

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/1168	Case Officer:	Anna Tidey
Application Type:	Listed Building Consent		
Proposal:	Listed Building Consent to convert existing barn into one bedroom ancillary accommodation.		
Site:	Annexe, Keysford, Treemans Road, Horsted Keynes, West Sussex, RH17 7EA, ,		
Validation Date	12 May 2025	Overall Expiry Date:	10 Dec 2025
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	18 Dec 2025
Target Date:	7 Jul 2025	Recommending Officer Signature:	Anna Tidey

Date Legal Agreement Completed: (if applicable)		No of Representations:	1
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Signed and Agreed By:	Stephen Ashdown	Date:	18 Dec 2025
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/1168

**Annexe, Keysford, Treemans Road, Horsted Keynes, West Sussex, RH17 7EA,
Listed Building Consent to convert existing barn into one bedroom ancillary accommodation.
Mrs Kathryn Wade**

SUMMARY OF REPRESENTATIONS

One representation received from a neighbour which contains the following points:

- The existing barn has no windows overlooking the courtyard, which is overlooked by the adjacent property at Old Keysford Hall and the applicant's property, Keysford.
- It is noted that the amended plans show only one window and two roof lights in the eastern wall and roof. These windows will not present a privacy issue.
- The proposal is for ancillary domestic accommodation to the main house.
- If approved, it is requested that the renovated barn will remain part of the main Keysford residence.

SUMMARY OF CONSULTEES

Conservation Officer:

Keysford, is with its attached neighbour Old Keysford Hall, a Grade II listed building dating originally from c.1701 according to the list description, and enlarged in 1923, and set in a rural position outside Horsted Keynes. The house was originally the farmhouse to a historic farmstead. The western side of the yard is enclosed by a substantial timber framed weatherboarded barn, curtilage listed, and the subject of this application.

The current proposal is for the conversion of the barn into two bedroom ancillary accommodation. The applications for planning and Listed Building Consent follow on from pre-application advice and the refusal of a previous proposal.

The Archaeological Interpretive Survey (AIS) notes that the three bay threshing barn was constructed in the late C16th- early C17th, with significant alterations carried out in the C19th and 20th. The AIS gives a detailed description of the evolution of the building.

The proposed works have been amended and respond positively to earlier comments, and to the further information following the preparation of the AIS. The principle of the conversion is not considered contentious, and many of the works are considered sympathetic to the building, retaining key aspects of its plan form and fabric. The retention of features such as the floor surfaces and feeding troughs is noted and welcomed.

However, a number of issues remain which require further consideration/revision/ information:

- the proposed retention of 'mullions' above the west facing barn door.
- enclosing the space above the existing partitions to the northern bay to create an enclosed mezzanine level bedroom and bathroom. This element of the proposal should be omitted in favour of an open mezzanine.
- Sections/sectional elevations should be provided to show the proposed mezzanine to the southern bay, including the fixings of the base of the staircase to the threshing floor.
- The proposed internal alterations include the creation of a doorway cut through the C19th part-height partition adjacent to the threshing floor. The partial loss of this feature is contentious.
- Details required of the proposed fixed window within the opening to the western midstreys doors.
- The existing side hung doors should be retained and fixed open.
- The proposed new rooflights are over-scaled and no surviving historic rafters cut.

- Further information should be provided to clarify the enlargement of an existing opening to the eastern elevation.
- Further details should be provided at this stage of the method of insulation to the roof, walls and floor of the building.
- Floor surfaces of interest (in particular the threshing floor) should be retained and exposed wherever possible, with further details.
- A method statement and appropriate detailed drawings (such as typical elevations and sections) should be provided.

The building contains a number of features of interest which should be conserved and exposed, ie:

- Pegholes to the corner of each post within the barn
- Taper burn to the intermediate post in truss D
- Mortices for missing wall studs, shadow line of a missing window head, and exposed notches for a mullion window to the western girt
- Timber 'slides' to the western midstrey doors.
- Internal door to be re-used for bedroom 1.
- Peg rack above the window in the western elevation.
- Empty sockets for former stall partitions within the brick flooring of the northern bay of the barn.
- Pigeon housing at the apex of the south gable.
- Brick and plank and muntin partition wall in Truss C.

Although the principle of conversion remains acceptable, the scope of the application in including a second bedroom and bathroom at mezzanine level remains problematic, and amendments and/or further information or clarification is needed.

Conservation Officer - further comments: Further information from the contractor that he/she has inspected the historic floors and that the methodologies will be practical is required.

Typical revised details of the insulation are required.

-Further information and revised floor plans, the raising and relaying of the threshing floor, the installation of insulation to walls and roof, and the retention of features of interest, the contractor to be employed in lifting and relaying the historic timber and brick floors have been provided and for the greater part, are acceptable and address the concerns previously raised.

Information is lacking in respect of the dovecot to the southern gable. However, this information can be required by condition.

The annotated drawings provide the clarification of the floor insulation required, and remain acceptable in my opinion.

The proposal is therefore considered acceptable, as revised, preserving the special interest of the curtilage listed building and the setting of Old Keysford Hall/Keysford. This meets the requirements of District Plan Policy DP34 and the relevant paragraphs of the NPPF. Recommends planning conditions to cover detailed elements of the conversion works.

PARISH COUNCIL OBSERVATIONS

Horsted Keynes Parish Council: No objections.

INTRODUCTION

This application seeks planning permission to create ancillary accommodation by the conversion and adaptation of an existing curtilage listed barn, in the grounds of Keysford, off Treemans Road in Horsted Keynes.

RELEVANT PLANNING HISTORY

DM/25/1169. Convert existing barn into one bedroom ancillary accommodation. Yet to be determined.

DM/24/1652. Listed Building Consent -Internal work creating additional floor, consisting of 3 bedrooms and 2 bathrooms downstairs with stairs leading to first floor providing kitchen/dining area and sitting room. The proposal is for ancillary accommodation to the main house. Refused September 2024.

DM/24/1651. Internal work creating additional floor, consisting of 3 bedrooms and 2 bathrooms downstairs with stairs leading to first floor providing kitchen/dining area and sitting room. The proposal is for ancillary accommodation to the main house. Refused September 2024.

DM/23/1117. Listed Building Consent -Internal work creating additional floor, consisting of 3 bedrooms and 2 bathrooms downstairs with stairs leading to first floor providing kitchen/dining area and sitting room. The proposal is for ancillary accommodation to the main house. Withdrawn February 2024.

DM/23/1116. Internal work creating additional floor, consisting of 3 bedrooms and 2 bathrooms downstairs with stairs leading to first floor providing kitchen/dining area and sitting room. The proposal is for ancillary accommodation to the main house. Withdrawn February 2024.

11/04022/LBC. Listed Building Consent - Internal work creating additional floor, downstairs 3 bedrooms and 2 bathrooms with stairs leading to first floor providing kitchen-dining area and sitting room. The proposal is for ancillary accommodation to the main house. (Re-instating Planning Permission Ref: 07/02819). Approved February 2012.

11/04021/FUL. Internal work creating additional floor, downstairs 3 bedrooms and 2 bathrooms with stairs leading to first floor providing kitchen-dining area and sitting room. The proposal is for ancillary accommodation to the main house. (Re-instating Planning Permission Ref: 07/02819). Approved February 2012.

07/02821/LBC. Listed Building Consent - Internal work creating an additional floor, downstairs 3 bedrooms and 2 bathrooms with stairs leading to first floor with kitchen - Dining area and sitting room. The proposal is for ancillary accommodation to the main house. Approved November 2007.

07/02819/COU. Internal work creating an additional floor, downstairs 3 bedrooms and 2 bathrooms with stairs leading to first floor providing kitchen - Dining area and sitting room. The proposal is for ancillary accommodation to the main house. Approved November 2007.

01/01494/FUL. Conversion of outbuilding/games room to two bedrooms and one bathroom. Approved September 2001.

SITE AND ITS SURROUNDINGS

The site is a wooden framed barn which forms part of a range of outbuildings and garages located to the north of Keysford and forming a courtyard to the west of Old Keysford Hall, both of which are Grade II Listed buildings. The barn is in the ownership of Keysford and is already in use for ancillary domestic and storage purposes.

Attached to the southern gable end of the barn is a single storey brick built building which accommodates separate annexe accommodation, which consists of a lounge with a small kitchenette space and a bedroom with a small bathroom. Whilst not forming part of the site area of the barn to which this application relates the layout of the space within that building is shown on the submitted existing floor plans, and the Proposed Floor Plans indicate the intention to retain this brick building as a pool/games room.

The barn that is the subject of the current application is two storey in height, with a gabled roofline, which extends into a catslide roof over a single storey element on the western elevation. Externally the barn is finished with weathered horizontal timber cladding and it has a clay tiled roof. Double entry doors are sited in the western elevation and pedestrian doors also provide access from the lawn on that side of the building into the southern section of the barn, and into the attached single storey brick section.

Internally there are partition walls, which serve two rooms (apple store/former livestock accommodation), which are sited at the northern end of the barn with a partial first floor above. The main part of the barn is open to the full two storey height, with the timber framing of the roof exposed internally.

To the east of the barn there is a large courtyard/circular turning driveway serving the garages in the northern section of the range of outbuildings to which the barn is attached. Beyond that is the adjoining property at Old Keysford Hall.

APPLICATION DETAILS

This application seeks Listed Building Consent for various internal and external works to the barn to create 'ancillary accommodation to the main house'.

In detail the works to the barn consist of the following:

- The formation of an entrance hall in the single storey element on the western side of the barn.
- Retention of feeding troughs and original flooring details.
- The retention of the two existing bays in the central part of the barn, to create ground floor living areas, open to the roof full height, with the creation of a doorway between the former threshing bay and the southernmost bay.
- The formation of a bedroom with an ensuite in the apple store room at the rear of the barn, connecting to the remainder of the ground floor via existing doorway openings.
- To create a first floor open mezzanine/play area space, with an added safety balustrade, with access being provided to the upper floor via a vertical timber access ladder.
- The reintroduction and addition of new windows and doors, and new rooflights in the east and west facing elevations and roof slopes of the barn at ground and first floor levels.

The application has been accompanied by a detailed Design and Access Statement (DAS), which has been amended during the course of the determination of the application. This explains the details of the application as it was originally submitted. The conversion scheme has been simplified during the course of determining the application, as the submitted amended plans have removed elements such as the staircase to the first floor and the first floor bedroom space has been altered to a raised open play area. The DAS includes the following:

- The conversion will allow the barn to become ancillary space to serve the main house.
- The barn will retain its natural feather edge cladding with red brick base. New insertions of glazing and its framing will form a natural oiled finish.
- The conservation roof-lights will be finished in a black metal frame.
- Internal features within the timber framework of the barn to be retained are detailed.
- Detailed sections have been provided to explain the method for introducing new insulation to the roof, walls and to the threshing floor.

The application has also been accompanied by supporting documents: a Heritage Statement and an Archaeological Interpretive Survey, which have been revised during the course of the determination, a planning statement for the floor insulation and updated plans for the insulation installation, all of which are available to view on the planning file.

LEGAL FRAMEWORK AND LIST OF POLICIES

Planning legislation holds that the determination of a planning application shall be made in accordance with the Development Plan unless material considerations indicate otherwise.

Using this as the starting point the development plan for this part of Mid Sussex consists of the District Plan, Site Allocation Development Plan Document (DPD) and the Horsted Keynes Neighbourhood Plan.

National policy (which is contained in the National Planning Policy Framework and National Planning Policy Guidance) does not form part of the development plan, but is an important material consideration.

Mid Sussex District Plan

The District Plan was adopted at Full Council on 28th March 2018.

Relevant policies:

DP34 Listed Buildings and Other Heritage Assets

Site Allocations DPD

The SADPD was adopted on 29th June 2022. It allocates sufficient housing and employment land to meet identified needs to 2031.

There are no relevant policies.

Neighbourhood Plan

Horsted Keynes Neighbourhood Plan, made May 2023.

Policy HK6 Conserving Local Heritage

Other Material Considerations

Mid Sussex District Plan 2021 - 2039 - Submission Draft (Regulation 19)

The District Council is reviewing and updating the District Plan. Upon adoption, the new District Plan 2021 - 2039 will replace the current District Plan 2014-2031 and its policies will have full weight. In accordance with the NPPF, Local Planning Authorities may give weight to relevant policies of the emerging plan according to the stage of preparation; the extent to which there are unresolved objections to the relevant policies; and the degree of consistency of the relevant policies in the emerging plan to the NPPF. The draft District Plan 2021-2039 (Regulation 19) is currently at Examination and the stage 1 hearings were concluded on the 31st October 2024. There are unresolved objections to some of the Policies in the draft District Plan and as such, only minimal weight can be given to the Plan and this planning application has been assessed against the policies of the adopted District Plan.

Relevant policies:

DPB2 Listed Buildings and Other Heritage Assets

Mid Sussex Design Guide Supplementary Planning Document (SPD)

The Council has adopted a 'Mid Sussex Design Guide' SPD that aims to help deliver high quality development across the district that responds appropriately to its context and is inclusive and sustainable. The Design Guide was adopted by Council on 4th November 2020 as an SPD for use in the consideration and determination of planning applications. The SPD is a material consideration in the determination of planning applications.

National Planning Policy Framework (NPPF) (December 2024)

Planning (Listed Buildings and Conservation Areas) Act 1990

ASSESSMENT

The only issue to consider in this instance is the impact on the listed building.

As such the Planning (Listed Buildings and Conservation Areas) Act 1990 is relevant to the consideration of the application. S. 66 states:

'Section 16 (2) of the Planning (Listed Buildings and Conservation Areas) Act 1990 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.'

District Plan Policy DP34 is relevant in the determination of this application. It states:

'Listed Buildings

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

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

Also relevant in the determination of this application is neighbourhood Plan Policy HK6. This refers to Conserving Local Heritage and states:

'Development proposals should preserve or enhance the special character and setting of the Horsted Keynes and Birch Grove Conservation Areas, and preserve or enhance the special architectural or historic interest of listed buildings and their settings, and will be assessed against policies DP34 and DP35 of the Mid Sussex District Plan.'

Detailed comments have been provided by the Conservation Officer during the course of determining the application, and these are reproduced above. Various details have been clarified with the submission of additional supporting plans and revised documents to address her concerns.

In converting the barn to ancillary accommodation it is recognised that both the fabric and the appearance of the building will be altered. The changes that are proposed seek to retain the agricultural appearance of the building, to retain historic features and reflect its original character and use.

Original concerns regarding the proposed internal works, loss of fabric and features of interest: including the partition walls, apple store structure, and the original wall between the main barn and outshot and the structural implications of the conversion works have now been suitably addressed. It is considered that the details submitted with the application clearly explain the required works to allow the conversion and address the potential impacts upon the fabric and features of the Curtilage Listed barn.

The proposal will allow the preservation of the curtilage listed barn, which makes a positive contribution as a building of special interest to the setting of Keysford/Old Keysford Hall.

The relevant NPPF guidance on proposals affecting heritage assets is contained in Paragraphs 207 to 210, which state:

'207. In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes, or has the potential to include, heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation.'

208. Local planning authorities should identify and assess the particular significance of any heritage asset that may be affected by a proposal (including by development affecting the setting of a heritage asset) taking account of the available evidence and any necessary expertise. They should take this into account when considering the impact of a proposal on a heritage asset, to avoid or minimise any conflict between the heritage asset's conservation and any aspect of the proposal.

209. Where there is evidence of deliberate neglect of, or damage to, a heritage asset, the deteriorated state of the heritage asset should not be taken into account in any decision.

210. In determining applications, local planning authorities should take account of:

- a. the desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation;*
- b. the positive contribution that conservation of heritage assets can make to sustainable communities including their economic vitality; and*
- c. the desirability of new development making a positive contribution to local character and distinctiveness.'*

The proposed works will have a harmful impact upon the designated heritage asset, affecting the external appearance of the building by the addition of a poorly designed fenestration scheme and door alterations. The proposed internal alterations would cause significant harm to the fabric and features of the barn. Overall the external and internal alterations would fail to preserve or enhance the appearance of the Listed building.

With the agreed recommended planning conditions it is considered that the proposal will preserve the barn, itself a curtilage Listed Building and the adjacent Listed Buildings at Old Keysford Hall and Keysford and therefore meet the aims and requirements of District Plan Policy DP34, Neighbourhood Plan Policy HK6 and relevant guidance contained in the NPPF.

PLANNING BALANCE AND CONCLUSION

The proposed works include a variety of internal and external alterations to curtilage Listed barn at Keysford. The details of the proposed conversion works and their impact upon the historic fabric of the building have been examined and additional supporting information provided during the course of determining the application.

It is considered that the conversion to ancillary accommodation will conserve the building and protect its future as a heritage asset. The conversion works will enhance the external appearance of the building, whilst preserving the important internal features. The conversion will maintain the special interest of the curtilage listed barn and ensure its future and the positive contribution which it makes to the setting of Keysford/Old Keysford Hall.

The proposal will accord with District Plan Policy DP34 and with Policy HK6 of the Horsted Keynes Neighbourhood Plan and the relevant paragraphs of the NPPF.

Detailed planning conditions will control the detail of the proposed works.

Consequently it is recommended that Listed Building Consent is granted.

Decision: Permission

Case Officer: Anna Tidey