

**From:** Emily Wade <Emily.Wade@midsussex.gov.uk>  
**Sent:** 17 September 2025 15:33:04 UTC+01:00  
**To:** "Rachel Richardson" <Rachel.Richardson@midsussex.gov.uk>  
**Subject:** RE: DM/25/1907 and 1908 Old Keysford Hall

Hi Rachel

Yes, that's better. The annotation makes it clear that the new structure will not harm or obscure the adjacent historic fabric.

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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Emily Wade Ma MSc  
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**From:** Rachel Richardson <Rachel.Richardson@midsussex.gov.uk>  
**Sent:** 17 September 2025 15:31  
**To:** Emily Wade <Emily.Wade@midsussex.gov.uk>  
**Subject:** FW: DM/25/1907 and 1908 Old Keysford Hall

Hi Emily,

Please see below and as attached.

Can you advise if you're happy with what they've said or need further information please?

Many thanks,

Rachel.

**Rachel Richardson** Bsc (Hons) DIP TP MRTPI  
Senior Planning Officer  
Development Management  
[www.midsussex.gov.uk](http://www.midsussex.gov.uk)  
01444 477 224

Please note I work part-time (usually over Monday to Thursday) and from home Monday to Wednesday.

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**From:** Alison Essex <[ae@gouldbaxter.co.uk](mailto:ae@gouldbaxter.co.uk)>  
**Sent:** 17 September 2025 15:22  
**To:** Rachel Richardson <[Rachel.Richardson@midsussex.gov.uk](mailto:Rachel.Richardson@midsussex.gov.uk)>  
**Cc:** Matthew Comber <[mc@gouldbaxter.co.uk](mailto:mc@gouldbaxter.co.uk)>  
**Subject:** DM/25/1907 and 1908 Old Keysford Hall

Hi Rachel,

**DM/25/1907 and 1908 Old Keysford Hall**

Thank you for your email.

If we have understood the query in question, (*highlighted below in italics*) the proposed internal elevations demonstrate that the overlying beam will not be touched during the proposed works of the new partition. I include a some further text and a red dashed lines to highlight this case.

- *Although the drawings and DAS are clear that the 'front', hall-facing element of the new partitioning will be set behind the existing post to the base of the stairs, so that this fabric is not impacted, the relationship of the new partition to the side of the extended kitchen adjacent to the stair case with the overlying beam which carries evidence of the former partition in this position is less clear. I would suggest that a further detailed drawing is provided to demonstrate that the new partition will not harm or obscure surviving evidence of the original, removed partition in this position (see plates on p.11 of the heritage statement).*

If you still require further detail please let me know.

Best Regards,

Alison



Alison Essex ARB  
Architect  
01444 452604  
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Please note that my usual working days are Monday – Thursday.

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**From:** Rachel Richardson <[Rachel.Richardson@midsussex.gov.uk](mailto:Rachel.Richardson@midsussex.gov.uk)>  
**Sent:** 17 September 2025 11:13  
**To:** Alison Essex <[ae@gouldbaxter.co.uk](mailto:ae@gouldbaxter.co.uk)>  
**Subject:** FW: DM/25/1907 and 1908 Old Keysford Hall

Hi Alison,

I'm just reviewing my emails, and I can't see that I sent you the comments below from Emily Wade, the Councils Conservation Officer. I apologise for the delay here.

Emily has asked that you provide detail regarding the position of the new partition adjacent to the staircase. Once received and subject to this being acceptable, I can write up both reports and get the decisions issued.

I look forward to hearing from you.

Kind regards,

Rachel.

**Rachel Richardson** Bsc (Hons) DIP TP MRTPI  
Senior Planning Officer  
Development Management  
[www.midsussex.gov.uk](http://www.midsussex.gov.uk)  
01444 477 224

Please note I work part-time (usually over Monday to Thursday) and from home Monday to Wednesday.

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**From:** Emily Wade <[Emily.Wade@midsussex.gov.uk](mailto:Emily.Wade@midsussex.gov.uk)>  
**Sent:** 03 September 2025 10:37  
**To:** Rachel Richardson <[Rachel.Richardson@midsussex.gov.uk](mailto:Rachel.Richardson@midsussex.gov.uk)>  
**Subject:** DM/25/1907 and 1908 Old Keysford Hall

Hi Rachel

Comments on the above planning and listed building consent applications.

Old Keysford Hall is one part of a Grade II listed building located in a rural position outside Horsted Keynes. The building has been subdivided, so that the rear portion is now a separate property, Keysford. The building was formerly a farmhouse, and former farm buildings including a substantial barn survive in a courtyard arrangement to the north-west of the house. These would be regarded as curtilage listed.

The applications are accompanied by a summary heritage statement, which confirms the likely date of construction of Old Keysford Hall as c.1701, but suggests it is possible that this formed a later high-end wing to a possible earlier house (now the west wing), which may have then taken on a service range status. This is speculative, however, as the west wing (now Keysford) was not assessed.

Within the summary heritage statement the existing partition between the kitchen and hallway is dated on plan (Plate 5) as a 20<sup>th</sup> century insertion. This work may have been carried out when the rear wall of the building was partially removed and a lean-to outshot added to the back of the hall to create the current kitchen space. This statement also notes that the existing staircase, which sits at the south-east corner of the central hall, was previously enclosed to its northern side by a partition, which has been removed.

The summary heritage statement suggests that the significance of Old Keysford Hall lies partly in the high degree of survival of the original floor plan, and the minimal later changes to the building, which retain visible evidence of original features and fabric where these have been altered or removed. I see no reason to disagree with this assessment.

The current proposal is for works at ground floor to the building comprising:

- Removal of the existing partition between the original hallway and the kitchen;
- Construction of a new partition further into the hall, enlarging the kitchen;
- Construction of a partition partly enclosing the northern side of the staircase adjacent to this; and
- Addition of a plateau rooflight to the flat roof of the existing rear lean-to.

To consider these works in turn:

- The existing partition in this position is a 20<sup>th</sup> century addition and is not of special interest. Its removal is therefore not considered contentious.
- The proposed new partition, because of its revised position, will encroach further into the original proportions of the hall. However, the harm which will result from this will be balanced against the lighter-weight construction of the partition (c.f. the existing solid partition), as it will include double glazed doors and high-level windows, which will potentially allow a greater appreciation than the existing situation of the original proportions of the room. The internal elevations provided show that these windows will not be obscured by high level units to either the hall or kitchen side. On balance this aspect of the proposal is considered acceptable.
- The new partition adjacent to the stairway will be a continuation of that discussed above, enclosing this side of the extended kitchen. Given the previous existence of a partition in this position, this aspect of the proposal is not considered contentious in principle.
- Although the drawings and DAS are clear that the 'front', hall-facing element of the new partitioning will be set behind the existing post to the base of the stairs, so that this fabric is not impacted, the relationship of the new partition to the side of the extended kitchen adjacent to the stair case with the overlying beam which carries evidence of the former partition in this position is less clear. I would suggest that a further detailed drawing is provided to demonstrate that the new partition will not harm or obscure surviving evidence of the original, removed partition in this position (see plates on p.11 of the heritage statement).
- The proposed plateau rooflight affects only 20<sup>th</sup> century fabric and should have only a minimal impact on the appearance of the building. Subject to detail, this aspect of the proposal is not considered contentious.

Subject to the above detail regarding the position of the new partition adjacent to the staircase, the proposal is considered to preserve the special interest of the listed building, meeting the requirements of District Plan Policy DP34 and the relevant paragraphs of the NPPF.

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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