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***Design and Access Statement regarding the proposed extension and
associated works at Marshalls Manor***

September 2026
Project №: 21072
Mid Sussex District Council



Marshalls Manor,
High Street
Cuckfield
RH17 5EL

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1. *Application Details*

Project Description: Removal of existing rear extensions and replacement with new single storey rear extension with associated hard and soft landscaping works, part removal of garage roof structure and refurbishment and alterations to the existing summer/pool house and garage. Internal Alterations, repair all windows and re-tile and repair the main house roof, installation of new sanitaryware and air source heat pump

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

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Project Reference: 21072

Revision B



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3. *Introduction*

This application has been produced to seek planning permission and listed building consent for various works internally and externally to Marshalls Manor. This is as a result of the expiration of the previous planning and listed building consents that will be set out below.

Although a variation application had been submitted to enable works to start, the Case officer explained that the phrasing of the description of the works in the original planning and listed building consents would have necessitated the submission of further non-material amendment applications which there would be insufficient time to process before the expiry of the original consents on 13th August 2026.

Accordingly, the Case Officer advised that the best way forward was to submit new full planning and listed building consent applications and, given that the principle of our clients' proposals had already been accepted and agreed by the council, that the future applications should not be contentious in any way and that this approach would make the process a lot simpler and easier. Accordingly, the variation application was withdrawn, and new full planning and listed building applications have been submitted as recommended.

This scheme is supported by a detailed heritage report from Richard Pocock (referred to as RP for the remainder of the report) from Desbruslais Surveyors, where the works are assessed against the impact on the heritage asset.

This application includes:

- Demolition of rear modern extensions, and replacement with new glazed extension.
- Internal alterations at ground and first floor.
- Works to existing garage and pool house
- Repairs to windows and secondary glazing throughout
- Damp proofing works advised by heritage damp specialist.
- Hard and soft landscaping works
- Re-tiling roof and repointing of stonework
- Air Source Heat Pump

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

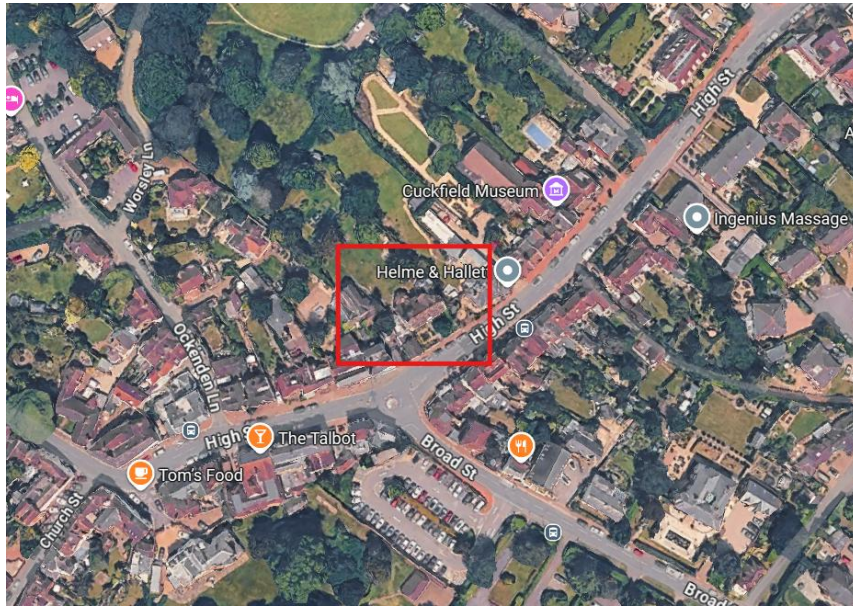


Figure 1 – Marshalls Manor (Google Maps)

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

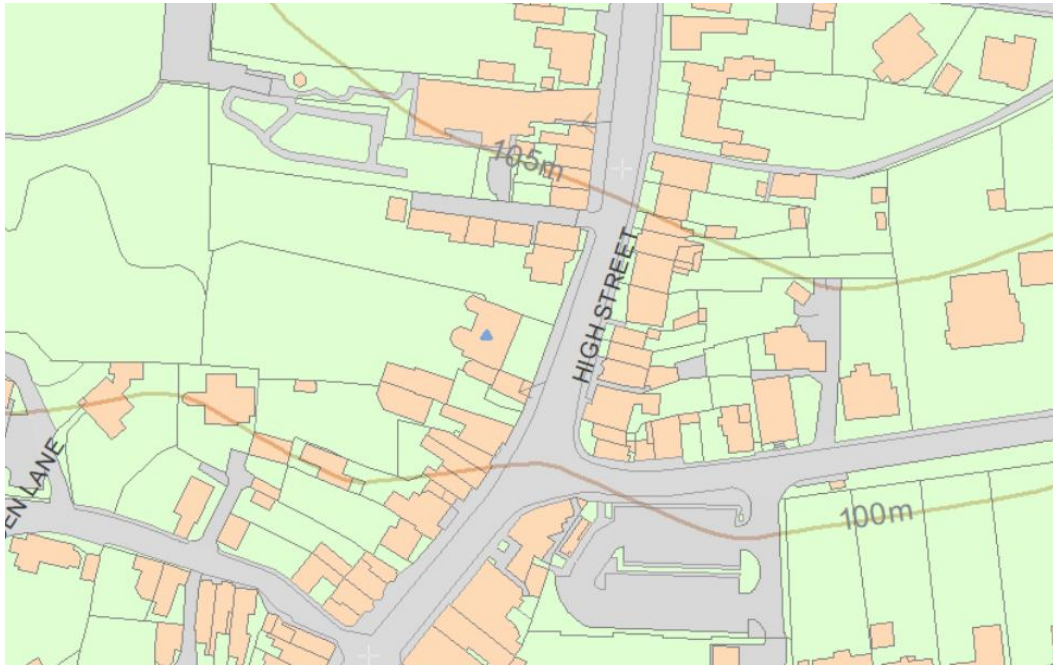


Figure 2 - Marshalls Manor - Historic England

5. Context from previous approval

This application constitutes a resubmission for the rear extension at Marshalls Manor, following the recent expiration of the previously granted Planning Permission and Listed Building Consent (**DM/23/0110** and **DM/23/0111**)

It is necessary to outline the procedural background that has prompted this fresh submission. A variation application was submitted to the Local Planning Authority prior to the expiration of the original consent.

However, as explained in the Introduction section 3 above, the wording of the original planning and listed building consents caused administrative problems in dealing with the variation application, leading the Case Officer to advise that fresh full applications should be made.

Following constructive dialogue with the Case Officer, it was confirmed that her assessment of the variation was substantially complete and the delegated report was largely drafted. To overcome the procedural complication of the original consent expiring during the determination period, the Officer accordingly advised that the best and only way forward was to submit new full planning and listed building consents, and that in circumstances such as these, where the principle of the proposals had already been accepted by the council, the future planning and listed building applications would not be contentious.

Given that the Case Officer was already progressing the recent variation toward a positive recommendation, this current application is fundamentally an administrative exercise to formalise the approval.

During the course of the variation applications, the revised drawings were thoroughly considered with Historic England and then subsequently, the LPA Conservation Officer, who provided comments that we have now addressed in this application.



6. Proposed Works

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

6.1. New rear extension

The new rear extension proposed will replace the existing modern extensions at the rear of the property as shown below. The principle of this development has already been established and further clarification is provided as part of the heritage report included with this application. Regarding the existing extension, it states that *'removal of the existing late 20th century rear extension is not considered contentious on any level*.



Figure 3 - Aerial of existing extension



Figure 4 - Existing extension

The amended designs (from the variation application) were considered by the Conservation Officer, who provided comment on the impact that full sliding glazing doors would have had. As a result, this application now seeks amended glazing that includes glazing bars. RP states *'we have no concerns over the use of glass across the width of the rear'* and further commented that *'the windows are not contentious and we have no concerns in respect of granting consent*'.

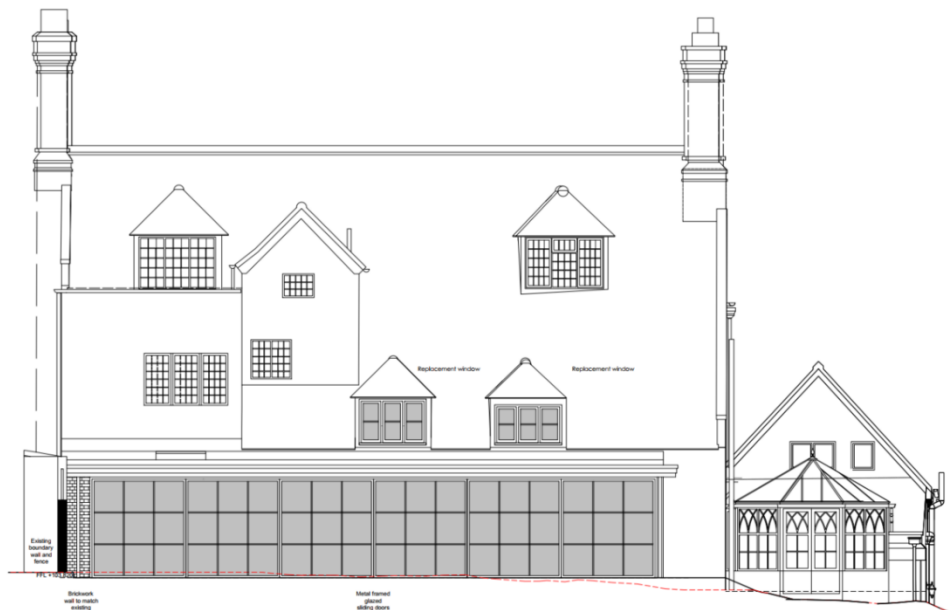


Figure 5 - Proposed west elevation

This proposed extension represents a minor deviation in style from previously approved scheme, and has



addressed the subsequent comments from the Conservation Officer. It enables a significantly improved use of the house, pulling the more intensively used areas (kitchen and living), out of the historic core, significantly reducing the strain put on historic fabric.

Part of these works relate to the inclusion of underpinning of the adjacent boundary wall which will not be removed. This is shown on structural drawing **pma 6923 marshall's manor S.01** included with this application.

6.2. Internal Alterations

Much of the proposed works have already been approved under the previous consent and there are minor amendments to this that was previously submitted as part of the variation applications. These are spread over the ground and first floor.

Considered works at ground floor

There are floor plan changes that occur as a result of the new rear extension, allowing greater flow at the rear of the property. This is particularly relevant to the snug and back hall, shown below in Figure 9 and the attached drawings.

Within the snug, this includes the removal of a timber post, an item that was discussed at length with Historic England.

It is proposed to remove this post and concrete plank lintel and replace with a beam spanning this section. These works were agreed with HE, and supported by the Heritage Consultant.

The removal of the post includes structural considerations that were agreed with Historic England during the course of the previous variation application. This is shown below.



Figure 6 - Existing timber post

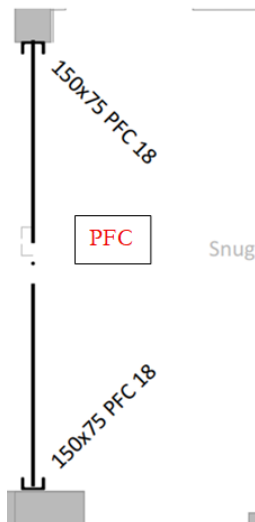


Figure 7 - Post removal structural details

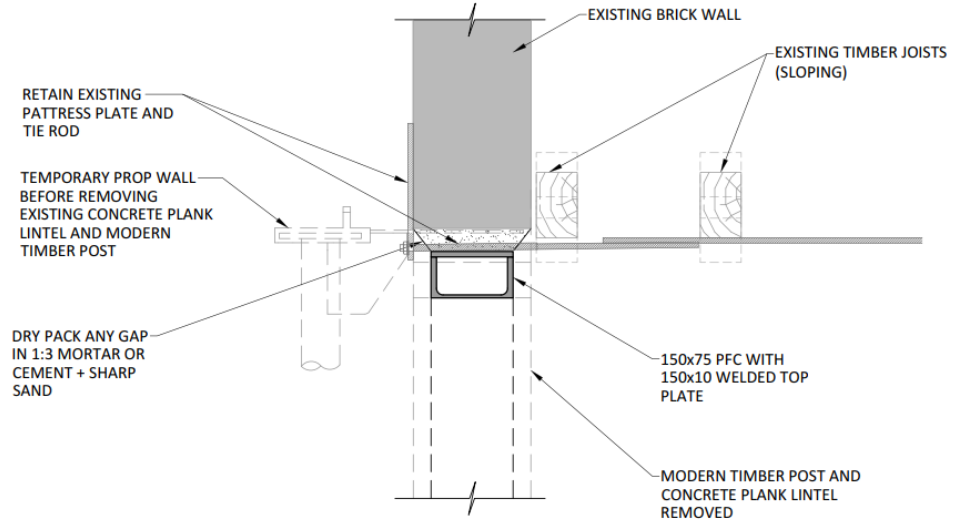


Figure 8 - Kitchen post structural section

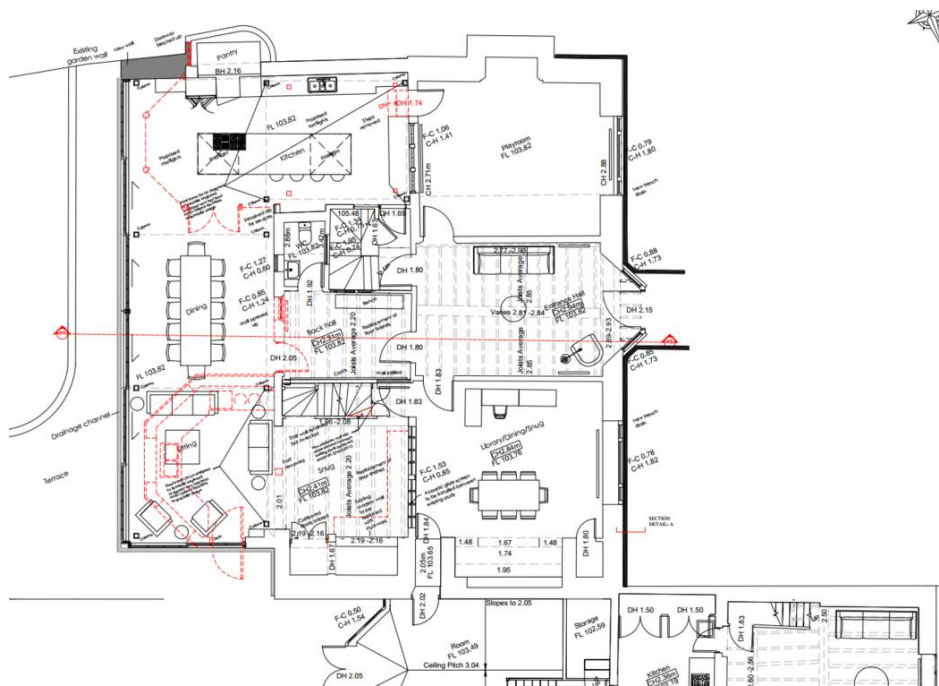


Figure 9 – Proposed ground floor

Within the back hall, a rear wall and door are proposed to be removed. During the course of the variation application, the Conservation Officer questioned the potential for loss of some historic fabric. Richard Pocock has reinvestigated these works, and has provided further narrative within his heritage report, which should be considered alongside this statement.

Historic England agreed in the course of our discussions with them that, in the light of previous clarification by RP as to their origin, the removal of the relevant portion of brick walling to the rear of the outshot and the single timber post ‘does not appear to raise heritage concerns’.



RP has provided further consideration to both of these elements. Concerning the removal of the wall, he states that it is of 'no notable heritage value' and is 'essentially a modern infill, of poor quality.'. It is particularly worth highlighting that RP states 'The removal of this section of wall cannot be considered contentious. There is no loss of comprehension as regards the remainder of this part of the building'.

Likewise concerning the removal of the post in the existing kitchen, RP states 'The removal is not contentious.... and we have no heritage related concerns'.

By removing the modern brickwork, and installing the glazed rear extension, it allows the historic core of the property to be clearly appreciated from the rear garden. Rather than a wall that is modern and of poor quality remaining at the heart of the redesigned area, its removal now reveals the historic wall. With the kitchen units on the right hand side of the design also removed and the window longer concealed, the continuous historic fabric across the entire rear elevation would now be successfully revealed to the outside.

Other works considered within this application include the installation of a glass screen between the existing studs between the dining room and snug, as well as replacement flooring. These were both discussed on site with the conservation officer and were considered uncontentious.

Considered works at first floor

The works at first floor do not deviate significantly from what has previously been approved. They largely relate to the bathroom and sanitaryware found in the master ensuite. These works are extensively covered within RPs report.

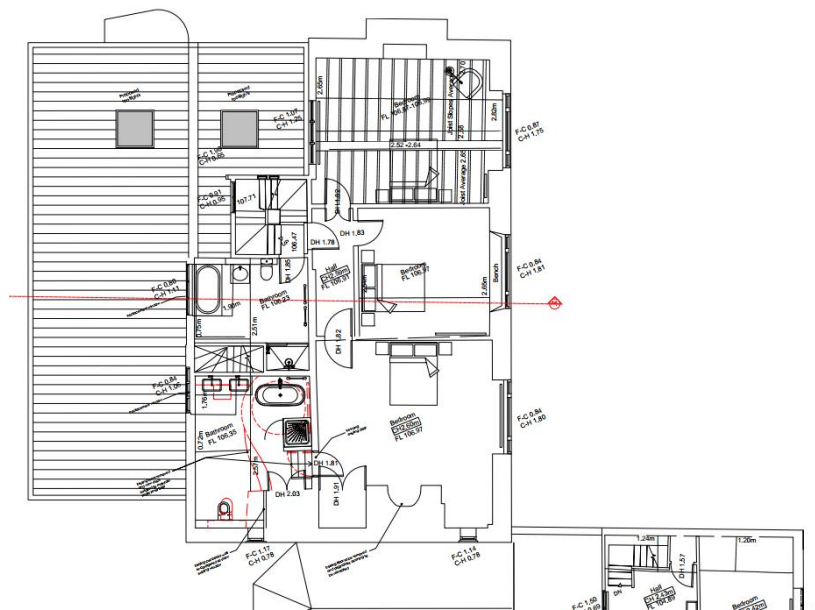


Figure 10 - Proposed first floor

6.3. Works to Kitchen fireplace and master bedroom hearth.

These works are again carried from the previous consent and have already been approved.

6.4. Works to existing garage / pool building

These works are largely the same as the previously approved consent. The front of the garage will be



removed and a replacement roof covering a small section of flat roof. These works were considered uncontentious in the previous scheme.

The previous consent included remodelling and fenestration changes to the rear of the building. These works are unchanged from this previous scheme and are discussed in detail in the heritage statement included with this application.



Figure 11 - Proposed works to garage

The minor change to this building beyond the previous consent, was the inclusion of a bin store to the side of the garage. Utilising matching materials, this represents a minor addition that provides appropriate storage of unsightly refuse containers.

6.5. Works to windows

A full schedule of works is attached to this application, setting out the works required individually for the windows throughout the property. This largely relates to the repairs and maintenance of the existing, with some works relating to rotten timber, servicing and general redecoration.

The exception to this concerns two first floor windows, FF-W-10 and FF-W-11 shown below.



Figure 12 - FF-W-10



Figure 13 - FF-W-11

Both of these windows sit within the existing dormers and interact with the existing extensions. These will be replaced with new windows. FF-W-10 is particularly at odds with the rear elevation. RP noted that



'it is please that the removal of the off centre and out of proportion rear extension allows for the proper reinstatement of the bathroom projecting window on the first floor', which has been previously installed clumsily.

6.6. Damp proofing works

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.

A methodology for these works is included with this application.

7. Materials

The materials are largely in keeping with the approved.

Brickwork to match existing
using reclaimed bricks.



Figure 14 – Proposed bricks



Natural Zinc Finish – Quartz
pre-patinated from VMZinc



Figure 15 - Zinc finish

Stonework to be repointed. A
detailed methodology has been
included with this application.



Figure 16 – Existing Stonework

Rainwater Goods
House – Black Cast iron,
profiles to match existing
Extension – Metal



Figure 17 – Existing Stonework

7.1. Renewable Energy

In line with the previous scheme, it is still proposed to include Air Source Heat Pumps to improve the



green credentials of the building. This falls inline with the Historic England guidance on the subject as well as the updates to the NPPF.

7.2. Retiling roof and repointing

The roof will be re-tiled and repaired with handmade plain clay tiles to match existing.

Repointing works will be carried out in line with the schedule included with this application.

8. *Landscaping*

Due to the context of this application addressing various items within the conditions from the approved scheme, a detailed landscaping plan has been included with this application. This information has largely been reviewed and commented on by the planning and conservation officers, and now represents the latest iteration, taking into consideration those comments.

9. *Significance of the Heritage Asset*

As part of the previous application, Desbruslais Surveyors produced a detailed 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 has been updated in line with the latest scheme and is included with the application.

10. *Sustainability*

The works to Marshalls Manor aid the energy efficiency and performance of the building, whilst ensuring historic fabric is retained and considered throughout.

- The fabric of the replacement extension will exceed the current standards set out in Building Regulations Part L, ensuring a significant reduction in both carbon dioxide emissions and long-term energy costs.
- Energy demand will be further offset by the installation of two Air Source Heat Pumps.
- To prevent light pollution and protect the local environment, all newly installed lighting will utilise low-energy fixtures.

The overall integration of these environmental enhancements has been carefully considered to ensure an unobtrusive design that respects and protects the historic character and setting of the Grade II* listed building.

11. *Access*

Access to the site will remain unchanged

12. *Scale*

The scale of the proposed works is extremely similar to the previously approved scheme and is commensurate with the proposed use.



13. 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.

13.1. National Planning Policy Framework (NPPF)

The latest National Planning Policy Framework (NPPF) was issued in August 2026 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. The key and relevant sections relating to the proposed development are set out below.

National Planning Policy Framework 2026	
Para 3	<i>Planning law requires that applications for planning permission be determined in accordance with the development plan, unless material considerations indicate otherwise</i>
Para 15	<i>The purpose of the planning system is to contribute to the achievement of sustainable development, by managing the use and development of land in the long-term public interest.</i>
Para 17	<i>Achieving sustainable development means that the planning system has three overarching objectives:</i> <i>a. Economic - to help build a strong, responsive and competitive economy, by ensuring that sufficient land of the right types is available in the right places and at the right time</i> <i>b. Social - to support strong, vibrant and healthy communities, by ensuring that a sufficient number and range of homes can be provided to meet the needs of present and future generations; and by fostering well-designed, beautiful and safe places</i> <i>c. Environmental - to support efforts to mitigate and adapt to climate change, including moving to a low carbon economy; and to protect and enhance our natural, built and historic environment</i>
DM1	<i>Proposals for other types of development should be supported by the minimum necessary information requirements to enable a decision.</i>
DM3	<i>1. When considering development proposals, local planning authorities should:</i> <i>a. Work with the applicant in a positive and proactive manner, where necessary seeking solutions to problems arising from initial proposals, to enable a timely decision;</i> <i>b. Take a proportionate approach to the consideration of the planning matters raised by the proposals, in a way that reflects their scale, complexity and potential impact;</i>
S4	<i>Principle of development within settlements</i> <i>Development proposals within settlements should be approved unless the benefits of doing so would be substantially outweighed by any adverse effects, when assessed against the national decision-making policies in this Framework.</i>
L2	<i>Making effective use of land</i> <i>Substantial weight should be given to the benefits where a development proposal would achieve one or more of the following:</i> <i>d. Creating additional homes or floorspace within settlements by using the airspace above existing residential and commercial premises, or through sensitive redevelopment or additional development within existing plots (including, but not limited to, the addition of mansard roofs, proposals to fill gaps in the existing roof line, the introduction of higher buildings at street corners and additional units within residential curtilages). Such proposals should:</i> <i>i. Be consistent with the overall street scene</i> <i>ii. Maintain safe access and egress for occupiers and users, and acceptable living standards for residents and neighbours in terms of access to daylight, sunlight, privacy and external amenity space</i> <i>iii. Where the development would involve the use of residential curtilages, not occupy more than twice the footprint of all the existing buildings on the site, and, following development, would retain at least 50% of the non-developed area within the curtilage of the existing buildings; unless additional development can be accommodated without harm to the overall</i>



	<i>character of the area, and taking into account the availability of infrastructure and the importance of locating development in sustainable locations</i>
DP3	<i>Key principles for well-designed places</i> <i>1. Development proposals should respond to their context (the history, character and features of their site and its setting), so that they integrate with and enhance their surroundings; such as through the arrangement of development plots and buildings, the use of materials and architectural features, and the restoration, reuse and integration of heritage assets. This should not preclude innovation or change where appropriate, especially where an increased scale or density of development is justified.</i>
HE4	<i>Securing the conservation of heritage assets</i> <i>Heritage assets, as an irreplaceable resource, should be conserved in a manner appropriate to their significance. To achieve this, development proposals which would affect the significance of heritage assets, including any contribution made by their setting should:</i> <i>a. Maintain or secure a use consistent with their conservation, taking into account the importance of maintaining the assets, the positive contribution they can make to sustainable communities including local economies, and the positive contribution they can make to local character and distinctiveness; and</i> <i>b. Avoid (or if that is not possible, minimise) harm to the significance of heritage assets, and instead conserve this significance.</i>
HE5	<i>Assessing effects on heritage assets</i> <i>1. 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 relevant historic environment record should be referred to in making this assessment, and appropriate expertise employed where necessary.</i> <i>3. In making this assessment it is the effect on a heritage asset's significance rather than the scale of the development which should be considered.</i>
HE6	<i>Proposals affecting designated heritage assets</i> <i>1. 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 96 (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.</i> <i>2. Development proposals which would have a positive effect on a designated heritage asset should be supported.</i> <i>3. Any harm to a designated heritage asset will be a matter of considerable importance and weight, which should be dealt with in accordance with paragraphs 4 to 6 of this policy.</i>
HE9	<i>Conservation Areas</i> <i>1. Development proposals within or affecting the significance of conservation areas should:</i> <i>a. Retain and conserve buildings and other features which make a positive contribution to the character or appearance of the conservation area where possible; and</i> <i>b. 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.</i> <i>2. Not all elements of a conservation area will necessarily contribute to its significance</i> <i>3. Proposals which conserve those elements of a conservation area that make a positive contribution to the area (or which better reveal its significance) should be supported.</i>

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

13.2. 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>

14. Conclusion

This application presents a carefully considered resubmission for the rear extension and associated works at Marshalls Manor, formalising a scheme whose principle has already been established and supported by the Local Planning Authority.

By addressing Conservation Officer feedback through amended glazing designs and relocating intensive domestic uses away from the historic core, the proposal protects the Grade II* listed fabric in direct compliance with the heritage and design objectives of Mid Sussex District Plan Policies DP26 and DP34, alongside NPPF Paragraphs HE4, HE5 and HE6.

Furthermore, the integration of low-intervention damp proofing, scheduled repairs, and renewable



energy upgrades, such as Air Source Heat Pumps, delivers significant long-term environmental benefits that satisfy the sustainable development criteria of Policy DP39 and the core objectives of NPPF.

Ultimately, this scheme secures the viable future of the heritage asset while making a positive contribution to its architectural significance, and we respectfully request that Planning Permission and Listed Building Consent be granted without delay.