

**From:** Emily Wade <Emily.Wade@midsussex.gov.uk>  
**Sent:** 18 December 2025 11:32:00 UTC+00:00  
**To:** "Stefan Galyas" <Stefan.Galyas@midsussex.gov.uk>  
**Subject:** DM/25/2982 and 2983 1 Old Church Cottages

Hi Stefan

Comments on the above planning and listed building consent applications.

1 Old Church Cottages is with its attached neighbour one half of a Grade II listed early 17<sup>th</sup> century building located within the Horsted Keynes Conservation Area. The building has been previously extended, including by a substantial two storey rear addition made during the 20<sup>th</sup> century. The property has a recent planning history of applications and pre-application enquiries relating to a proposed side extension, of which this is the latest iteration. The current proposal, which follows on from pre-application advice, reflects a further response to adverse comments made regarding the scale of previously suggested schemes, which was considered contentious particularly when viewed in the context of the existing rear additions to the cottage.

The current proposal is for the demolition of an existing side extension and construction on an enlarged footprint of a replacement single storey side extension comprising a downstairs bathroom, side entrance, and glazed dining area- this latter would be in effect an extension of the existing kitchen area, with knocking through of the existing side wall to the 20<sup>th</sup> century rear addition.

The current proposal represents a further decrease in the footprint of the proposed side addition (in comparison to previous applications) and also reflects a reconsideration of its form and detailing, introducing a stepped footprint and full height glazing to the rear element (the proposed dining area) - although the extension would still represent an increase in footprint and bulk over the existing side addition, these aspects of the current proposal should assist in further reducing its apparent scale. The cumulative impact of the proposed extension and existing two storey rear addition remains to my mind somewhat problematic, however, on balance, the current proposal, which is very significantly reduced from the proposed two storey side extension originally envisaged, is in my opinion now acceptable in terms of its scale.

The proposed extension sits no further forward than the existing addition and should not (subject to detail) have a harmful physical impact on the historic fabric of the building, which is confined to the front range, or result in concealment of additional fabric of interest from view. The removal of the side wall to the existing rear extension affects only relatively modern fabric and is not considered contentious.

The current formal application also includes mention of works to the existing steel framed windows to the building, described as refurbishment and insertion of replacement slimline glazing- I take this to mean slimline double glazing? This aspect of

the proposal will require further information at this stage to allow an informed consideration. The applicant should provide further detail of the works involved, including typical detailed existing and proposed elevations and sections, which should show any alterations to the frames of the windows to allow for the insertion of the double-glazed units, Existing and proposed glazing bar detail should be included. It should be noted that applied glazing bars (as opposed to functional bars) will not be considered acceptable in the context of a listed building.

In summary, therefore, the proposed extension is considered to preserve the special interest of the listed building and the character and appearance of the Horsted Keynes Conservation Area. However further detail of the works to the existing windows is required.

Were the application to move in due course towards the granting of consent, I would recommend the following conditions:

- Details of roofing and facing materials
- Detailed drawings, at an appropriate large scale, including sections and annotated to show materials and finishes of the following:
  - Typical examples of new windows and doors. Your drawings should as appropriate include details of depth of reveal and glazing bar detail.
  - Typical eaves detail
- Rainwater goods and other external pipework to be of painted metal

I include these now to give the applicant the option to also provide the further pre-commencement detail required alongside the information on the works to the existing windows, should he prefer to do so.

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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Submit your planning application online.  
<http://www.planningportal.gov.uk>  
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