66 and 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990. The works are also considered to accord with the heritage objectives of the NPPF, in particular paragraphs 207, 212 and 213, which require significance to be understood and great weight to be given to the conservation of designated heritage assets. Subject to the conditions identified above, the proposal is also considered to comply with Policies 16 and 17 of the Adur Local Plan 2017, which require development affecting heritage assets to be of high quality, to respect its context, and to avoid adverse effects on the appearance, historic character and setting of listed buildings and conservation areas.

Conditions Required

- 1. Prior to installation, specifications of the proposed rooflights shall be submitted to and agreed in writing by the Local Planning Authority. The details shall include manufacturer, profile, frame material, finish, method of opening, upstand/parapet relationship and sections showing the rooflights in relation to the finished roof covering.*

Reason: To ensure the quality of the overall development and the preservation of the listed building in accordance with policy 17 of the Adur Local Plan

- 2. Prior to commencement of works to the floor, details of the proposed floor buildup shall be submitted to and agreed in writing by the Local Planning Authority. The details shall identify existing levels, proposed finished floor levels, waterproofing, insulation, ventilation where relevant, floor finish, and any method of fixing or intervention into retained historic fabric.*

Reason: To ensure the quality of the overall development and the preservation of the listed building in accordance with policy 17 of the Adur Local Plan

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3. *Prior to installation, large-scale joinery details of the proposed new front door, door frame, rooflight surrounds and any associated external joinery shall be submitted to and agreed in writing by the Local Planning Authority. The details shall include elevations, sections, moulding/profiles, materials, ironmongery, glazing where applicable, finish and relationship with adjoining retained fabric.*

Reason: To ensure the quality of the overall development and the preservation of the listed building in accordance with policy 17 of the Adur Local Plan.

Representations

None received.

Relevant Planning Policies

Adur Local Plan 2017 Policies 1, 2, 15, 16 and 17
'Supplementary Planning Guidance' comprising: Development Management Standard No.2 'Extensions and Alterations to Dwellings'
Shoreham by Sea Conservation Area Character Appraisal & Management Strategy (ADC 2008)
National Planning Policy Framework (December 2024)

Planning Assessment

Principle

Alterations to listed buildings or within their curtilages will be acceptable in principle subject to satisfying the statutory test of preserving the architectural and historic interest of the Listed Building. Development within a conservation area should preserve or enhance it. Works to dwellings otherwise located within the built up area can be supported in principle having regard to the effects on the amenities of neighbouring residential occupiers.

Heritage

The new roof adds 100mm to the overall height with an additional 150mm extra height to the two rooflights proposed. A parapet wall, 300mm in height, has been added to the frontage (west side) to hide the view of the rooflights from Middle Street.

The replacement wall is now proposed in natural timber rather than composite.

The revised proposal will respect the integrity of the listed building and preserve the appearance of the conservation area subject to details of the rooflight, floor build up and front door joinery, all reserved by condition.

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Residential amenity

The alterations are away from neighbours and will have no significant impacts.

Recommendation

APPROVE A and B subject to conditions:

A)

1. Approved Plans
2. Standard 3 year time limit
3. Details of rooflights.
4. Details of floor build up
5. Details of joinery

B)

1. Approved Plans
2. 3 years
3. LB Protected
4. Damage made good

Is recommendation contrary to letter(s) of representation? N

A)

1. The Local Planning Authority has acted positively and proactively in determining this application by identifying matters of concern within the application (as originally submitted) and negotiating, with the Applicant, acceptable amendments to the proposal to address those concerns. As a result, the Local Planning Authority has been able to grant planning permission for an acceptable proposal, in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.
2. SuDS drainage

B)

1. The Local Planning Authority has acted positively and proactively in determining this application by identifying matters of concern within the application (as originally submitted) and negotiating, with the Applicant, acceptable amendments to the proposal to address those concerns. As a result, the Local Planning Authority has been able to grant planning permission for an acceptable proposal, in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.

Case Officer: MOK

Date: 24/7

Authorised by: Peter Barnett

Date: 24 July 2026