

~ THE TOLL HOUSE ~

56 HIGH STREET, LINDFIELD, WEST SUSSEX, RH16 2HL

*External and internal alterations and general repair and conservation works.
Replacement of rear outbuildings with single-storey linked extension.*

HERITAGE STATEMENT



Prepared by Roberto Prieto-Labrador MA, PCIfA ~ Reviewed by Ben Kirk MSc, IHBC

February 2025



ABOUT MANORWOOD

Manorwood is a small team of historic building professionals with varied skills across different areas of the historic environment.

This report has been prepared by Senior Historic Building Consultant and Researcher Roberto Prieto-Labrador and reviewed by Director Ben Kirk

Roberto holds a MA in English Building History, awarded with Distinction by the University of York. His field of expertise is domestic vernacular architecture, specialised in material culture and domestic life during the late medieval and early modern periods.

Roberto is a Practitioner member of the Chartered Institute of Archaeologists (PCIfA), as well as an Affiliate member of the Institute of Historic Building Conservation (IHBC). He is also a member of The Domestic Buildings Research Group (DBRG) and the Wealden Buildings Study Group (WBSG).

As a Senior Historic Building Consultant and Researcher at Manorwood, Roberto is responsible for in depth research into building records, mapping, and physical evidence to help inform proposals and for preparing Heritage Statements and Statements of Significance to support applications for alteration or redevelopment of historic buildings and areas, as well as surveying and recording historic buildings.

Ben holds an MSc in Timber Building Conservation, completed at the Weald and Downland Museum, and validated by Bournemouth University, and is a full member of the Institute of Historic Building Conservation (IHBC) and a recognised Historic Environment Service provider under the well-established HESPR scheme.

Ben is a member of various groups including the Vernacular Architecture Group (VAG), the Domestic Buildings Research Group (DBRG), and the Wealden Buildings Study Group (WBSG).

Ben has been actively working in the historic environment industry for 15 years on numerous heritage asset projects which include surveying of historic buildings (both domestic and agricultural), preparation of schedules of works and detailing of repairs. Ben oversees numerous applications for Planning permission and Listed Building Consent and has built solid working relationships with Conservation Officers at a number of Authorities across the South East.

As a company Director at Manorwood, Ben has overseen works to historic buildings carried out by a skilled network of sub-contractors including the timber restoration at Charleston Farm barns in Firle and the re-erection of historic buildings at the Weald and Downland Living Museum near Chichester, both which received awards from the Sussex Heritage Trust.

As a company Manorwood have provided various historic environment services to a number of Country Estates across the South East including the Lydhurst Estate, the Borde Hill Estate, the West Dean Estate and a number of projects on the Wiston Estate where Manorwood continue to provide consultancy advice on redevelopment and reuse of various areas.

Most recently Manorwood completed the sensitive restoration and conversion of the magnificent 15th century barn for Nyetimber Vineyards in West Sussex.

TABLE OF CONTENTS

<i>About Manorwood</i>	2
<i>Table of contents</i>	2
<i>Introduction</i>	3
<i>Heritage Assets and Designations</i>	4
<i>Proposals</i>	6
<i>Historic Context</i>	7
<i>Assessment of Significance</i>	10
<i>Impact Assessment</i>	11
<i>Conclusion</i>	18
<i>Appendix: Legislation and Policy Context</i>	19

1 INTRODUCTION

- 1.1 This Heritage Statement has been prepared by Roberto Prieto-Labrador MA, PCIfA on behalf of Manorwood to accompany an application relating to a proposal at The Toll House, Lindfield.
- 1.2 The Toll House is a late medieval timber-framed building subsequently altered and extended from the 17th century, which includes a range of outbuildings to the rear now connected to the host building by a late 20th century link.
- 1.3 The property is located on the east side of the High Street in the centre of Lindfield, West Sussex. The property is Grade II Listed and sits within the boundaries of the Lindfield Conservation Area.
- 1.4 The property has had multiple uses over the years, the best known being its historic use as a toll house until the 19th century. Most recently, the property has been used for commercial purposes as a tearoom and clothing store until it was marketed and subsequently acquired by the applicants.
- 1.4 In April 2023, an application was submitted seeking Listed Building Consent and planning permission under reference DM/23/0907 and DM/23/0908 “to reconfigure the rear modern ground floor layout and carry out minor amendments throughout the property, such as insulation, removal of modern breeze block wall and restoration of the main fireplace and externally removal of part of a rear addition and erection of a single storey rear extension, new porch, rebuilding a party wall, new front boundary fence and gate.
- 1.6 In February 2024, the applications were refused as some of the proposals were considered “to be harmful to the special interest of the listed building, and to the positive contribution which it currently makes to the character and appearance of the Conservation Area”.
- 1.7 An appeal against the refusal was submitted in July 2024 under references APP/D3830/W/24/3344396 and APP/D3830/Y/24/3344398. The appeal was dismissed in October 2024 as it was considered that “the proposals would fail to preserve the special interest of the listed building”.
- 1.8 This report accompanies a new application seeking Listed Building Consent and planning permission for a revised version of the previously refused proposal. The comments and feedback provided by the Local Planning Authority and the Planning Inspectorate have been taken into consideration to inform the proposed revised scheme and address the previous reasons for refusal.
- 1.9 Historic mapping has been consulted to help understand the development of the building and its immediate environs, as well as its wider setting. The maps are included in section 4 of this report.
- 1.10 This Heritage Statement includes a Significance Assessment, which identifies the relative heritage value of the identified heritage asset. It also includes an Impact Assessment, which considers the potential impact of the proposed scheme on the significance of the identified heritage asset, including the contribution made by its setting. This approach to impact-assessment is required in order to satisfy the provisions of the Planning (Listed Buildings & Conservation Areas) Act 1990, the National Planning Policy Framework (NPPF) and the Local Planning Authority.

2 HERITAGE ASSETS AND DESIGNATIONS

- 2.1 The Toll House is a statutory Listed Building designated in September 1951. The listing reads:

THE TOLL HOUSE

Location Lindfield, West Sussex, RH16 2HL

District Mid Sussex (District Authority)

Date Listed 10th September 1951

List Entry No 1025456

Grade II

Description House and shop, at one time a toll house. Built gable end to road, the rear 2 bays are C16, originally jettied, the front bay is early C17 refronted in C19. Timber- framed the rear part close studded with plaster infill to 1st floor painted brick to ground floor, the front part square panels with brick nogging, the gable weather- boarded. Front of roof Horsham stone slabs, rear tiled. 2 storeys. Gable front has 1st floor triple C19 casement, ground floor tripartite sash of 28 panes and later door. North elevation has mainly casement windows. Massive stepped external chimney stack to east with sandstone base and brown brick above.

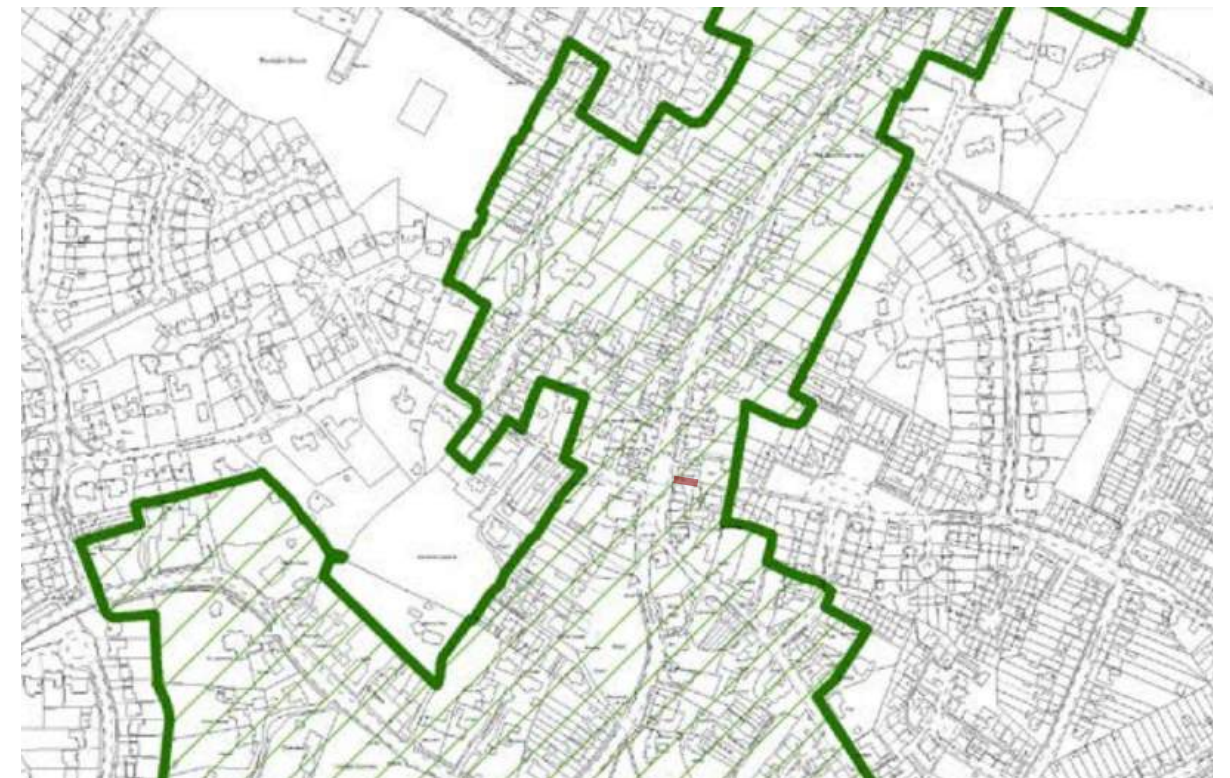
CONSERVATION AREA

- 2.2 The property lies within the boundaries of the Lindfield Conservation Area which was designated in 1969 and subsequently extended in 1989 and 1998. The Area does not have a Conservation Area Appraisal; however, the Area is described in the Conservation Areas in Mid Sussex summary as:

a strong individual village identity with a pond, a common, a church dating from the 13th century and a High Street. The High Street is lined with many buildings of architectural interest. Although representative of a variety of periods there are a number of buildings of medieval origin and the Georgian period. One of the most attractive features in the south part of the High Street is the way in which shops alternate with other uses. Black Hill forms an important approach to the village, the hill and the bend in the road providing changing views of trees and buildings and a glimpse of the Common beyond. Compton Road is indicative of how Lindfield grew in the early twentieth century, comprising mainly brick built dwellings with clay tiled roofs and retaining many of their original features.



Grade II Listed The Toll House



Location of The Toll House within the Lindfield Conservation Area.



Location of The Toll House within Archaeological Notification Area (ANA) DS8637.

The following features, in particular, contribute to the character of the Conservation Area:

- *the variety of buildings both in terms of age and architectural style and detail including timber framing, a variety of brick bonds, original features such as windows, chimneys and doors;*
- *the use of natural and traditional building materials including clay tiled roofs, sandstone, Horsham Stone roofs, mathematical tiles, tile hanging and stucco;*
- *the rising curve of the High Street with the Church as a focal point;*
- *a tree and hedge lined approach into the village from the north;*
- *the presence of trees and hedges around and between the buildings in Black Hill which contribute to the overall character and appearance of the area;*
- *the trees along the High Street;*
- *the work of Charles Kempe at Old Place; and*
- *the large residential properties in Black Hill set well back from the road in spacious grounds.*

ARCHAEOLOGICAL NOTIFICATION AREA (ANA)

- 2.3 The Toll House sits within the boundaries of the red Archaeological Notification Area (ANA) DWS8637 - Historic Core of Lindfield.
- 2.4 Red ANAs are described by West Sussex HER as a “very sensitive area for Archaeology, where new building(s), ground excavation or landscaping may have major adverse impact on nationally important and other significant archaeological sites”.

- 3.1 The scheme proposes a number of external and internal alterations to the building to improve its usability as a modern residential dwelling and to enhance, where possible, the character of the building and the Conservation Area. The proposed alterations can be summarised as follows:

External

- Reinstatement of fence and gates.
- Removal of lettering above front window
- Replacement of guttering.
- Reinstatement of cellar window.

Internal

- Installation of internal insulation.
- Minor reconfiguration of layout (ground and first floors).
- Replacement of modern floor finishes
- Reconfiguration of staircase and creation of shower room (second floor)

- 3.2 The proposal further includes the removal and replacement of the rear 20th century outbuildings with a new single-storey extension connected to the building by a glass link.
- 3.3 Moreover, a programme of general conservation works is proposed to ensure the building's long-term preservation.
- 3.4 Detailed information about the nature and scope of the proposed works and alterations can be found in the accompanying plans and Design and Access Statement, which should be read in conjunction with this report.
- 3.5 The works and their potential impact are discussed further in Section 6 of this report.

4 HISTORIC CONTEXT

- 4.1 The origins of The Toll House appear to lie in a burgage plot on the east side of the High Street, as suggested by the long and narrow nature of the site.
- 4.2 The earliest surviving part of the building comprises the two easternmost bays. This was originally a timber-framed structure of late medieval origin, possibly dating to the late 15th or early 16th century. The building was jettied to the front, facing the High Street, and was externally ornate, combining close studding with narrow wattle and daub panels decorated with pargeting. The close studding remains visible on the north elevation, along with the original bracket supporting the jetty, whilst areas of pargeting survive encapsulated within the loft.
- 4.3 To the south, the building was attached to another structure that once stood on the site of the present No. 54, as evidenced by the return of the roof, which is still visible from the rear elevation of The Toll House. This suggests that The Toll House may originally have formed the cross-wing of a larger medieval house on the site of No. 54. However, this theory cannot be confirmed, as the current adjacent structure dates to the 19th century.
- 4.4 In the early 17th century, around 1630, the building was extended with the addition of a timber-framed bay with brick nogging at its western end, encapsulating the original jettied and pargeted façade. A prominent chimney stack was also constructed at the rear, serving fireplaces on the ground and first floors. It is believed that a staircase turret was located at the rear, adjacent to the chimney stack.
- 4.5 During the 18th century, part of the building was underbuilt in brick laid in Flemish bond. This alteration also saw the construction of a new ground-floor fireplace serving the front room and the addition of the existing rear lean-to.
- 4.6 In 1803, the building became a toll house on the turnpike road from New Chapel, near East Grinstead, to Brighton. A toll gate stood across the High Street at this point. The gate remained in place until 1884, when it was removed and burned on Bonfire Night.
- 4.7 After the toll house ceased operation, the building was used solely as a residential dwelling until the late 20th century, as indicated by census records. By 1891, it was known as "Old Gate House" and was occupied by the widow Elizabeth Stevenson, a charwoman, and her daughter Clara. By 1901, the property was home to carman Frederick Cox and his wife, Jane. In 1911, another widow, Annie Wadsworth, lived at The Toll House with her daughter, Dorothy.
- 4.8 Ordnance Survey maps illustrate the building's evolution during the late 19th and early 20th centuries. By 1909, a long, narrow structure existed to the rear, though it does not appear on earlier maps, including the Tithe Map of 1845. This outbuilding had been removed by 1937, as shown on that year's detailed OS map. The current rear outbuildings were therefore erected during the second quarter of the 20th century.
- 4.9 By the late 20th century, the building operated as a ladies' dress shop until 2010, when it was converted into a tearoom. The tearoom closed in 2016, after which the building was marketed and subsequently purchased by the current owners and applicants.



The toll gates with The Toll House to the right (looking north), c.1880.



The toll gates with The Toll House to the left (looking south), c.1880.



Detail of Richard Budgen's Survey of the County of Sussex showing The Toll House, 1724 (Crouch Rare Books).



Detail of OS map of Lindfield showing The Toll House, 1829.



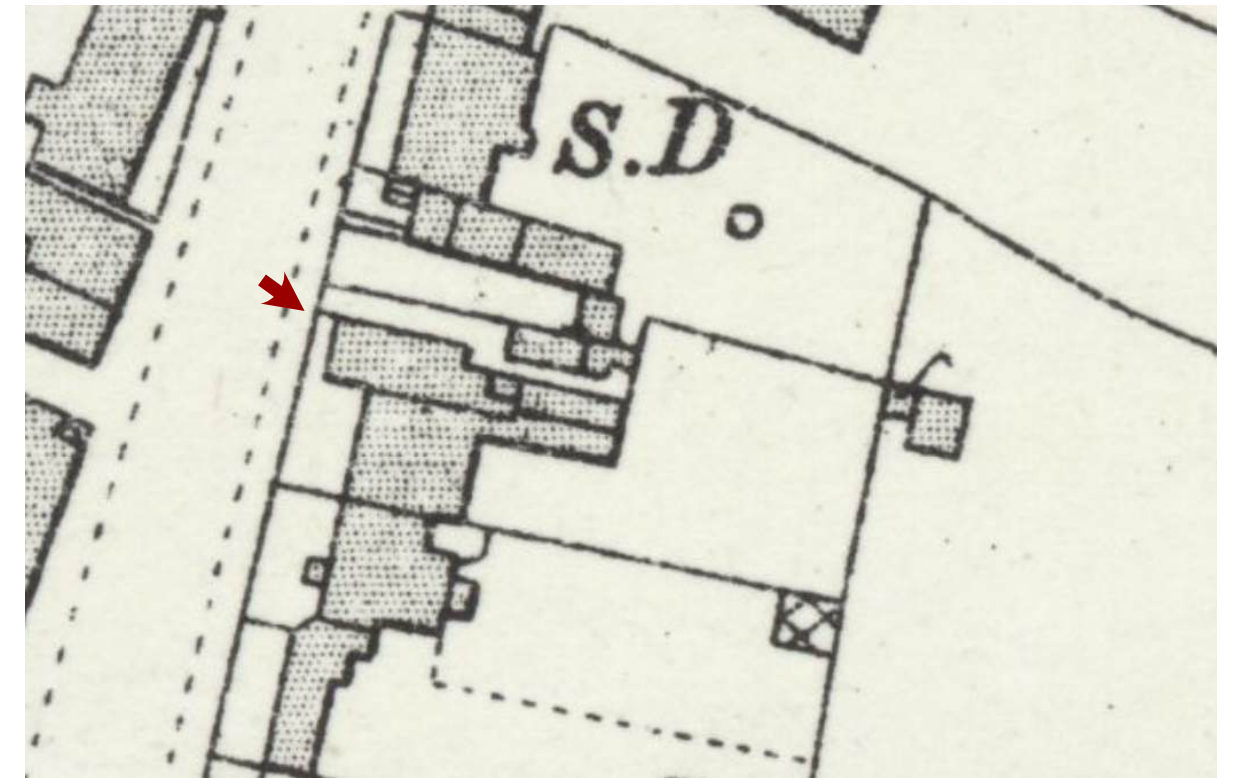
Detail of Lindfield Tithe Map showing The Toll House, 1845 (TheGenealogist).



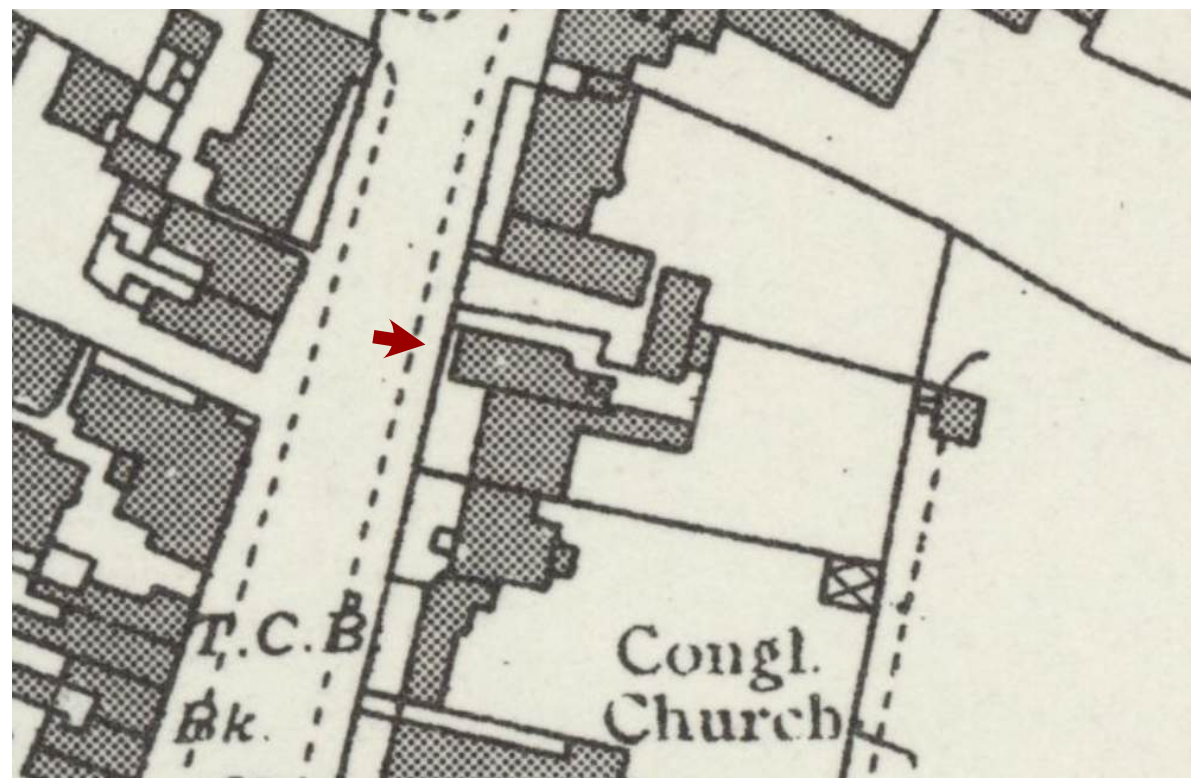
Detail of Ordnance Survey showing The Toll House, 1874 (National Library of Scotland).



Detail of Ordnance Survey showing The Toll House, 1896 (National Library of Scotland).



Detail of Ordnance Survey showing The Toll House, 1909 (National Library of Scotland).



Detail of Ordnance Survey showing The Toll House, 1937 (National Library of Scotland).



Satellite view of The Toll House, 2023 (© Google Earth).

5.1 The following is an assessment of the significance of The Toll House according to the range of heritage values as outlined in Conservation Principles, Policies and Guidance published by Historic England in 2008. These values are distilled under the following headings: evidential value, historical value, aesthetic value and communal value.

5.2 This assessment of significance has been used to inform the proposals in order to minimise the impact on the special interest of the building, and where possible to take opportunities to enhance its special interest.

EVIDENTIAL VALUE.

5.3 Evidential value is described by Historic England as “physical remains” and “evidence of past human activity” and is derived from one’s ability to interpret the history and historic evolution of a building through visible and tangible features.

5.4 The Toll House retains significant evidential value due to its surviving historic fabric and structural evolution. The exposed timber-framing on the north elevation and encapsulated parquetry within the loft provide material evidence of late medieval construction techniques and decorative practices.

5.5 The visible remains of the original jettied structure, the 17th-century brick nogging extension, and later 18th- and 19th-century modifications illustrate changing architectural practices and the adaptation of the building over time. Additionally, physical evidence of a now-lost structure to the south enhances its importance in understanding the historic built environment of Lindfield’s High Street.

HISTORICAL VALUE.

5.6 Historic England considers that historic value “derives from the ways in which past people, events and aspects of life can be connected through a place to the present”. This is generally regarded as either illustrative value whereby the site can be perceived to represent a period in history, or associative value, where a connection with an event or person can contribute to the historic significance of a site.

5.7 The building holds considerable historical value due to its early origin and its later role as a toll house from 1803 to 1884, marking its significance in the development of transport infrastructure in Sussex. The presence of a toll gate across the High Street, removed and burned in 1884, further ties the property to local historical events.

5.8 Census records documenting its occupants from the late 19th to early 20th centuries provide insight into the social history of Lindfield, revealing a pattern of working-class occupancy. The building’s continued adaptation—first as a residence, then a dress shop, and later a tearoom—reflects broader trends in the commercial and domestic use of historic buildings.

AESTHETIC VALUE.

5.9 Aesthetic value according to Historic England “derives from the ways in which people draw sensory and intellectual stimulation from a place”. This value can be attributed to conscious design whether it be predetermined by an architect or the work of a craftsman and can also encompass historic and evolutionary changes to a building.

5.10 The Toll House contributes significantly to the aesthetic character of Lindfield’s historic High Street and the Conservation Areas as a whole. Its distinctive black-and-white timber-framed façade, steep gabled roof, and small-pane windows create a visually striking and well-preserved example of vernacular architecture.

5.11 The use of traditional materials and craftsmanship aligns with the vernacular architectural tradition of Lindfield and connects the building with its immediate landscape from where these materials were obtained.

5.12 The later adaptations, including the extension of the original building in the 17th century and the 18th century brickwork replacement of the framing on the south and rear elevations, reflect practical responses to changing functional needs and material conditions, whilst they illustrate the continued evolution of the site.

COMMUNAL VALUE.

5.13 Communal value “derives from the meanings of a place for the people who relate to it, or for whom it figures in their collective experience or memory”. This can be divided into commemorative and symbolic values, where the place may invoke emotion or contribute to an individual’s or community’s sense of place or social values, where a place can be a form of catalyst for memories associated with it.

5.14 As a former toll house, shop, and tearoom, the building has played a continuous role in the life of Lindfield’s community. The toll gate and its later ceremonial burning in 1884 reflect shared local memory and tradition. More recently, its use as a tearoom would have made it a familiar and well-loved location for residents and visitors. Even in private ownership, its prominent location and distinctive appearance ensure that it remains a landmark, contributing to a collective sense of place and heritage identity within Lindfield.

GENERAL REPAIRS

- 6.1 The scheme proposes a programme of repair and conservation works for the building, which has suffered from external deterioration due to a lack of maintenance and the use of inappropriate materials in previous interventions.

Rebuilding of party wall.

- 6.2 The party wall with No. 58 High Street has suffered significant movement and deterioration due to pressure from the ground, which is higher on one side. The wall is now at risk of collapse and poses a potential hazard to pedestrians.
- 6.3 The wall will be dismantled, preserving as many of the existing bricks as possible for reuse in the reconstruction. Where bricks cannot be salvaged, they will be replaced with matching handmade bricks.
- 6.4 As the wall is dismantled, the bricks will be securely and safely stored for reuse during the rebuilding process. The existing foliage will be carefully pulled back during the dismantling and rebuilding, allowing the plants to be retained.
- 6.5 Two small changes are, however, proposed as part of the rebuilding works to prevent the ground pressure from affecting the structure of the wall again. These include the addition of weep holes at the base of the wall, as well as the reconfiguration of the corner pier (see accompanying Design and Access Statement).
- 6.6 Whilst it is acknowledged that these changes will marginally alter the appearance of the existing wall, they are deemed necessary to ensure that the wall remains sound and stable.

Relaying of brick pathway.

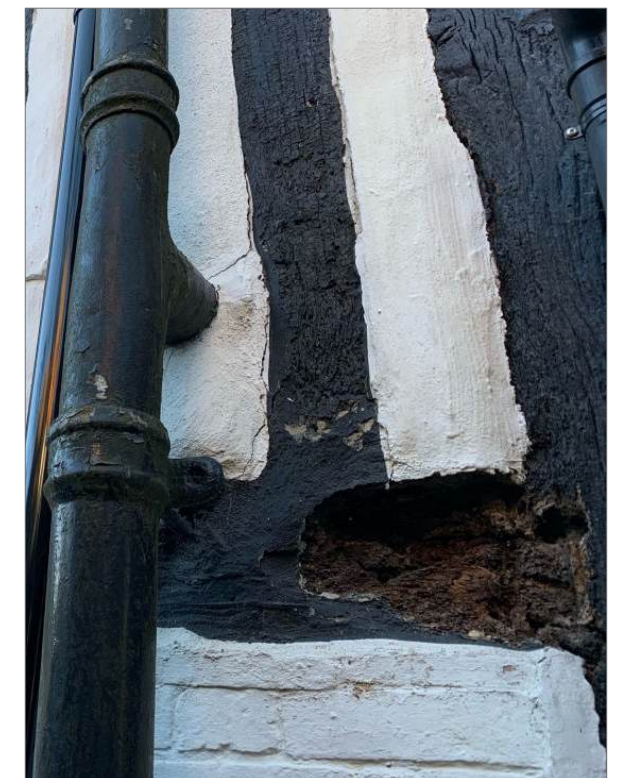
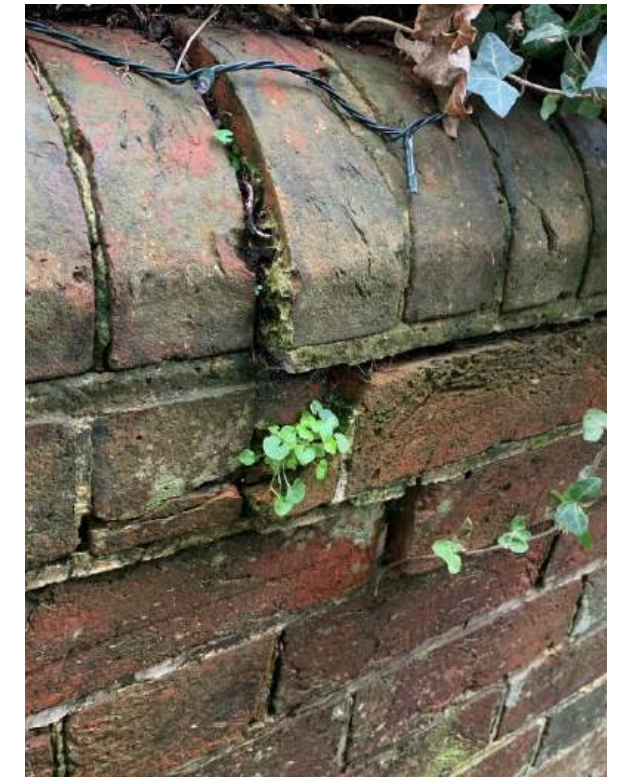
- 6.7 Ground movement has also caused the existing brick paving around the building to become displaced or sink into the ground. This poses a trip hazard for pedestrians, whilst the sunken bricks create rainwater pools, leading to water ingress into the basement.
- 6.8 It is proposed to carefully lift the brick pavers and re-lay them flat. Any pavers that cannot be salvaged will be replaced with matching, traditional handmade pavers to preserve the character of the listed building and the Conservation Area

Repairs to timber framing.

- 6.9 The proposed scheme includes a sensitive programme of repairs to the areas of exposed timber framing of the building, with a focus on retaining as much of the original historic fabric as possible. The approach, therefore, prioritises conservation over replacement, ensuring the preservation of the character and significance of the building and the Conservation Area.
- 6.10 The framing has assessed to determine the extent of decay. Rather than replacing entire elements of the frame, repairs will be undertaken through targeted refacing or splicing of the affected areas using appropriate techniques and materials. This method ensures that no complete replacement of framing elements is necessary, preserving the integrity of the historic structure and minimising the loss of original material.



Damaged wall to be rebuilt.



Examples of damaged brick pavers and timber framing.



Examples of fireplace areas that need repairing.



Location of the proposed fence and gates and lettering to be removed.

- 6.11 All works will be carried out using traditional joinery techniques and breathable materials to ensure the long-term durability and breathability of the timber frame, preventing future issues such as damp or decay. This approach will contribute to the ongoing preservation of the historic character and architectural value of the building and the Conservation Area as a whole.

Repair of ground floor fireplace.

- 6.12 The building retains its original 17th-century fireplaces, which will be preserved and refurbished as necessary to maintain the building's original character and special interest.
- 6.13 The ground-floor fireplace has suffered from previous interventions using low-quality materials and cement mortars, which are incompatible with the traditional construction of the fireplace and have caused further damage to its original fabric.
- 6.14 The proposal, therefore, includes removing any modern mortars and materials, as well as replacing damaged fabric, to ensure the structural stability of the fireplaces. Where replacements are necessary, they will be carried out using traditional materials and techniques, with matching materials and lime mortar, to preserve the character of the building.

Reinstatement of blocked fireplace.

- 6.15 The fireplace inserted in the 18th century to the front ground floor room is currently blocked. It is, therefore, proposed to reopen the original firebox opening and reinstate the original form of the fireplace.
- 6.16 The removal of the modern fabric blocking the opening will be carry out carefully using hand tools to avoid damaging the surrounding historic fabric. Following this, the fireplace will be repaired as necessary by replacing damaged bricks with matching handmade bricks and re-pointing with lime mortar.
- 6.17 This arrangement will, together with the repair of the 17th century fireplace, reinstate the original heating system of the property, enhancing greatly its special character and the understanding of the original rooms' function.

EXTERNAL ALTERATIONS

- 6.18 In addition to the programme of repair and conservation works outlined above, the scheme proposes a number of external and internal alterations to ensure the continued usability of the building as a modern residential dwelling and to enhance, where possible, its character and special interest.

Reinstatement of fence and gate

- 6.19 Late 19th-century photographs of the High Street show a picket fence with gates at the front of The Toll House and alongside the High Street, continuing from the fence at No. 54.

- 6.20 The proposal aims to reinstate the former fence and gates, providing the front of the property with the level of private space expected in a residential dwelling, whilst restoring part of the building's and streetscape's original appearance.
- 6.21 The new fence will continue from the neighbouring property's fence, with slightly larger posts to echo the post nearest to the former toll crossing location (see historic photographs in Section 3).

Removal of lettering above front window.

- 6.22 Plastic letters spelling "The Toll House" were added above the front window of the building when it was used for commercial purposes during the late 20th and early 21st centuries. As the building is no longer in commercial use, the lettering is now redundant.
- 6.23 The proposal, therefore, seeks to remove the letters, reinforcing the building's current use as a residential dwelling. Since the letters are a recent addition, their removal will have no negative impact on the listed building or the Conservation Area. Furthermore, their removal will help restore the building's appearance to one more in keeping with its original character.

Replacement of guttering

- 6.24 The existing rainwater goods consist of UPVC guttering and downpipes combined with cast iron soil ventilation pipes.
- 6.25 The proposed scheme aims to replace the existing rainwater goods with cast-iron effect UPVC guttering and cast-iron downpipes. This approach is intended to avoid adding excessive weight to the roof whilst maintaining a traditional aesthetic.
- 6.26 Replacing the existing rainwater goods with a combination of cast-iron effect UPVC gutters and cast-iron downpipes will enhance the building's traditional appearance, contributing to the special interest of the Conservation Area without compromising the structural integrity of the building.

Reinstatement of cellar window.

- 6.27 The window opening in the cellar was blocked and filled with modern breezeblock at some point during the late 20th century. The blocking of the opening has significantly reduced the ventilation in the cellar, resulting in damp issues.
- 6.28 It is therefore proposed to reinstate the opening to improve ventilation and natural light, making the space usable whilst ensuring the proper performance and preservation of the building. A sash window, repurposed from the existing rear lean-to following the construction of the proposed rear extension (see below), will be relocated in the opening. This approach will ensure that the "new" window is in keeping with the character of the listed building, whilst minimising the loss of fabric caused by the proposed extension.



Basement window to be reinstated.



Ground floor front room wall to be insulated.



First-floor front room wall to be insulated.



First-floor rear room wall to be insulated.

INTERNAL

Installation of insulation

- 6.29 Internal insulation is proposed to some of the walls of the building. The walls to be insulated were surveyed by Manorwood on 30th April 2024 to assess the presence of exposed historic framing that could be affected by the new insulation.
- 6.30 Internally insulation will be applied to some of the walls of the building's north and south elevations, as well as to the western gable end. Insulation will consist of a breathable membrane followed by natural insulation such as hemp or sheep's wool fixed with a softwood framing and finished with wood wool board and lime plaster to ensure the breathability of the building remains. This insulation follows the guidance provided by Historic England.
- 6.31 To avoid obscuration of historic timbers and detailing the proposed insulation will be applied as follows:
- 6.32 The ground floor front room does not have exposed joists and the wall to be insulated only has a section of stud exposed flanking a window. The exposed stud will be retained by rolling the plaster towards the edge of the stud. As such, the proposed insulation will not obscure any of the historic features of the ground floor front room.
- 6.33 The ground floor rear room has exposed joists. These, however, run parallel to the wall to be insulated (which has no exposed features) meaning that the insulation here will not obscure any significant features such as the chamfers and chamfer stops decorating the joists.
- 6.34 The first-floor front room's wall is similar to the one on the ground floor as only the section of stud and associated mid-rail around the window are exposed. These will be retained exposed in the same way as per the ground floor front room with plaster rolled in to their edges. The southern wall lacks any exposed features. The post and stud on either side of the northern and southern walls will also remain exposed by rolling the plaster towards the edge.
- 6.35 The first-floor rear room has a section of the central stud exposed, as well as a mid-rail and a curved brace. As previously explained, the insulation will stop before any exposed timber and the plaster will roll towards the edge of the timber. The wall plate is also exposed and decorated with chamfer and chamfer stops. There is, however, enough space to apply the proposed insulation whilst retaining these details exposed.
- 6.36 The skirting boards which will be affected by the installation of insulation will be carefully removed and set aside to be reinstated following the installation of the insulation.
- 6.37 The approach proposed to insulate the walls is also proposed for the western gable end. Here, insulation will also be applied to the panels between the exposed framing which will remain visible to preserve the character of the building.
- 6.38 The proposed insulation, therefore, is not considered to negatively impact the character and special interest of the Listed Building, as it will not obscure any of the existing exposed elements of the framing and will follow Historic England's guidance.

Minor reconfiguration of layout

- 6.39 The scheme proposes several alterations to the internal layout to enhance the flow through the building, thereby improving its functionality as a modern residential dwelling and ensuring its long-term preservation.

Ground Floor: The proposal involves the relocation of the existing opening in the historic timber-framed partition between the central and eastern bays. The new doorway will be opened between the historic studs in an area which has been assessed and found no historic panel infill, avoiding the loss of historic fabric. The existing opening will be blocked using traditional materials.

First Floor: The scheme proposes the removal of the existing partition walls between Bedroom 5 and Bathroom 1 to create a larger bathroom. The existing partition wall is a modern addition built of breezeblocks. Furthermore, the plan form of the building and the location of the windows indicate this was originally a single room which was later subdivided. This means that the removal of the wall will not cause any negative impact on the special interest of the building, but it also will reinstate part of the building's original plan form. Following the removal of the partition wall, the existing doorways will be redundant, keeping only one of the existing doors as the new access to the bathroom.

Installation of new doors.

- 6.40 Following the proposed changes to the internal layout the scheme seeks to install a number of doors that were removed from the opening during the commercial use of the building.
- 6.41 The proposed doors will be oak fire doors design as traditional wide-planked doors replicating historical examples (see accompanying Design Access Statement) to ensure they sit comfortably with the late medieval and post-medieval internal character of the building. As a result, their installation will contribute to the safety of the building whilst reinstating part of the historic character of the building.

Replacement of modern flooring finishes

- 6.42 The proposal is the replacement of the existing plastic floor finishes that can be found through the ground floor of the building. The low-quality, modern finish and appearance of the existing floor is considered to be at odds with the traditional appearance and construction of the building. It is, therefore, proposed to replace the existing modern flooring with traditional wide-planked oak flooring. This approach will reinstate part of the internal character of the building contributing to its special interest.

Reconfiguration of staircase and creation of shower room.

- 6.43 The current layout of the building's second floor is significantly hazardous due to the position of the upper flight of the staircase and its relationship with the access to the second-floor bedrooms.
- 6.44 It is therefore proposed to replace the upper section of the staircase to provide a safe turn and access to the second floor (see accompanying plans). The staircase is of modern construction, and replacing the upper section will not result in the loss of historic fabric.



West gable to be insulated.



Staircase to be reconfigured.



Outbuildings to be replaced with new extension.



3D render of the proposed extension.

- 6.45 The existing wall between Bedroom 4 and the staircase will be removed and replaced with a balustrade to create a small landing area within the existing bedroom. The wall to be removed has been assessed and determined to be of modern construction.
- 6.46 A shower room will be added at the end of the existing Bedroom 4 to serve the other second-floor bedroom (Bedroom 6). Services for this new shower room will be provided from the existing bathroom located below. The waste will pass through the existing modern plasterboard wall into the existing void and collect in a single waste pipe.
- 6.47 The door to the existing Bedroom 2 is currently positioned to the side of the truss. It is evident from the presence of empty mortices in the tie beam that this was not the original location of the doorway. It is proposed to relocate the door further towards the centre of the truss, so the room can be accessed from the new landing area. The new doorway will be opened avoiding any surviving elements of the original truss to preserve the special interest of the building and avoid compromising its structural integrity.

GENERAL IMPROVEMENTS

- 6.48 The scheme includes several general improvements, such as removing inappropriate switches and light fittings, as well as replacing the consumer units with metal-cased equivalents incorporating residual current devices and miniature circuit breakers.
- 6.49 A hard-wired fire alarm system will be installed, incorporating detectors and sounders. The installation will be carried out using existing connections to avoid compromising historic fabric. Modern systems are not required to be fully linked. The proposed system will not require cables between the units, as they are interlinked wirelessly by radio signal.
- 6.50 Kitchen and bathroom units and sanitary ware will be replaced, as would be expected in any renovation of this scale. This will be carried out in the same location as the existing kitchen and bathroom (except for the new shower room, as explained above), and therefore, using the existing services.

CONSTRUCTION OF SINGLE-STOREY EXTENSION

- 6.51 The proposal is for the construction of a single-storey extension to the rear of the building, following the removal of the existing 20th-century rear outbuildings. The intention behind the proposal is to provide the building with a kitchen/dining area suitable for a five-bedroom family home.
- 6.52 The removal of the existing outbuildings is not expected to negatively impact the character of the Conservation Area, as they are not visible from any public areas. It will also not affect the character and special interest of the listed building, as the outbuildings date to the second quarter of the 20th century.
- 6.53 Desk-based research has revealed the presence of outbuildings to the rear of The Toll House by 1909 (as indicated in Section 3), although they are not shown on any earlier maps, including the Tithe Map of 1845. These outbuildings, however, were removed by 1937.

- 6.54 Whilst earlier OS maps, such as the 1874 map, can be difficult to interpret due to their small scale and lack of detail, the 1909 and 1937 maps are very detailed and large-scale. This indicates that the existing structures were built after 1937 and are therefore less than 100 years old.
- 6.55 Whilst the bricks used appear to be late 19th century, this alone is not a reliable method for dating the buildings. It is more likely, based on the maps, that the structures were built in the 1930s using traditionally made or reclaimed brickwork, as the Arts and Crafts movement still influenced buildings constructed during the 1930s and 1940s.
- 6.56 Various options for the design of the extension have been considered, taking into account the comments and feedback provided by the Local Planning Authority as part of applications DM/23/0907 and DM/23/0908, as well as the appeal decisions APP/D3830/W/24/3344396 and APP/D3830/Y/24/3344398, to address the previous reasons for refusal and the dismissal of the appeal.
- 6.57 The plot has a long and narrow footprint, with documentary evidence showing that a narrow row of outbuildings occupied the rear space, approximately the same size as the existing outbuildings. It was, therefore, considered that the new extension should be placed in the same location and have similar proportions to the existing outbuildings, ensuring it sits comfortably within the evolving context of the building.
- 6.58 To minimise the loss of fabric and reduce the potential impact from the removal of the outbuildings, the bricks from the outbuildings will be salvaged and reused in the construction of the new extension. The brick walls will be combined with large areas of glass to reduce the visual bulk of the extension, making it visually lightweight. The roof will be single-pitched, incorporating conservation-type metal rooflights replicating historic models.
- 6.59 Access to the new extension from the host building will be via a new opening created in the east elevation of the lean-to. A survey carried out by Manorwood in 2024 revealed that the lean-to was largely rebuilt during the 20th century, with most of the original fabric limited to the north elevation and the associated quoin. This means that the new opening in the east elevation will result in little or no loss of historic fabric.
- 6.60 Two additional conservation-type rooflights will be inserted in the roof of the lean-to to provide this area with natural light. The roof structure of the lean-to has been assessed and confirmed to be constructed from softwood, machine-cut rafters of modern construction.
- 6.61 The new extension will not be directly attached to the lean-to, but will be connected by a frameless glass link between both structures, similar to the existing arrangement. This will preserve the legibility and distinction between the historic building and the new extension.
- 6.62 The proposed extension will not impact the character of the Conservation Area, as it will not be visible from any public areas.



Location of proposed glass link and lean-to to be altered.

7 CONCLUSION

- 7.1 The proposed scheme of works and alterations is based on a thorough understanding of the Listed Building, its historic development and significance and has been informed by desk-based research and on-site assessment of the surviving historic fabric.
- 7.2 The external alterations and conservation works to the building will have an overall positive impact on the character of the building and the Conservation Area, whilst ensuring the usability of the cottage as a modern residential dwelling.
- 7.3 The impact of the internal alterations on the significance of the building has been assessed and they are considered to preserve and, in some cases, enhance the special character of the building by reinstating original features and removing detracting elements.
- 7.4 The proposed extension by virtue of its reduced scale and subservient nature is considered to sit comfortably with the character of the building, preserving its special interest, whilst improving its usability as a modern family home.
- 7.5 As a whole and on balance, the proposals are considered to enhance the special interest of the Listed Building and the Conservation Area.
- 7.6 The proposals are compliant with respect to the Planning (Listed Buildings and Conservation Areas) Act 1990 insofar as the special interest of the Listed Building and the Conservation Area will be preserved and enhanced.
- 7.7 The proposals are, therefore, considered to be compliant with respect to the Planning (Listed Building and Conservation Area) Act 1990, the National Planning Policy Framework (NPPF) and the Mid Sussex Local Plan.

APPENDIX: LEGISLATION AND POLICY CONTEXT

The primary legislation relating to Listed Buildings and their settings is set out in the Planning (Listed Buildings & Conservation Areas) Act 1990:

Section 16(2) states “In considering whether to grant listed building consent for any works the local planning authority or the Secretary of State shall have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses.”

Section 66(1) reads: “In considering whether to grant planning permission for development which affects a listed building or its setting, the local planning authority or, as the case may be, the Secretary of State shall have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses.”

In relation to development within Conservation Areas, Section 72(1) reads: *“Special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area.”*

Policy relating to the historic environment is set out at national level within the National Planning Policy Framework (NPPF).

Policy relating to the historic environment is set out at local level within the Mid Sussex District Plan 2014 – 2031.

NATIONAL PLANNING POLICY FRAMEWORK (NPPF)

Chapter 16 (Paragraphs 202 to 221) of the NPPF updated and adopted in December 2024 constitute the Government’s national guidance and policy regarding development relating to the historic environment.

The NPPF is a material consideration and states that applications are to be determined in accordance with the local framework unless material considerations indicate otherwise.

The NPPF seeks to conserve and enhance the historic environment with much emphasis on “significance”, defined in Annex 2 as:

“The value of a heritage asset to this and future generations because of its heritage interest. The interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset’s physical presence, but also from its setting. For World Heritage Sites, the cultural value described within each site’s Statement of Outstanding Universal Value forms part of its significance.”

Setting is defined in Annex 2 as:

“The surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance or may be neutral.”

Annex 2 defines Conservation (for heritage policy) as:

“The process of maintaining and managing change to a heritage asset in a way that sustains and, where appropriate, enhances its significance.”

This definition is important as it distinguishes conservation from preservation and puts an emphasis on proactively managing change rather than reactively resisting it.

LOCAL POLICY – MID SUSSEX DISTRICT COUNCIL

The site lies within the boundary of the Mid Sussex District Council Authority. Mid Sussex District Council adopted the Mid Sussex District Plan 2014 – 2031 as a Development Plan Document at its meeting on 28th March 2018. It replaces the Mid Sussex Local Plan 2004.

Policies PD34 and PD35 of the Mid Sussex District Plan relate to listed buildings and heritage assets, and Conservation Areas. They are, therefore, considered relevant to this proposal:

POLICY DP34 – Listed Buildings and Other Heritage Assets

Strategic Objectives: 2) To promote well located and designed development that reflects the District’s distinctive towns and villages, retains their separate identity and character and prevents coalescence; 4) To protect valued characteristics of the built environment for their historical and visual qualities; and 11) To support and enhance the attractiveness of Mid Sussex as a visitor destination.

Evidence Base: West Sussex Historic Environment Record; Register of Listed Buildings.

Listed Buildings

Development will be required to protect listed buildings and their settings. This will be achieved by ensuring that:

- 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;
- 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;
- Traditional building materials and construction techniques are normally used. The installation of uPVC windows and doors will not be acceptable;
- 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;
- Special regard is given to protecting the setting of a listed building;

APPENDIX: LEGISLATION AND POLICY CONTEXT

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.

Other Heritage Assets

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.

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.

Proposals affecting such heritage assets will be considered in accordance with the policies in the National Planning Policy Framework (NPPF) and current Government guidance.

POLICY DP35 – Conservation Areas.

Strategic Objectives: 2) To promote well located and designed development that reflects the District's distinctive towns and villages, retains their separate identity and character and prevents coalescence; 4) To protect valued characteristics of the built environment for their historical and visual qualities; and 11) To support and enhance the attractiveness of Mid Sussex as a visitor destination.

Evidence Base: Mid Sussex Conservation Area Appraisals; Sussex Extensive Urban Surveys; West Sussex Historic Environment Record.

Development in a conservation area will be required to conserve or enhance its special character, appearance and the range of activities which contribute to it. This will be achieved by ensuring that:

- New buildings and extensions are sensitively designed to reflect the special characteristics of the area in terms of their scale, density, design and through the use of complementary materials;
- Open spaces, gardens, landscaping and boundary features that contribute to the special character of the area are protected. Any new landscaping or boundary features are designed to reflect that character;
- Traditional shop fronts that are a key feature of the conservation area are protected. Any alterations to shopfronts in a conservation area will only be permitted where they do not result in the loss of a traditional shopfront and the new design is sympathetic to the character of the existing building and street scene in which it is located;
- Existing buildings that contribute to the character of the conservation area are protected. Where demolition is permitted, the replacement buildings are of a design that reflects the special characteristics of the area;
- Activities such as markets, crafts or other activities which contribute to the special character and appearance of the conservation area are supported;

- New pavements, roads and other surfaces reflect the materials and scale of the existing streets and surfaces in the conservation area.

Development will also protect the setting of the conservation area and in particular views into and out of the area.

New buildings of outstanding or innovative design may be acceptable in conservation areas provided that their impact would not cause material harm to the area.



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