

**From:** Emily Wade <Emily.Wade@midsussex.gov.uk>  
**Sent:** 16 September 2026 10:08:52 UTC+01:00  
**To:** "Hamish Evans" <Hamish.Evans@midsussex.gov.uk>  
**Subject:** RE: DM/26/0870 and 0871 The Old Rectory, Church Lane, Twineham

Hi Hamish

Further comments on the above applications following the receipt of further information from the applicant and a letter from the suggested contractor.

We still do not have the requested condition survey, and it is clear that the contractor is not interested in a conservative approach to the repair of the windows, which in his opinion would be a waste of time, and not work which he would be prepared to take on. Despite this attitude, I note that he is experienced and that his opinion is based on previous similar occasions when patch repairs have been attempted but have failed. On balance, taking this professional opinion alongside the photographic survey supplied by the applicants, I consider that a refusal based on lack of information may be difficult to substantiate.

Based on the information provided, and again very much on balance, I have no objection to the replacement of the windows on a like-for-like basis.

We do not have sufficient information on the appearance of the new windows to avoid a condition (the detailed drawings previously requested have not been provided), although the proposed like-for-like replacement incorporating double glazing is not considered contentious in principle. The proposal to include trickle vents in all windows would however be likely to be considered contentious and I would recommend that the details requested by condition should be show concealed vents, and only where strictly necessary (e.g. to bathrooms).

On that basis, and on balance, the proposal is considered acceptable, and to meet the requirements of the relevant paragraphs of the NPPF, as well as DP34 of the District Plan. This is subject to further detail to be requested by condition.

The following condition should be attached to the permissions:

- Detailed drawings, at an appropriate large scale, including sections and annotated to show materials and finishes, of typical examples of the new windows. Your drawings should include glazing bar detail, depth of reveal and detail of any vents included.

Suggested informative:

- You are reminded that glazing bars should in all cases be functional rather than applied, and that concealed vents (as opposed to exposed trickle vents) should be included only where strictly necessary based on the use of the room.

Thanks,

Emily

Please note that this advice is given at Officer level only and is without prejudice to the formal decision of the District Council.

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**From:** Emily Wade <Emily.Wade@midsussex.gov.uk>  
**Sent:** 21 July 2026 14:08  
**To:** Hamish Evans <Hamish.Evans@midsussex.gov.uk>  
**Subject:** RE: DM/26/0870 and 0871 The Old Rectory, Church Lane, Twineham

Hi Hamish

Further comments on the above planning and listed building consent applications, following the receipt of further information. I have added these comments in red to the original comments below.

In summary, the information provided remains insufficient, and also currently raises concerns that historic fabric will be lost without sufficient justification. I would suggest that the applicants seek help and advice from an appropriately qualified and experienced professional in terms of the window survey and further development of the scheme of window repair/replacement, including the site specific drawings which are required.

Thanks,

Emily

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**From:** Emily Wade <[Emily.Wade@midsussex.gov.uk](mailto:Emily.Wade@midsussex.gov.uk)>  
**Sent:** 04 June 2026 12:01  
**To:** Hamish Evans <[Hamish.Evans@midsussex.gov.uk](mailto:Hamish.Evans@midsussex.gov.uk)>  
**Subject:** DM/26/0870 and 0871 The Old Rectory, Church Lane, Twineham

Hi Hamish

Comments on the above planning and listed building consent applications.

The Old Rectory is a Grade II listed building dating from the early 19<sup>th</sup> century and located in a semi-rural position within Twineham village.

The current proposal is for proposed replacement of 11 existing single-glazed timber sash windows, 1 triple casement window, and 6 double casement windows with timber replacements incorporating slim-profile double glazing. This is in effect the majority of existing windows to the house.

Having reviewed the submission, we need the following further information to be able to carry out an informed assessment of the proposal:

- A detailed survey of the existing windows which it is proposed to replace which should comment on their age, level of interest and condition (particularly if this latter is a reason for replacement).

The survey provided has been undertaken by the applicants themselves, and although it is of interest, it is not the detailed condition survey by an appropriately qualified and experienced professional which would be required to identify the age and level of interest of the windows and their capability of repair. I note that the applicants believe that a number of the windows are original- we need in particular further evidence that these windows could not be repaired e.g. by patching in sections of timber where the frames may be deteriorated- this needs a professional's eye. In addition, as previously noted it is in some circumstances possible to install slim-line double glazed units within existing historic frames- consideration should be given to this possibility in the case of the surviving historic windows, if these are capable of repair.

- Detailed typical existing and proposed elevations and sections of each window type, to include detail of frame profile and glazing bar detail.

The details provided are generic manufacturer's specifications and are not the site specific existing and proposed drawings which are required. One section shows applied as opposed to functional glazing bars, which will not be acceptable.

- The submitted Bereco quote includes mentions of vents but it is not clear in every case if these will be concealed. It would be helpful if these could be shown on the proposed drawings.

One of the proposed generic sections shows a concealed vent, but we need further information to clarify which windows it is suggested should include vents, with accompanying elevations. I would not expect that vents would be required to all windows, and a justification for their use where they are considered necessary should be provided.

- The submission suggests that the reason for replacement is to improve energy efficiency – measures of this type should be afforded significant weight under the NPPF, but this is balanced against the great weight also afforded to the conservation of heritage assets. It would be useful to understand better the reasoning behind the proposal- is this based purely on a wish to introduce double glazing, or are there other relevant factors, such as the condition of the windows? If any of the existing windows are original or historic, the preference will always be to retain and repair these where possible. If framing proportions allow and historic glass is not present, the introduction of slim-line double glazed panes into the existing window frames may be possible, rather than replacing them wholesale.

I note that energy efficiency is not suggested to be the only or most important reason for replacing the windows. Further information is needed to justify this work primarily on grounds of the existing condition of the windows, as noted above.

- Historic England advocates a whole house approach to improving the energy efficiency of historic buildings. If the existing windows are historic and in good enough condition to be retained, any proposal to replace them solely for reasons

of energy conservation would be viewed in this context, including whether other measures have been considered or adopted. Further information in this respect may be required, however the starting point will be a more detailed survey of the existing windows, to establish their condition and level of interest.

Please see above. Although the applicant mentions other efforts to increase the energy efficiency of the building, no detail is given and this can be given only very limited weight. In any case, it would appear that this is not the principle motivation for the proposal.

There is a raft of guidance on retrofitting of energy saving measures to historic buildings, including in relation to windows, which is available on the Historic England website and which the applicant may find helpful.

Thanks,

Emily

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