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***Design, Access and Heritage Statement regarding the proposed
extension to Marshalls Manor***

April 2026
Project №: 21072
Mid Sussex District Council



Marshalls Manor,
High Street
Cuckfield
RH17 5EL

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1. *Application Details*

Project Description: Replacement side extension, damp remedial works, replacement windows and secondary glazing, new gate and master bedroom joinery.

Site Address: Marshalls Manor,
 High Street
 Cuckfield
 RH17 5EL

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Project Reference: 21072



2. Contents

1.	Application Details.....	2
2.	Contents.....	3
3.	Introduction	4
4.	Existing Description	4
4.1.	Location & Site	4
4.2.	Listing Description.....	4
4.3.	Existing Photos.....	6
5.	Proposed Works	7
6.	Planning Policy.....	10
6.1.	National Planning Policy Framework (NPPF)	10
6.2.	Mid Sussex District Plan2014-2031.....	11
7.	Significance of the Heritage Asset	12
8.	Sustainability.....	12
9.	Access.....	12
10.	Scale	13
11.	Conclusion.....	13



3. Introduction

This application has been produced to seek planning permission and listed building consent for various works internally and externally to Marshalls Manor. Although these works are minor and could be included with the recently submitted amendments to approvals **DM/23/0111 LBC** and **DM/23/0110**, it was considered more appropriate to submit as a separate application.

The proposal is for various works to the property that have a net improvement to the significance of the listed building, and improving the functionality of the family home. These works include:

- Replacement side extension located towards the rear of the property.
- Works to address damp within the property.
- Replacement windows.
- Secondary glazing.
- New gate.
- Master bedroom joinery details.

4. Existing Description

4.1. Location & Site

Marshalls Manor is set back from the main high street in Cuckfield, with its frontage facing east. Its siting can be seen in Figure 1

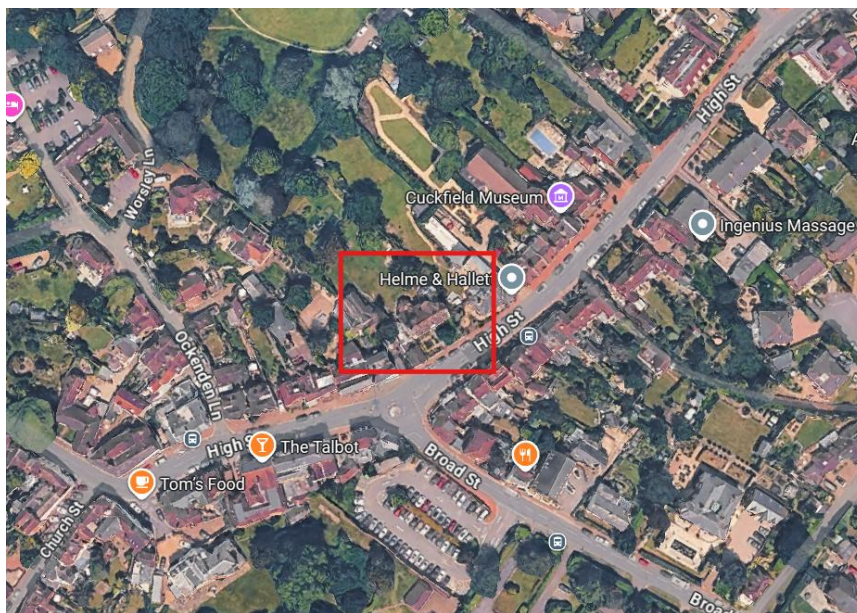


Figure 1 – Marshalls Manor (Google Maps)

4.2. Listing Description

TQ 3024 NW CUCKFIELD HIGH STREET

(west side)

7/47 Marshalls

10.9.51

*GV II**

Manor house, now house and former stables. c1575 timber-framed building refronted in mid C18 with later



extensions. Stables C17. East elevation has facade of Ardingly sandstone ashlar, side elevations are of C17 brickwork in English bond, west elevation is timber-framed with red brick infill. Horsham stone slab roof. 3 bay house with projecting stair turret to rear. East elevation has 3 tripartite sashes. Moulded sandstone bands between floors. Central splayed porch with sidelights, ogee-shaped fanlight and 6 panelled door. Approached up 9 stone steps with cast iron railings, having scrolled newel posts. The roof has a central gabled 3-light casement dormer, moulded cornice with kneelers having lozenge decoration and 2 large end brick chimney stacks, the north one external. Attached to the south is a former stables and coach-house now part of the house. Probably C17. The south front is of red brick with modillion eaves cornice, the east and north sides are of ashlar sandstone. Modern tiled roof and modern windows. House has fine interior including parlour with C16 stone 4 centred fireplace and panelling from Slaugham Manor (qv Butler's Green House, Haywards Heath) including a painted wood panel with a Coat of Arms thought to relate to Slaugham Manor. 4 C16 stone door surrounds in ground floor, kitchen with large wooden bressummer and set of 6 Victorian servants bells, original wooden winder staircase and first floor stone fireplace, original blocked large 3-light mullioned window and 3 door surrounds with Tudor rose motifs.

Listing NGR: TQ3043424692

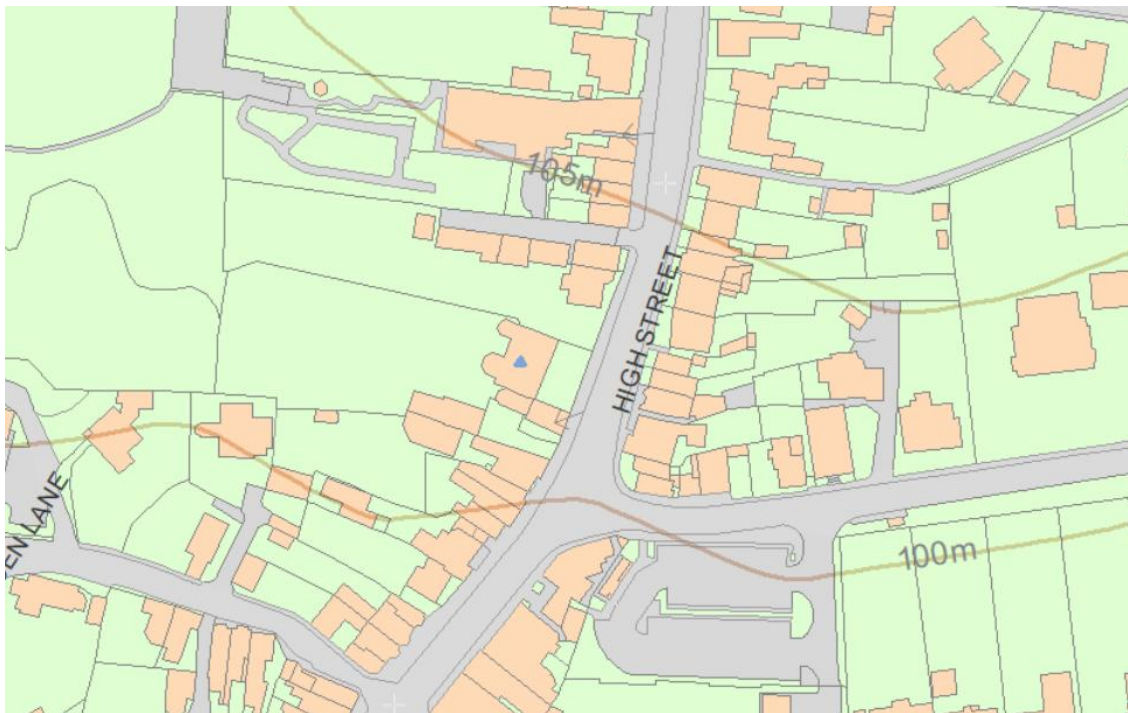


Figure 2 - Marshalls Manor - Historic England



4.3. Existing Photos



Figure 3 - Aerial of existing extension



Figure 4 - Existing extension



Figure 5 - Existing south elevation



Figure 6 – Existing extension internal



Figure 7 - Existing extension internal



5. *Proposed Works*

(Please read in conjunction with the existing and proposed drawings)

The design approach for this application has been to improve the existing building and build upon the significance of the heritage asset. This is achieved through a number of alterations, principally the replacement of the existing side extension that detracts from the heritage asset. Further works are also included and set out below.

Replacement Side Extension

The proposed development seeks the removal of the existing side extension, a structure that has increasingly fallen into disrepair. In its current condition, the building, and the visually incongruous plant room in particular, functions as a detrimental element that actively diminishes the aesthetic cohesion and the overarching historical significance of the Grade II* listed asset.

In its place, the replacement structure has been produced in a vernacular of a traditional garden wall. This design philosophy ensures that the new addition remains visually subservient to the primary dwelling and ensures the addition is read as a secondary landscape feature, rather than a primary structural mass.

Through the use of appropriate brickwork, carefully selected to achieve a precise tonal and textural match with the original fabric, and employing a breathable lime-based mortar, the extension will achieve a seamless integration. Crucially, the proposed is a more condensed extension, lower in height and reduced in footprint, as can be seen in the drawings and images below.

This sensitive material palette not only ensures a sympathetic transition between the old and the new but also serves to reinforce and safeguard the historic character of the main house for the long term.

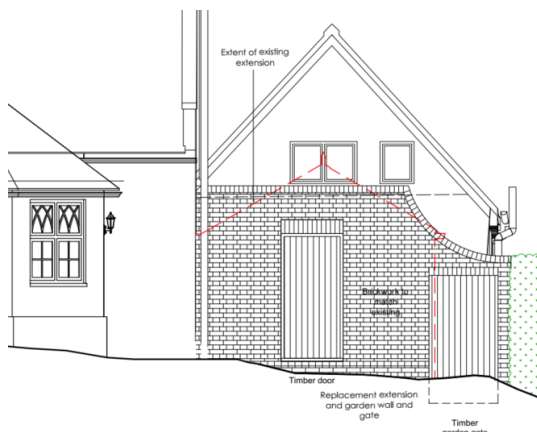


Figure 8 - Proposed west elevation

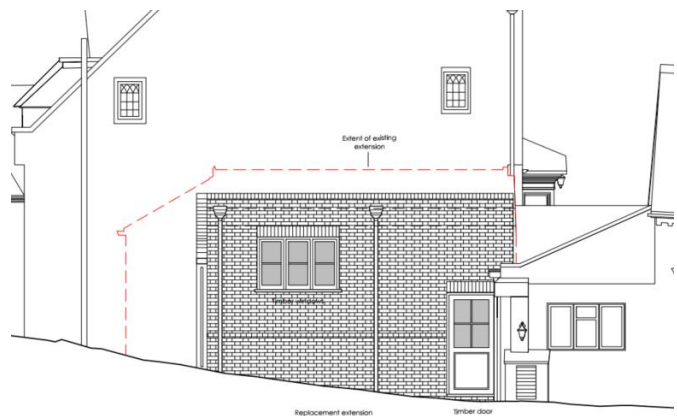


Figure 9 - Proposed south elevation

This high quality permanent replacement provides a long term benefit that outweighs the loss of the modern structure. Crucially, the visual improvements in terms of aesthetic and subservience provide a positive contribution to the significance of the heritage asset.

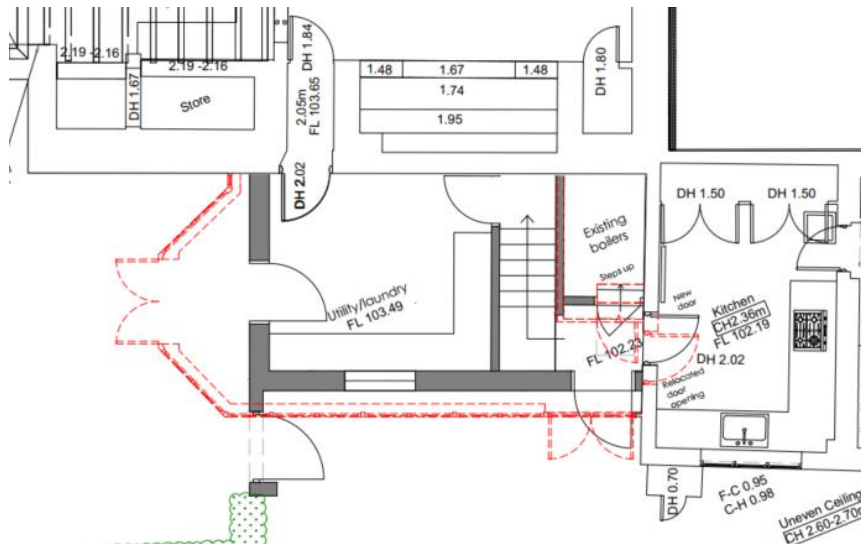


Figure 10 - Proposed ground floor plan

Brickwork for the extension will match the existing with breathable lime mortar.



Works to address damp

A comprehensive damp report has been produced by Sussex Heritage Damp Restoration (SHDR) to address various problems within the property. SHDR pride themselves on *'identifying and stopping the source of moisture, and allow buildings to dry'*. In practice this means minimal intervention for significant benefit for the heritage properties. The SHDR report is included with this application.

It is proposed to follow the suggestions in the appended report. Notably:

- Adding insulation to the annex roof – Breathable woodfibre.
- Adding a French drain to the front of the property
- Providing ventilation to the basement and attending to the existing collapsed drain

The key factor of these works is that they provide a significant benefit to the maintenance, and therefore, longevity of the property. The outcome is a positive contribution to the significance.



Replacement windows

While the initial approvals under **DM/23/0111/LBC** and **DM/23/0110** granted permission for the wholesale repair of the property's fenestration, further inspections have revealed that several units have particularly decayed. Consequently, permission is now sought for the targeted replacement of only the most severely degraded windows.

These replacement units will function as exact replicas, meticulously following the established glazing arrangements, narrow-profile timber sections, and historic frame profiles of the originals. This approach ensures that where the original fabric can no longer be salvaged, the architectural integrity and rhythm of the elevations are preserved without compromise

Typical cill, bead and head details at 1:2 have been produced and included with this application.

This will have a low level impact on the heritage asset.

Master bedroom joinery

In the master bedroom on the first floor, new joinery is proposed in the alcove nearest the window. This will be similar to the existing arrangement on the other side of the fireplace as shown below.

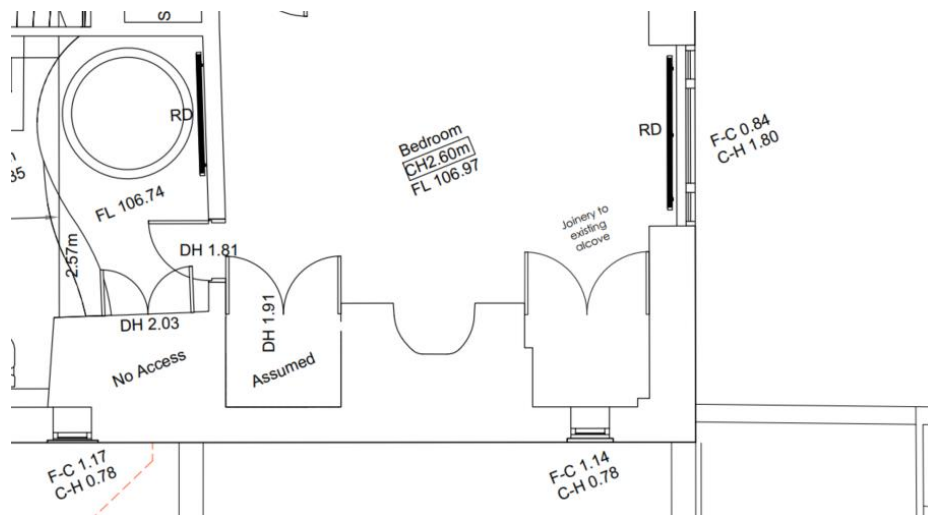


Figure 11 - Proposed joinery in bedroom

This will have a neutral impact on the heritage asset.

Secondary glazing

Although it is not strictly necessary to have listed building consent for secondary glazing, it is included in this application as it will help mitigate heat loss and also to aid in the issues raised on the damp report. As part of the report, it is proposed to add secondary glazing to all existing windows.

New gate

Minor landscaping amendments are proposed in the form of new hedging and an access gate from the parking area in front of the garage to facilitate easy egress from this area to the main house



6. Planning Policy

In the creation of this planning application, both national and local planning policy has been considered and taken into account in order to meet the needs and requirements of both.

6.1. National Planning Policy Framework (NPPF)

The National Planning Policy Framework (NPPF) was issued on 27th March, 2012 (updated most recently in December 2024) to define national Planning Policy for England.

It provides guidance on, amongst other matters, design criteria and the surroundings and wider environment of domestic dwellings. There is a particular emphasis on sustainable development and infrastructure provision, as well as 'well-designed places':

National Planning Policy Framework 2024	
Para 7	<i>The purpose of the planning system is to contribute to the achievement of sustainable development. At a very high level, the objective of sustainable development can be summarised as meeting the needs of the present without compromising the ability of future generations to meet their needs</i>
Para 8	<i>Paragraph 8 of the NPPF states that sustainable development has three overarching objectives which are interdependent and need to be pursued in mutually supportive ways, so that opportunities can be taken to secure net gains across each of the different objectives. These are economic, social and environmental.</i>
Para 10	<i>So that sustainable development is pursued in a positive way, at the heart of the Framework is a presumption in favour of sustainable development</i>
Para 11	<i>Presumption in favour of sustainable development For decision-taking this means: c) approving development proposals that accord with an up-to-date development plan without delay; or d) where there are no relevant development plan policies, or the policies which are most important for determining the application are out-of-date, granting permission unless: i. the application of policies in this Framework that protect areas or assets of particular importance provides a clear reason for refusing the development proposed; or ii. any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole, having particular regard to key policies for directing development to sustainable locations, making effective use of land, securing well-designed places and providing affordable homes, individually or in combination.</i>
Para 39	<i>Local planning authorities should approach decisions on proposed development in a positive and creative way. They should use the full range of planning tools available, including brownfield registers and permission in principle, and work proactively with applicants to secure developments that will improve the economic, social and environmental conditions of the area. Decision-makers at every level should seek to approve applications for sustainable development where possible.</i>
Para 131	<i>Achieving well-designed places - The creation of high quality, beautiful and sustainable buildings and places is fundamental to what the planning and development process should achieve. Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities. Being clear about design expectations, and how these will be tested, is essential for achieving this. So too is effective engagement between applicants, communities, local planning authorities and other interests throughout the process.</i>
Para 135	<i>Planning policies and decisions should ensure that developments: i. will function well and add to the overall quality of the area, not just for the short term</i>



	<i>but over the lifetime of the development</i> <i>ii. are visually attractive as a result of good architecture, layout and appropriate and effective landscaping</i> <i>iii. are sympathetic to local character and history, including the surrounding built environment and landscape setting. While not preventing or discouraging appropriate innovation or change (such as increased densities)</i>
Chapter 15	Conserving and enhancing the natural environment – planning decisions should contribute to and enhance the natural and local environment.
Para 202	<i>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.</i>
Para 208	<i>Local planning authorities should identify and assess the particular significance of any heritage asset that may be affected by a proposal (including by development affecting the setting of a heritage asset) taking account of the available evidence and any necessary expertise. They should take this into account when considering the impact of a proposal on a heritage asset, to avoid or minimise any conflict between the heritage asset's conservation and any aspect of the proposal.</i>
Para 210	<i>In determining applications, local planning authorities should take account of:</i> <i>a) the desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation;</i> <i>b) the positive contribution that conservation of heritage assets can make to sustainable communities including their economic vitality; and</i> <i>c) the desirability of new development making a positive contribution to local character and distinctiveness.</i>

Section 12 – Achieving well-designed places

131. The creation of high quality, beautiful and sustainable buildings and places is fundamental to what the planning and development process should achieve. Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities.

This has been taken into consideration throughout the design process, particularly those relating to and having an impact on the heritage asset.

6.2. Mid Sussex District Plan 2014-2031

Mid Sussex District Council adopted the Mid Sussex District Plan 2014-2031 as a Development Plan Document at its meeting on 28th March 2018. The District Council is still in the process of reviewing and updating, until the new District Plan 2021-2039 will replace the existing.

Mid Sussex District Plan 2014-2031	
DP26	<i>Character and Design</i> <i>All development and surrounding spaces, including alterations and extensions to existing buildings and replacement dwellings, will be well designed and reflect the distinctive character of the towns and villages while being sensitive to the countryside</i>
DP34	<i>Listed Buildings and other Heritage Assets –</i> <i>Development will be required to protect listed buildings and their settings. This will be achieved by ensuring that:</i>



	- <i>A thorough understanding of the significance of the listed building and its setting has been demonstrated. This will be proportionate to the importance of the building and potential impact of the proposal;</i> - <i>Alterations or extensions to a listed building respect its historic form, scale, setting, significance and fabric. Proposals for the conversion or change of use of a listed building retain its significance and character whilst ensuring that the building remains in a viable use;</i> - <i>Traditional building materials and construction techniques are normally used. The installation of uPVC windows and doors will not be acceptable;</i> - <i>Satellite antennae, solar panels or other renewable energy installations are not sited in a prominent location, and where possible within the curtilage rather than on the building itself;</i> - <i>Special regard is given to protecting the setting of a listed building;</i> - <i>Where the historic fabric of a building may be affected by alterations or other proposals, the applicant is expected to fund the recording or exploratory opening up of historic fabric.</i> <i>Other Heritage Assets</i> <i>Development that retains buildings which are not listed but are of architectural or historic merit, or which make a significant and positive contribution to the street scene will be permitted in preference to their demolition and redevelopment.</i> <i>The Council will seek to conserve heritage assets in a manner appropriate to their significance, so that they can be enjoyed for their contribution to the character and quality of life of the District. Significance can be defined as the special interest of a heritage asset, which may be archaeological, architectural, artistic or historic.</i> <i>Proposals affecting such heritage assets will be considered in accordance with the policies in the National Planning Policy Framework (NPPF) and current Government guidance.</i>
DP 39	<i>Sustainable Design and Construction</i> <i>Ensures that the proposal has sought to improve the sustainability of development through minimising energy use, efficient use of resources and exploration of energy efficient opportunities.</i>

7. Significance of the Heritage Asset

As part of the previous application, Desbruslais Surveyors produced a detailed and extremely useful report, documenting the value and significance of the property both in terms of the built historic value, as well as the communal, social and aesthetic value.

This report assesses works already approved under applications **DM/23/0111 LBC** and **DM/23/0110**, but retains much useful information when assessing the significance of heritage asset.

8. Sustainability

The proposals will support the Mid Sussex District Plan Policy DP 39 relating to sustainability and minimising energy use. This is particularly notable with the addition of the secondary glazing, breathable insulation and longevity of the new extension.

9. Access

Access to the site will remain unchanged



10. Scale

The extension is smaller in volume, footprint and height than the existing, and is therefore appropriately subservient to the heritage asset.

11. Conclusion

This application seeks Planning Permission and Listed Building Consent for internal and external works designed to enhance the functionality of Marshalls Manor while providing a net improvement to its heritage significance.

The key element of the proposal is the replacement of a visually obstructive side extension with a more condensed, traditional structure. By utilizing a vernacular garden wall design and high-quality materials, including matching brickwork and breathable lime mortar, the new addition achieves a clear sense of subservience to the primary Grade II* listed dwelling.

Furthermore, the application addresses critical maintenance needs through targeted damp remedial works and the replacement of severely decayed joinery. These elements, alongside the introduction of secondary glazing, are essential for the structural longevity and environmental sustainability of the building.

The proposed works demonstrate a thorough understanding of the building's historic fabric and comply with the core principles of the National Planning Policy Framework (notably paragraphs 202, 208, and 210) and Mid Sussex District Plan policies DP26 and DP34. As local specialists in traditional architecture, Stephen Langer Architects have ensured that these minor yet vital alterations respect local building traditions and safeguard the unique character of Marshalls Manor for future generations.