

JUSTIFICATION
BASEMENT

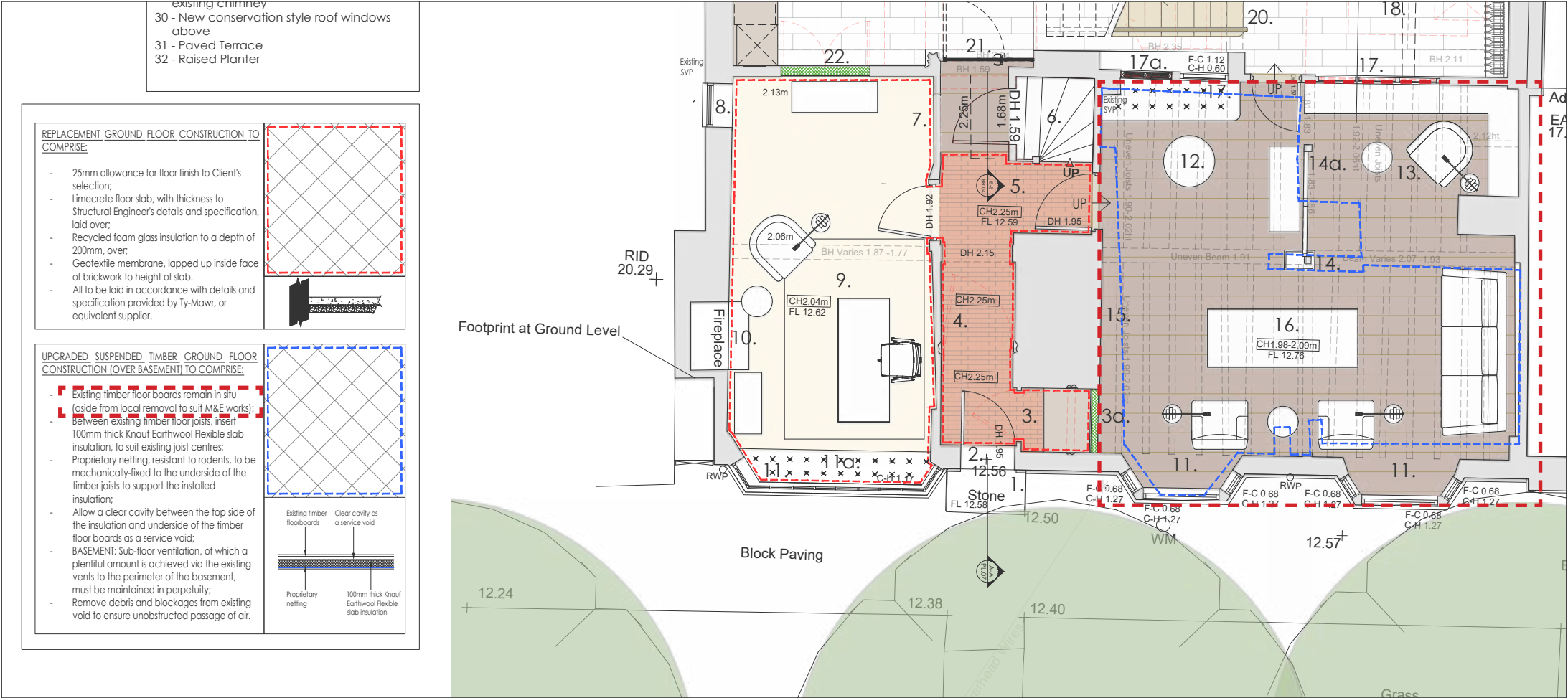
The following changes were done on basement level:

- Walls: remain as existing, lime rendered (with exception of the East wall) for aesthetical benefit.
- Drainage channels: filled with shingle to enable water to flow and prevent blockage
- Replacement of floor joists: drawing GH342 PL02 Rev B confirms local removal to suit M&E works (‘existing timber floor boards remain in situ (aside from local removal to suit M&E works)’ . The joists were removed to allow for the steel beam incorporation running east to west, full width of the lounge. The Applicant confirmed that during the works, the joists were found to be rotten as they had been suffering decades of damp due to poor environmental management of the cellar.

Justification:

- The structural calculation for the oak post provided in the report by McCarey Simmonds, point 4.9 confirms the Basement to be damp confirming the condition of the joists, as quoted:
‘4.9 There was an L shaped shallow height damp cellar below the area with the steel support post. The steel post was supported off a brickwork masonry wall forming the internal corner of the L shaped basement.’

- In the Condition Report prepared by Gould Baxter Architects in October 2022, the following observations were made:
1.87
Where the ground floor is of suspended timber construction, it appears to be a replacement floor, with uniform timber joists provided with steel beam reinforcement.
1.88
2. *During the course of refurbishment works, it is likely that flooring will need to be lifted to facilitate services installations and any thermal/acoustic upgrades required. During the course of these works, it is possible floor joists will be affected by rot and/or woodworm damage, which will necessitate repair and/or replacement of joists.*
3. *It is also likely that flooring will need to be supplemented with new where existing boards are found to be in poor condition or not suitable for reinstatement.*



2. Approved ground floor plan - submitted drawings under application DM/22/3694 & DM/22/3695 (planning approved)

It is proposed that the lime render will be removed following comments received in the Conservation Officer letter from 12/11/2025 in response to submitted application no. DM/25/1103. It is stated that: ‘Notwithstanding that lime render is in some circumstances an appropriate material for use within traditional buildings, it is clear that its extensive application here has resulted in a very significant loss of character to the cellar space.’ This is however not recommended as it could damage the building. Lime plaster render on basement walls helps to manage moisture without causing structural damage. Please refer to the report prepared by Sussex Heritage Damp Restoration who assessed the cellar condition prior to any works done.



JUSTIFICATION

GROUND FLOOR WC

The addition of cloaks/WC on a ground floor has been previously approved under application LF/064/87 in 1987. The WC extension was demolished following approval of application LF/83/96 granted on 09/01/1997 for: '2 storey rear extensions and demolish 2 storey rear extension housing WCs.'

It is also that historically this four bedroom house was provided with 4no. toilets/bathrooms - two per floor. Currently, the building has 2 bedrooms with en-suites and one shared bathroom on the first floor. A small WC was added on the ground floor deviating from approved scheme. However, the re-introduction of a ground floor toilet ensures the building is accessible and usable for everyone, regardless of their physical abilities. It is considered to be an essential improvement.

It is also noted that in the approved Planning Statement by Gould Baxter, under section 'Amount', introduction of ground floor WC is stated: 'The insertion of a ground floor WC with associated window opening created to the south elevation'.

The door to the study is in the same historic location it was, just re-handed within the frame to better suit the revised layout. The new dividing wall has been constructed of lathe and lime plaster construction, using traditional methods and materials. Secular character of the historic plan is retained.

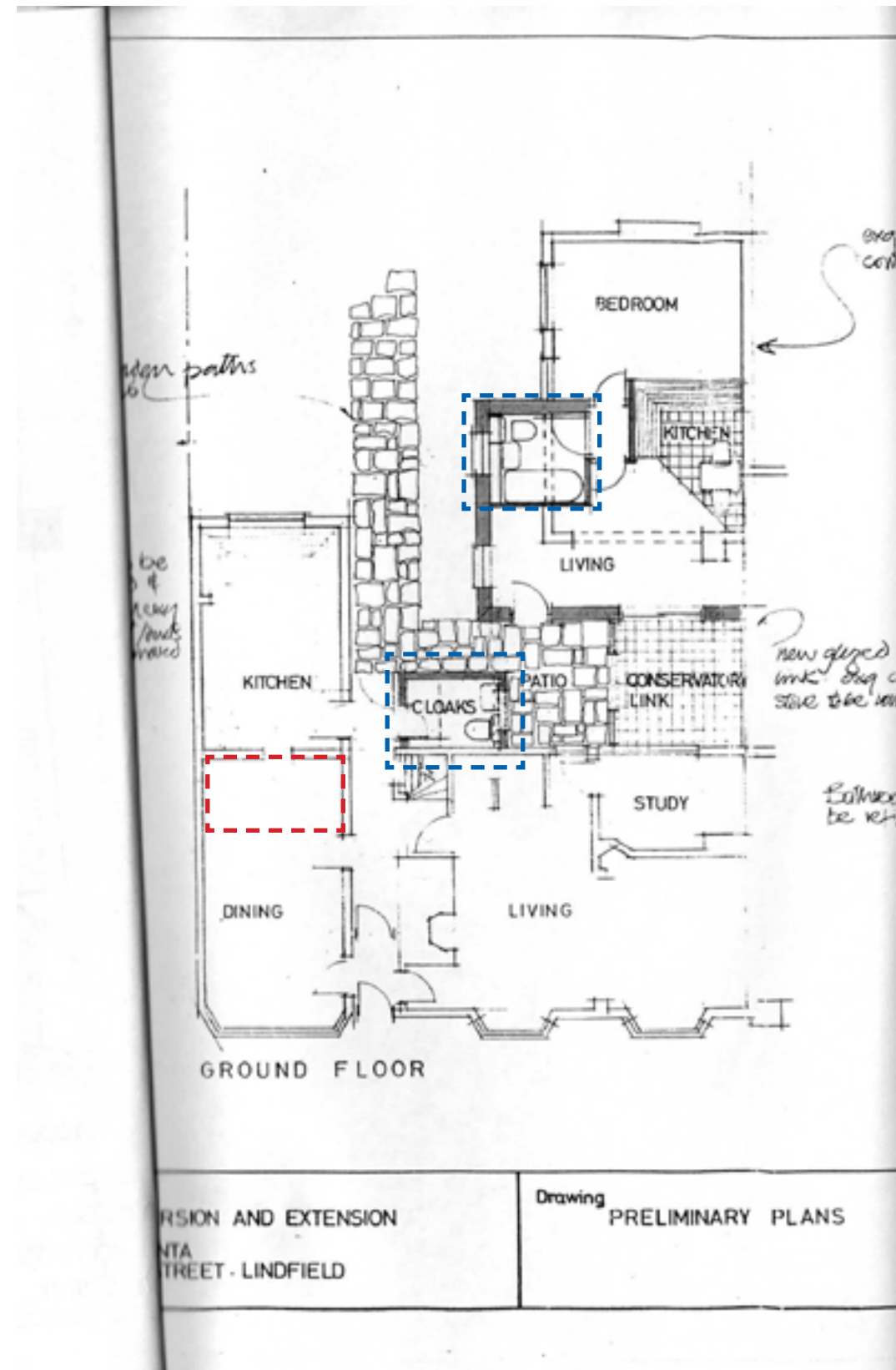
KEY:



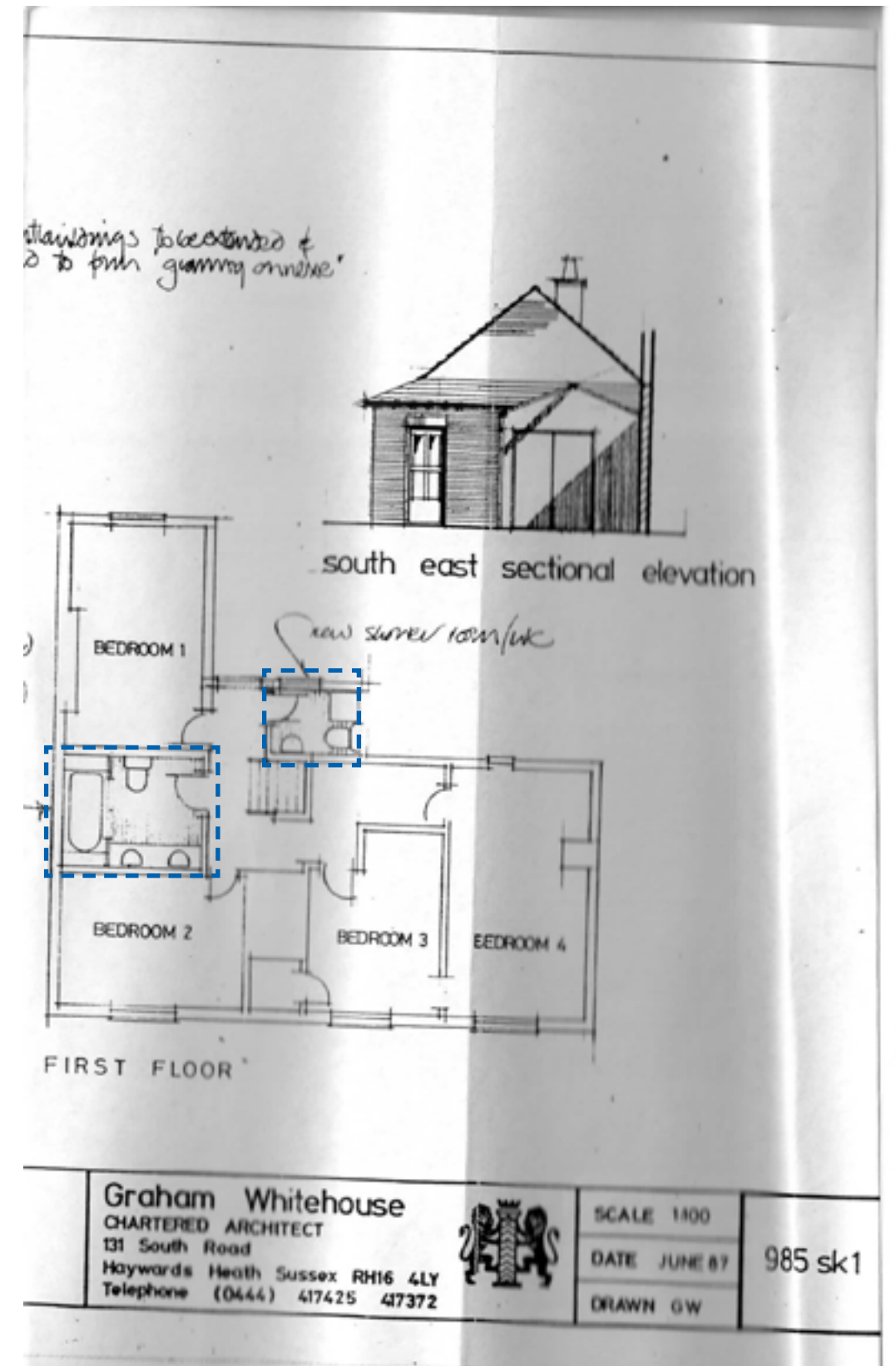
Historic approved locations of WC's



Proposed location of Ground Floor Powder Room



Ground floor plan approved under application LF/064/87



JUSTIFICATION

AC AHU ENCLOSURE

A new timber louvred enclosure accommodating AC AHU equipment has been constructed, adjacent to the bake house rear elevation. It was constructed without planning permission and is a part of retrospective works applied for under this application.

The enclosure is discreetly located in the corner of the elevation and constructed of timber in-keeping with the whole building style.

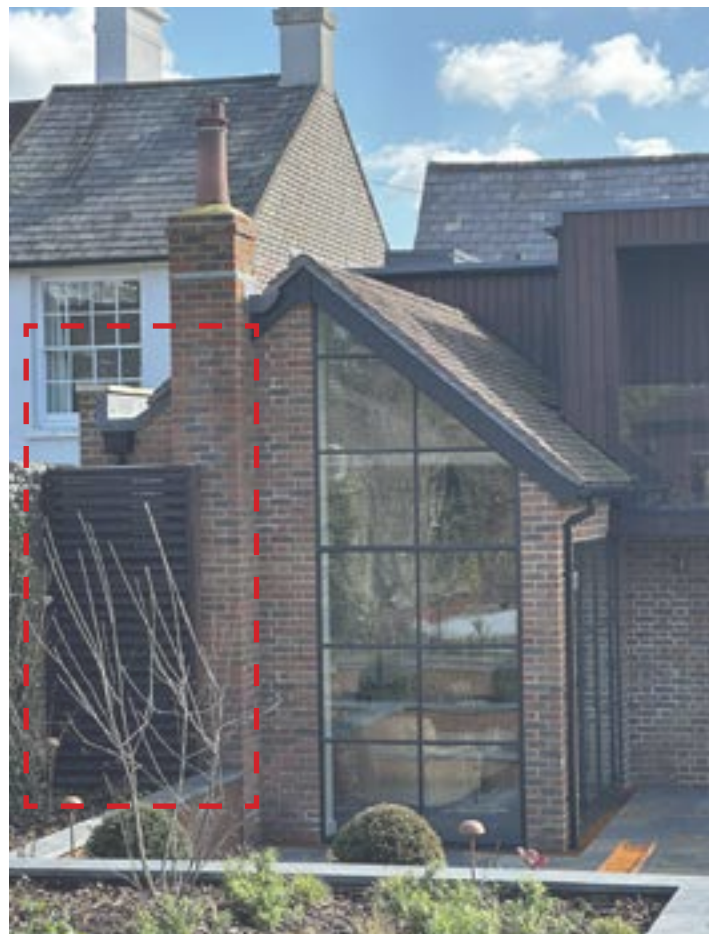
As shown on adjacent elevations, the approved scheme established a permanent fixed mass in front of the bakehouse in the form of a raised brickwork planter.

KEY:



Highlighted area of deviation

Height of the established mass in front of elevation



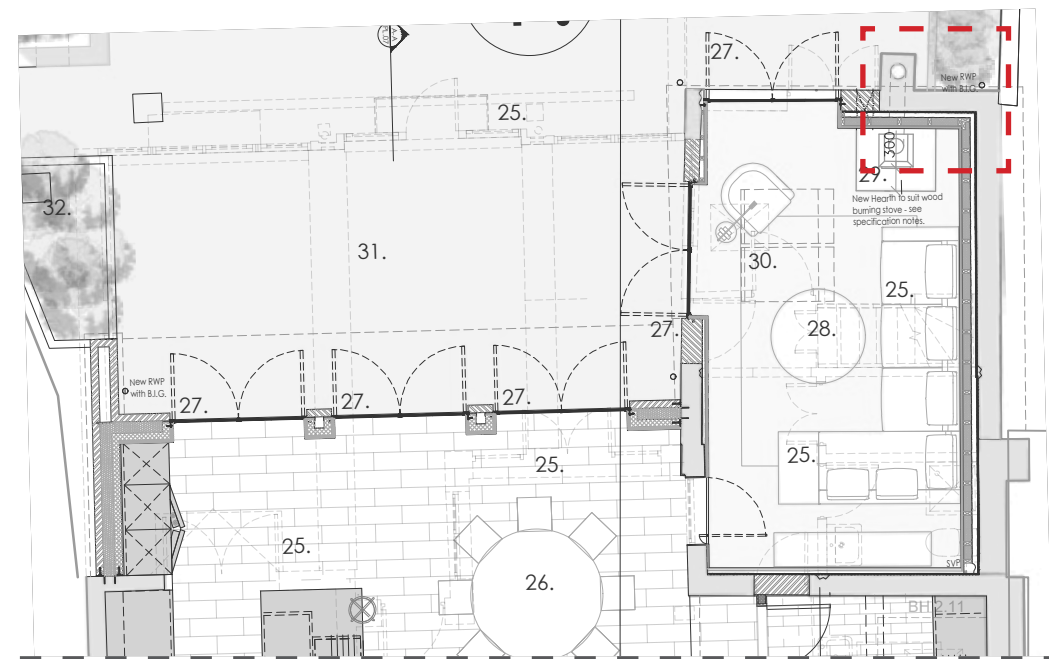
Recent photograph capturing the new AC AHU louvred enclosure on the rear of the bake house



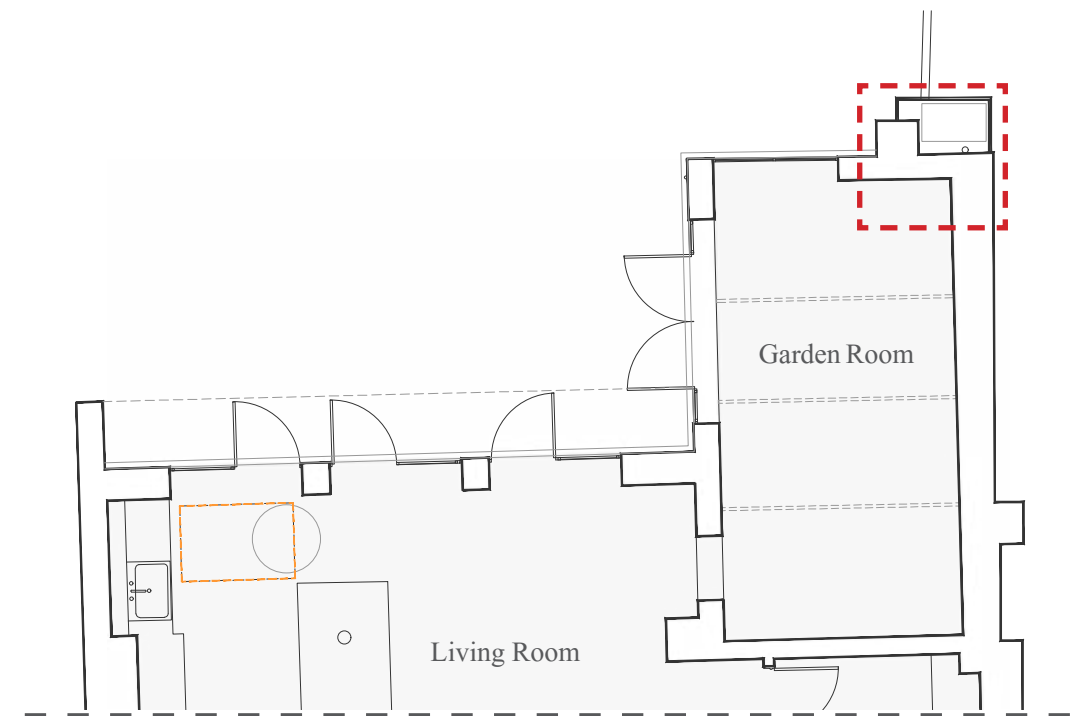
3. Approved scheme rear elevation.



3. Proposed rear elevation.



1. Approved ground floor plan - submitted drawings under application DM/22/3694 & DM/22/3695 (planning approved)



JUSTIFICATION
REMOVAL OF CHIMNEY STACK

A 19th century chimney stack has been removed and is a part of retrospective works applied for under this application. Its removal is considered of to be of low harm to the listed building, as identified by HCUK in the supporting heritage statement.

The existing chimney stack was in a poor structural condition, as quoted below from ‘Condition Report’ by Gould Baxter:

1.31 The stack is surmounted with a single terracotta chimney pot. It is unclear if the chimney is still in use. Further investigation is required to confirm this.

1.32 The following points were noted:

1. In general terms the stack remains reasonably upright and plumb, although it is noted that where it penetrates the master bedroom below, it is raked to an angle.

3. The flaunching appears to be coming to the end of its useful

4. The chimney pot appears to remain in satisfactory condition with some soot staining noted. When replacing the flaunching allowances should be made to replace the pot and cap if no longer in use.

5. The stack is not provided with a horizontal damp tray to mitigate vertical damp penetration.

6. The junction between the stack and roof slopes are weathered with lead flashing. From our vantage point the flashing appeared in serviceable condition, but the presence of damp staining internally would suggest current or historic damp penetration. Further investigation is required once high level access is provided but we would anticipate the flashing will require renewal. life expectancy, with cracking and surface spalling noted. The flaunching should be renewed, with high level access provided to facilitate works.

Extract from ‘Condition Report’ prepared by Gould Baxter. It is noted that the document did not form part of the original submission. It does however provide evidence of house condition at the time.

KEY:

 Highlighted area of deviation



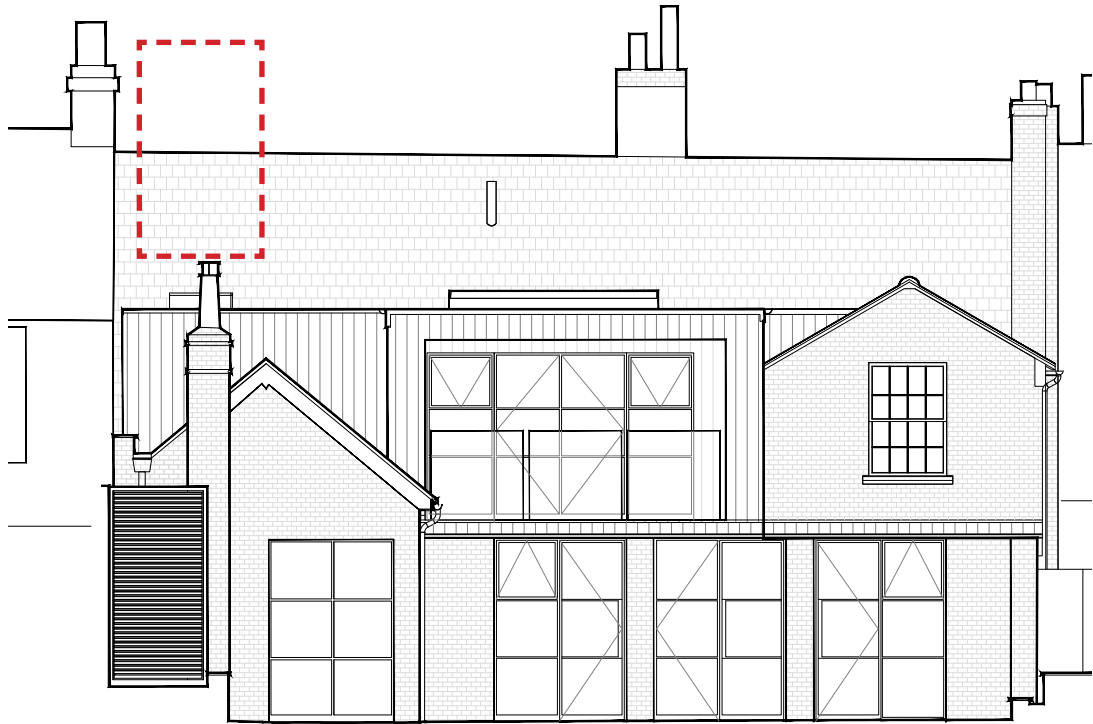
External and internal photographs of the chimney stack prior to removal



Ground floor living room - removed chimney breast and wall and ceiling made good



1. Approved West Elevation - submitted drawings under application DM/22/3694 & DM/22/3695 (planning approved)



2. Proposed West Elevation



JUSTIFICATION
REMOVAL OF CHIMNEY STACK

The condition of the chimney stack was assessed by Structural Engineer McCarey Simmons. The adjacent Structural Report produced on the 29th of August 2023 highlights that the chimney within the north bedroom was structurally unsound due to excessive corbelling without adequate restraint. The upper brickwork and mortar was in poor condition, with areas of displacement noted, and there was evidence of water ingress from defective flashing. Given the extent of the corbel and lack of structural support, repair works would present a significant risk.

Additionally, the owner reported that when testing the chimney, smoke was leaking internally into the attic and bedroom, causing a health hazard for residents

One of the benefits of the chimney stack being removed is further exposure of the timber frame in the room.
Given this was a later addition, it imposed on the room and was structurally unsound so given it’s limited heritage value, there is no desire to reinstate this feature.



DS/DS/MS06470

Robert Quayle
Southern Contractors
2 Chapel Rd,
Tadworth And Walton Ward
KT20 5SB

29th August 2023

Dear Robert,

Structural Review of the Chimney within the North bedroom at Marlow House, 107 High Street, Lindfield

Further to our review of the photographs of the existing chimney masonry within the north first floor bedroom, we confirm the existing chimney was significantly corbelled into the room (the corbelling was approximately 450mm, the full depth of the chimney) and away from the north timber framed gable wall with a lack of restraint to the gable wall. It would not be possible to justify this extent of corbelling given the lack of restraint to the chimney masonry. The mortar joints toward the top of the chimney were in a poor condition with some dislodge brickwork and there was also some damp staining to the ceiling indicating the flash over had been leaking. Carrying out repairs works on the chimney with such a significant corbel would be risky.

If you have any queries or wish to discuss any of the points raised then please do not hesitate to contact us.

Yours sincerely

DAVID SIMMONDS
McCarey Simmons Limited
e-mail: david@mccareysimmonds.co.uk

The Design Studio, 94 High Street, Steyning, West Sussex BN44 3RD
tel : 01273 808820 email : info@mccareysimmonds.co.uk

Directors: Brian McCarey BEng (Hons) CEng MStructE David Simmonds BEng (Hons) MICE
Registered office: McCarey Simmons Limited, The Design Studio, 94 High Street, Steyning, West Sussex BN44 3RD

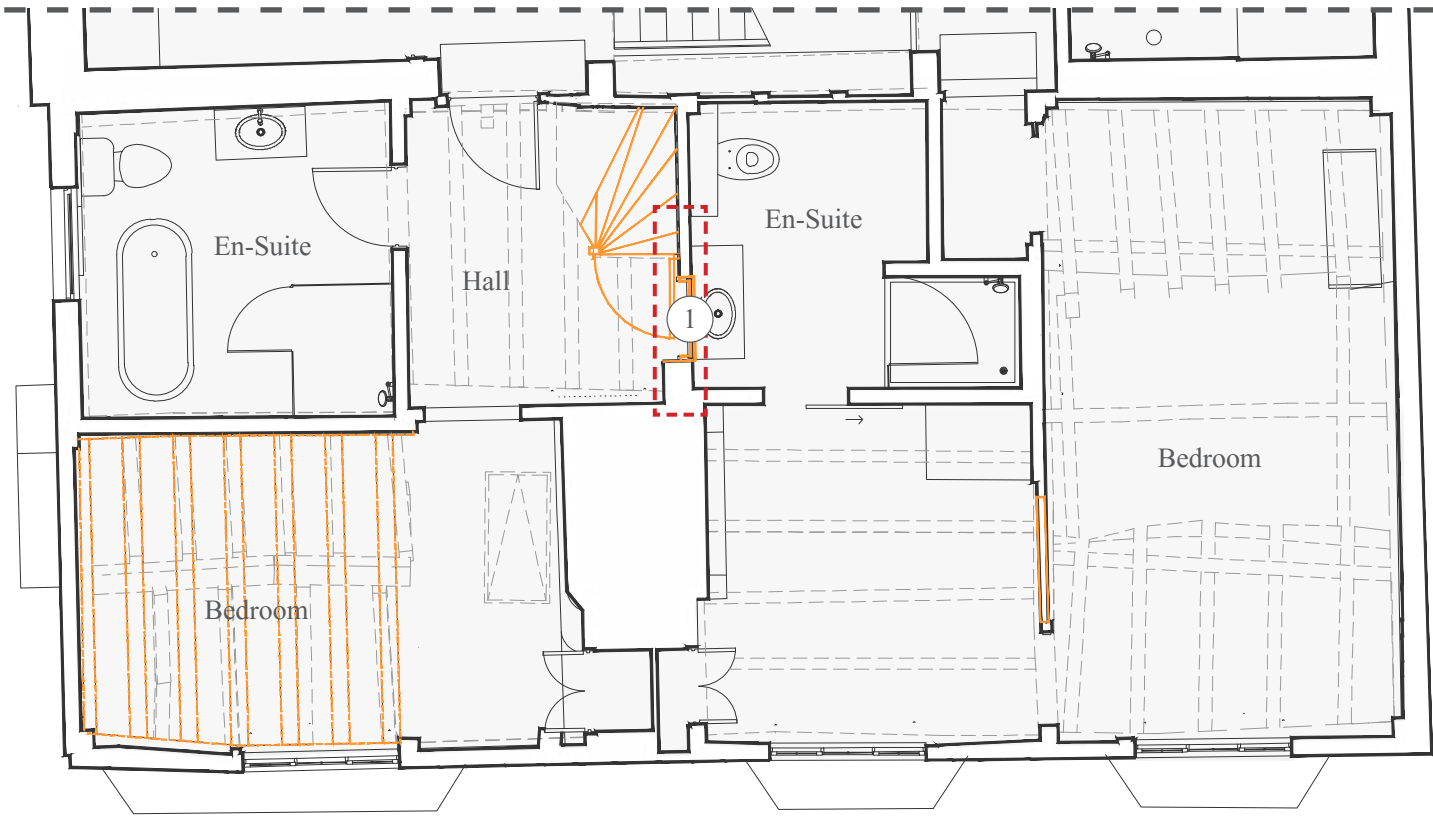


JUSTIFICATION
OPENING BLOCKED UP

On the first floor, an existing opening in the internal wall was blocked up. It is proposed for the doorway in question to be reinstated in the current bathroom wall, with door leaf fixed shut. As such, the legibility of horizontal movement on the first floor is still present. On the bathroom side, the doorway and associated architrave will be reinstated and current freestanding sink refitted in its current position. It should also be noted that the approved first floor plan has the sink located against an existing door that is to be locked shut, a measure that is now being proposed when reinstating the door to the opposite side (South side) of the en-suite in a revised sink position. The use of the sink in this position is reversible works and as such, should be agreeable on heritage terms.

KEY:

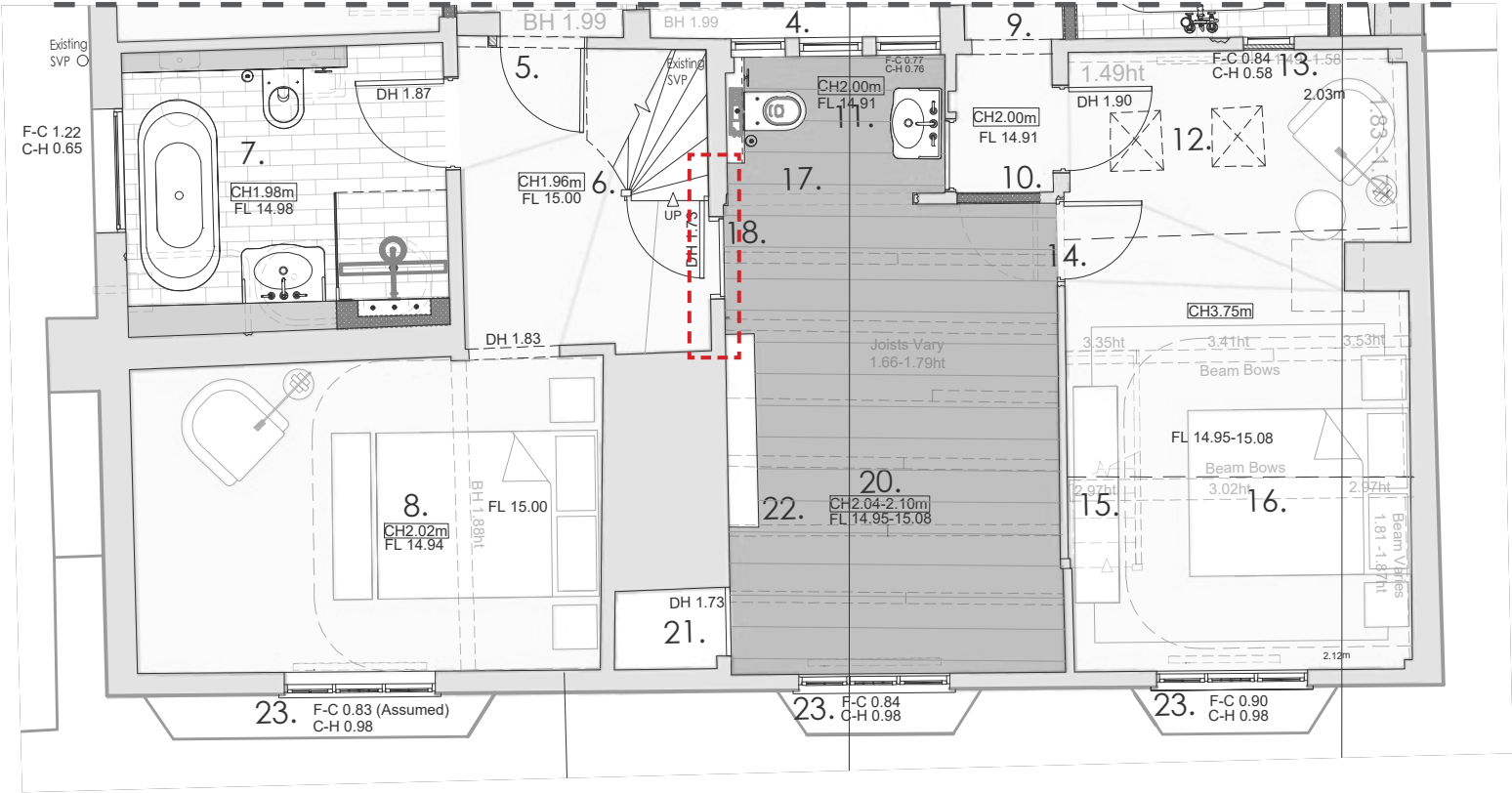
Highlighted area of deviation



2. Proposed first floor plan



Existing timber door (to be reinstated and fixed shut)



1. Approved first floor plan - submitted drawings under application DM/22/3694 & DM/22/3695 (planning approved)



JUSTIFICATION

RETENTION OF HISTORIC BEDROOM DOORWAY

An assessment relating to the bedroom dressing room door was undertaken. This review confirmed that the doorway between the bedroom and dressing room forms part of the historic layout of the building.

Historic records and drawings indicate that the door position is an original element of the internal arrangement. As shown in the attached application submitted in 1996, the doorway between the bedroom and dressing room, located adjacent to the window, was recorded as part of the historic floor plan layout. This confirms that the opening is not a later alteration, as previously assumed.

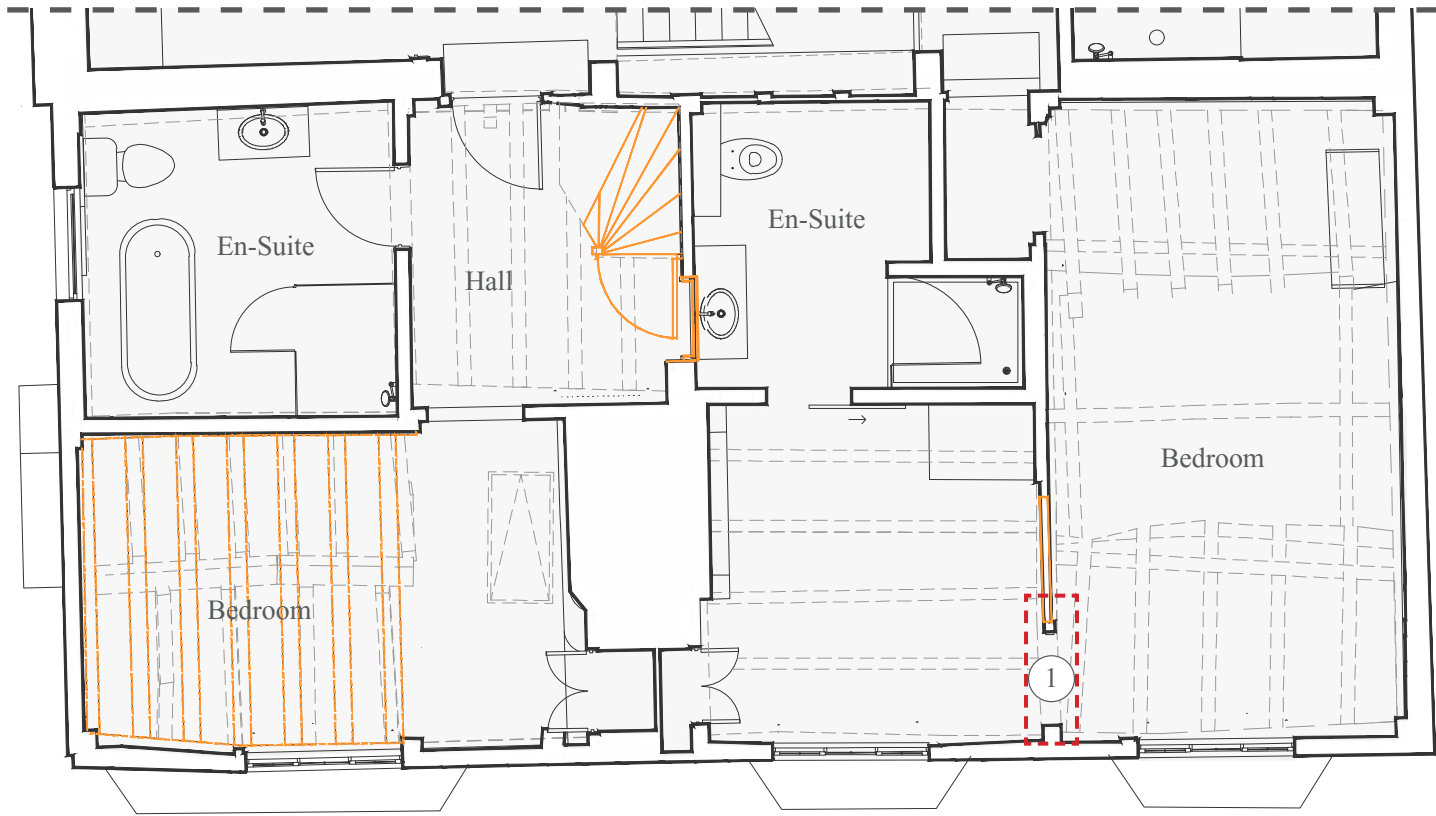
The retention of this doorway therefore ensures that the historic internal arrangement and character of the floor plan is preserved thus providing a benefit towards preservation of the buildings history and uplift of the heritage value of the space.

KEY:

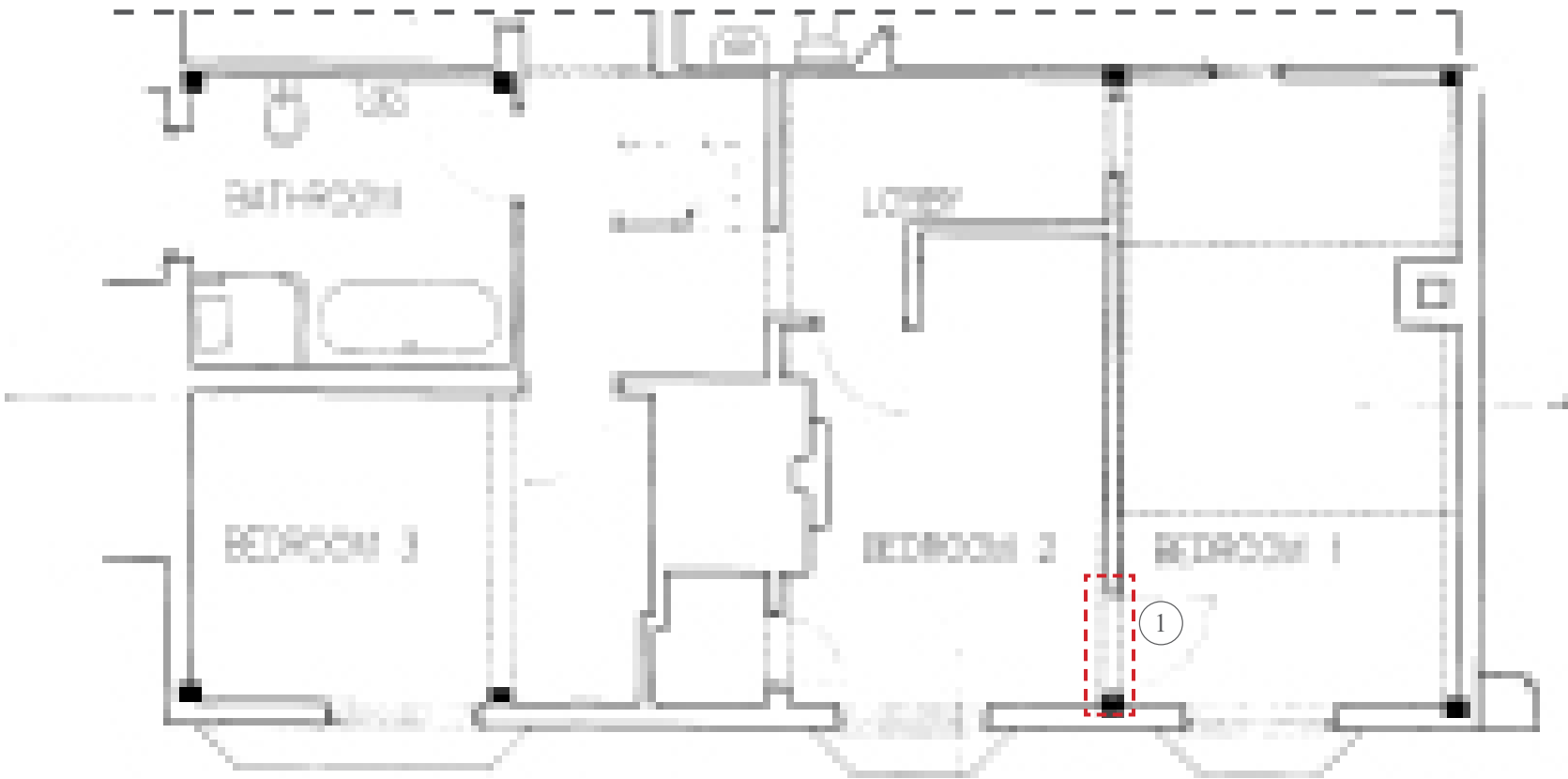
 Historical Doorway Hinge



Photo of the doorway to the dressing room as implemented.



1. Proposed first floor plan



Existing floor plans submitted as part of the planning application (c.1996), prepared by Buckland Associates (Application Ref: LF/083/96), showing the doorway



JUSTIFICATION

REMOVAL OF ROOFLIGHTS TO WEST FACING ROOF

The removal of existing rooflights and under-implementation of approved rooflights to the west facing roof of the listed building is a positive change, restoring and maintaining the integrity or the rear roof slope . The adjacent roofs of neighbouring listed buildings are unencumbered by rooflights which is a highly positive attribute of the listed building’s setting within the wider conservation area. This change is considered a heritage benefit as outlined in the supporting HCUK heritage statement



1. Rear elevation of the building prior to any works



2. Approved rear elevation - submitted drawings under application DM/22/3694 & DM/22/3695 (planning approved).



3. Proposed rear elevation

KEY:

 Highlighted area of deviation



JUSTIFICATION

RE-FACING OF MAIN CHIMNEY BREAST

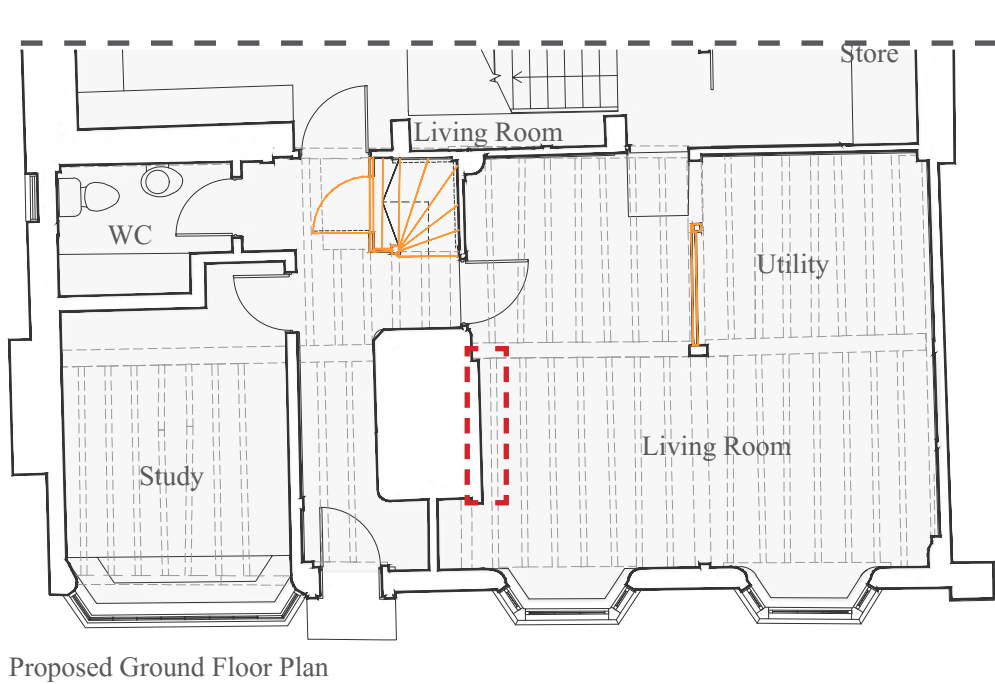
The condition of the ground floor main chimney breast has been significantly improved. The chimney breast has been re-faced in reclaimed brick using hydraulic lime mortar, with a new hearth being incorporated. This is considered an improvement to the listed house and a heritage benefit as outlined in the supporting HCUK heritage statement.

The following works have been undertaken:

1. Initial, exploratory hole made on hallway side of chimney to visually investigate the construction of the chimney - blockwork was found to be located within the build ups
2. Existing blockwork removed from behind the existing hearth
3. Reclaimed brickwork cleaned where required across full extent of chimney prior to any repair works.
4. Any serious erosion from spalled brickwork removed, then cleaned out and infilled with new brickwork and mortar mix with colour, texture and pointing to match existing.
5. Chipped or cement coated bricks removed, cleaned out and infilled with new brickwork and mortar mix with colour, texture and pointing to match existing.
6. Any open mortar joints, if not found to be a consequence of structural defects, cleaned out and infilled with new mortar mix with colour, texture and pointing to match existing.
7. New fireplace insert incorporated at ground floor.

KEY:

Highlighted area of deviation



Ground floor living chimney breast assessment, opening from hall side. Chimney breast blocked up and not usable.



Ground floor living chimney breast under construction, prior to re-facing. Non-original blockwork wall infill exposed.



Ground floor living room re-faced chimney breast



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JUSTIFICATION

RE-FACING OF MAIN CHIMNEY BREAST

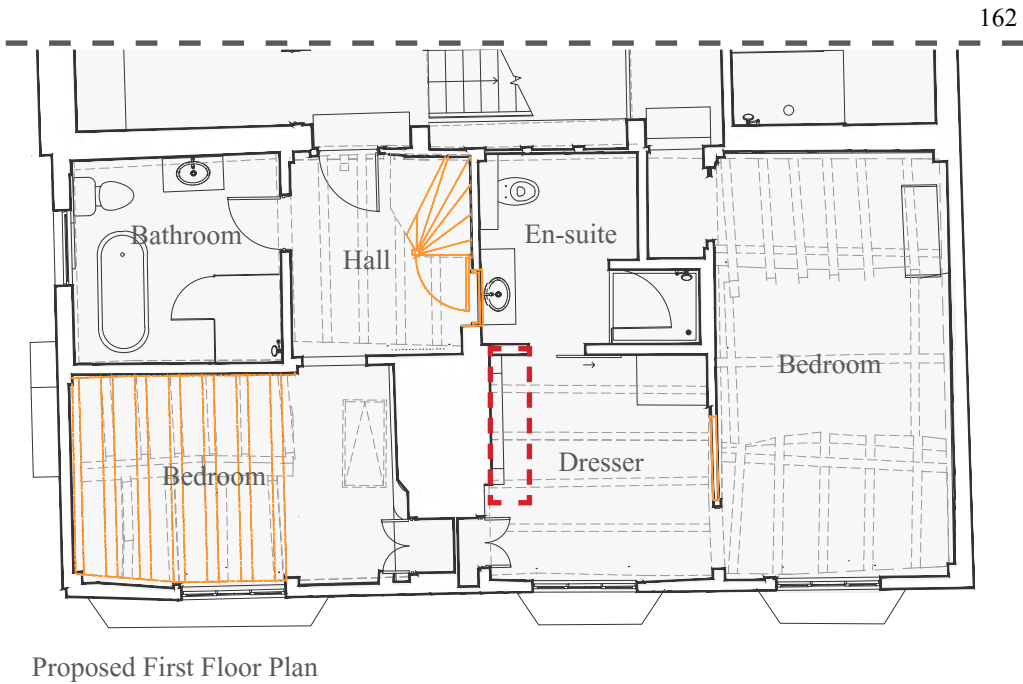
On the first floor, the fire place was modified to resemble the historic one by reinstating the hearth opening. The condition of the chimney breast has been significantly improved. The chimney breast brickwork has been cleaned and re-pointed. A new horizontal timber mantle was introduced for aesthetic reasons.

The following works have been undertaken:

1. Existing fireplace insert removed
2. Brickwork infill around inserted fireplace removed to reinstate the historic firebox
3. Reclaimed brickwork cleaned where required across full extent of chimney prior to any repair works.
4. Any serious erosion from spalled brickwork removed, then cleaned out and infilled with new brickwork and mortar mix with colour, texture and pointing to match existing.
5. Chipped or cement coated bricks removed, cleaned out and infilled with new brickwork and mortar mix with colour, texture and pointing to match existing.
6. Any open mortar joints, if not found to be a consequence of structural defects, cleaned out and infilled with new mortar mix with colour, texture and pointing to match existing.
7. New timber mantle by Nick Cane of Cruck Frame Carpentry installed above the opening. Timber treated to match the floorboards.

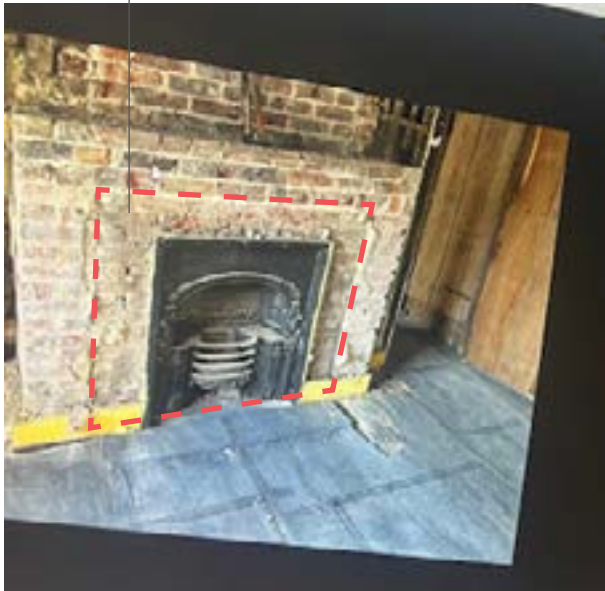
KEY:

 Highlighted area of deviation



Original firebox blocked up

Original firebox retained



First floor bedroom fireplace and chimney breast before works

First floor bedroom re-faced chimney breast

JUSTIFICATION
RE-FACING OF MAIN CHIMNEY BREAST

The Applicant contacted specialist Heritage Consultant at Desbruslais to obtain guidance on recommended fireplace treatment. Please see correspondence attached.

Following this the Applicant reached out to a representative of Inglenook Restoration Ltd regarding renovation of existing fireplace- please see adjacent images. The guidance states that the restoration of fireplace was beyond economical repair.

From: SIMON DOUGALL <simon.dougall@btinternet.com>
Date: 24 September 2023 at 11:00:40 BST
To: Richard Pocock <richard@desbruslais.co.uk>
Subject: Re: Marlow House

Hi Richard

I hope you are well.

We believe there would have been an old Inglenook Fireplace in the Sitting room of Marlow House. If you remember this has all been bricked up and modified.

Would you know a company or a tradesman who could confirm if this is the case and also capable of advising us.

From your experience I would be grateful of your advice.

Regards
Simon

From: Richard Pocock <richard@desbruslais.co.uk>
Date: 25 September 2023 at 10:03:01 BST
To: SIMON DOUGALL <simon.dougall@btinternet.com>
Subject: Re: Marlow House

Morning Simon,

The best approach would be to open up section and carry out some trial investigations into what is actually there.

There are no specific tradespeople for that and you general builder could, under direction, carry out an investigation.

Perhaps send me a couple of photos and I will advise further.

Regards,

-R

From: Deyan Kovachev <dkovachev72@yahoo.co.uk>
Sent: 16 January 2025 13:37
To: Simon Dougall <simon.dougall@btinternet.com>
Subject: Re: Screenshot 2023-09-29 at 09.00.27

Dear Mr Dougall,

Further to the site visit that I have completed in September 2023 at Marlow House, according to my knowledge, taking into account the remains of what used to be an inglenook fireplace, that it is beyond economical repair to restore this fireplace. The reason for that is, the later construction reduced the size and layout of the original fireplace. Evidence is that the new corrugated cement flue pipe, that was built in when the latest repairs were done, is part of the modern structure/infield. This continues behind the fireplace upstairs which subsequently supports the chimney stack. So for this reason, your intentions to put the fireplace back to the original layout and to have it as an open fire will not be possible. The only option for a heating source will be to have a stove/wood burner installed in the current opening. I consider this option as a non permanent structure and should you need too, can be removed at later stages without disturbing the current layout of the fireplace.

Kind Regards,
Deyan Kovachev
Inglenook Restoration Ltd

On Wednesday 15 January 2025 at 10:20:53 GMT, Simon Dougall <simon.dougall@btinternet.com> wrote:

Apologies for the number of emails but I am not sure of the correct email address so I have all to both for safety
Cheers
Simon
Sent from my iPhone

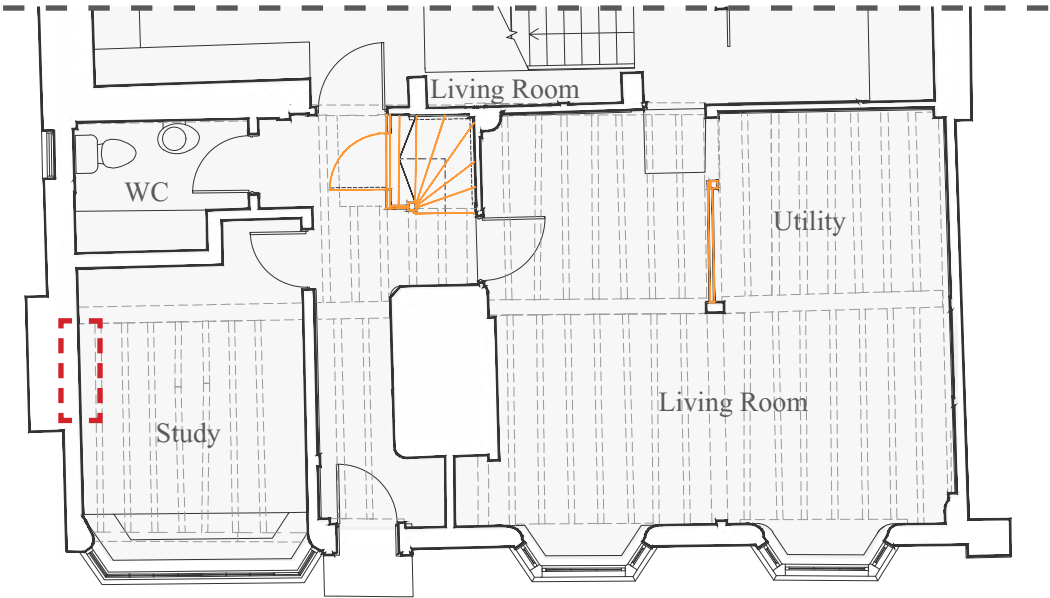


JUSTIFICATION
STUDY FIREPLACE

The fireplace opening in the ground floor study was blocked up prior to the construction works undertaken. As part of the works the opening was partially built up and electric fire was installed.

The following works have been undertaken:

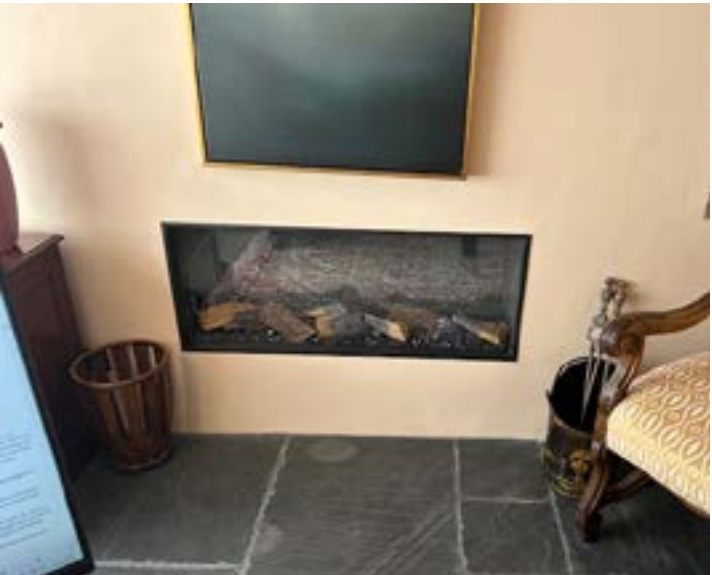
- 1. Previously blocked up firebox opened up
- 2. Firebox cleaned up, debris removed
- 3. Opening decreased in height - using masonry infill with lime plaster covering, decorated to match surrounding wall finish
- 4. New electric fireplace insert installed



Proposed Ground Floor Plan



Ground floor study fireplace before works- opening on the right side



Ground floor study fireplace- electric fire place on the right side



JUSTIFICATION

GROUND FLOOR SLIDING DOOR PARTITION

The ground floor utility and store were constructed with the following deviation from the approved scheme:

- Partition wall location shifted, enlarged utility at the cost of storage space
- Addition of a discreet sliding door, bespoke door made of the same timber planks as the overlaid floor finish on 1st floor, with door being hung on sliding door gear fabricated by local blacksmith.

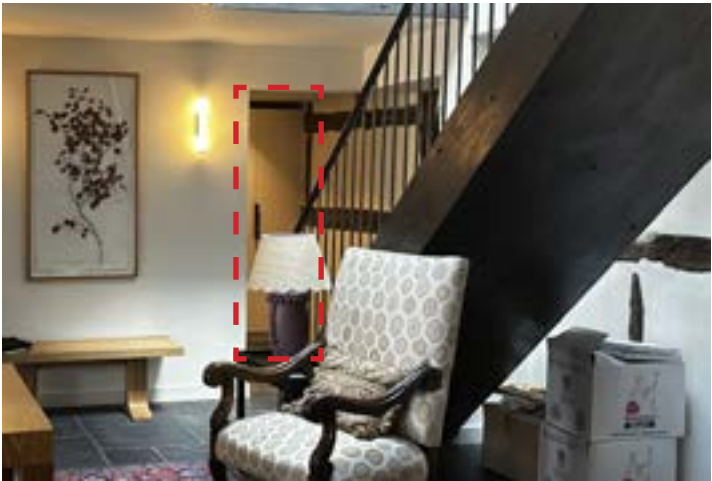
As stated in the approved drawings, allowances have been made for the existing rear wall of the historic house to be left visible. This has been achieved through the installation of a sliding door

that is left in the open position. This door can be lifted off at any time it is not a permanent fixture, is (re)movable and should therefore be accepted as the perception of the rear elevation of the 15th century element of the house is still very much perceptible with the door in situ, both open or closed

This is a minor deviation from the approved scheme and is considered to have neutral effect on the listed building significance in accordance with the supporting HCUK heritage statement.



Photographs of the sliding door

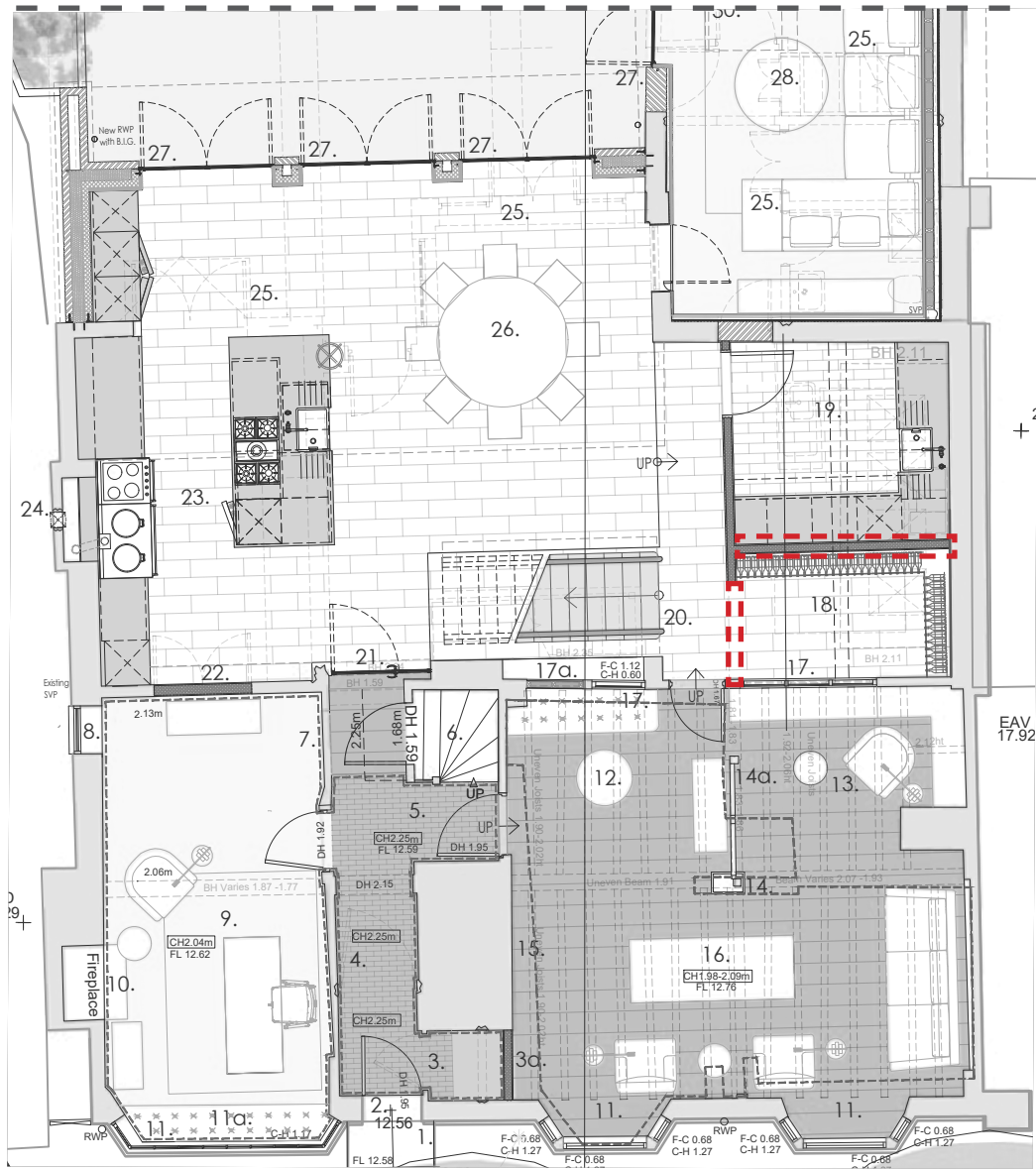


Photograph showing location of the door and exposed timber frame

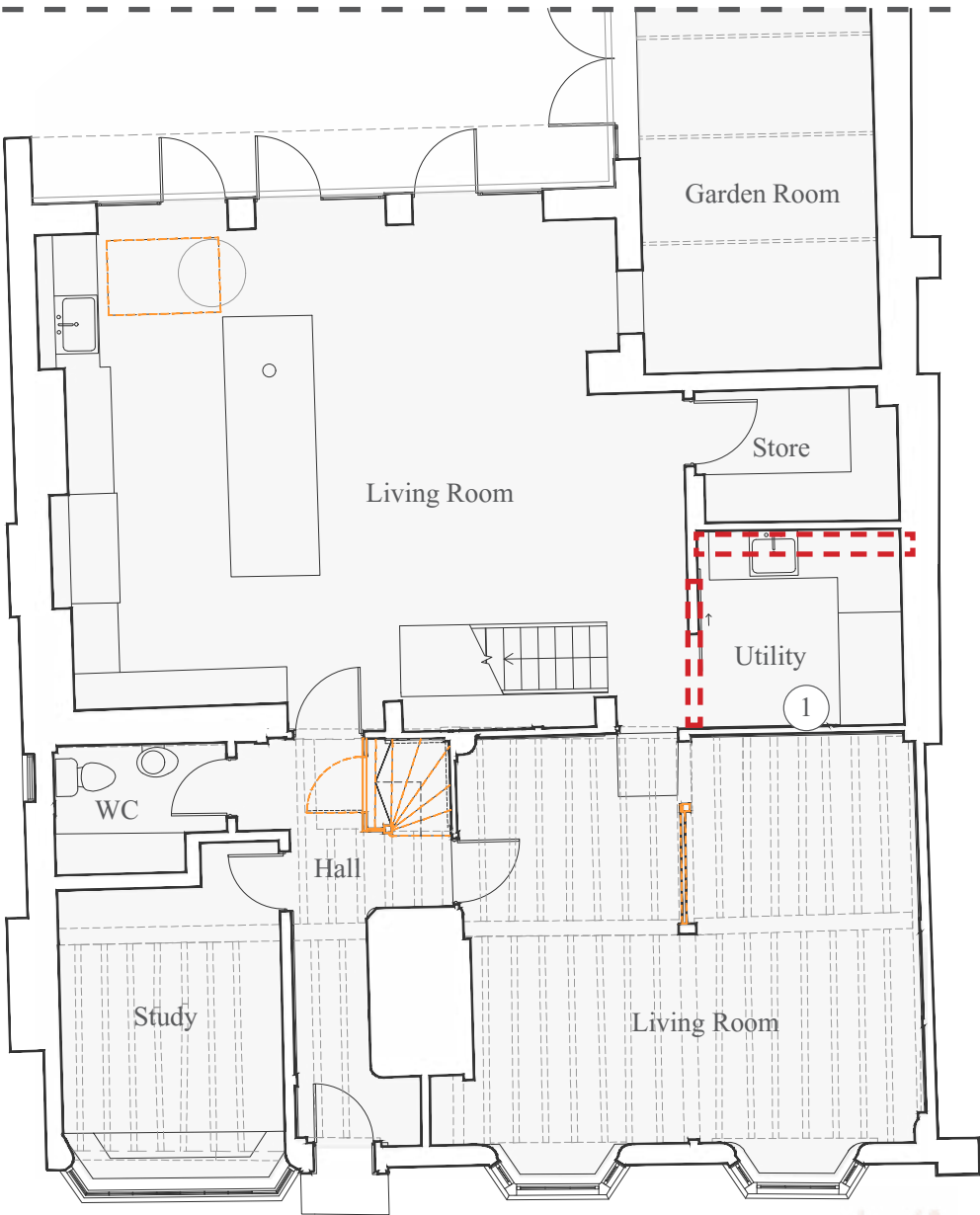
KEY:

 Highlighted area of deviation

1 Restored timber frame within existing wall



1. Approved ground floor plan - submitted drawings under application DM/22/3694 & DM/22/3695 (planning approved)



2. Proposed ground floor plan showing revised wall location

SHDR Ltd

Vinalls Business Centre
Nep Town Road
Henfield
West Sussex
BN5 9DZ

T: 01273 569135
E: office@shdr.co.uk

To: Robert Quayle Southern Contractors Ltd

Re: Cellar Work - Marlow House, 107 High Street, Lindfield, RH16 2HR

Good afternoon, Rob,

Following up on our earlier conversation, I wanted to outline the work carried out in the basement and the rationale for each step in a clear, professional manner.

When we first inspected the space, it was evident that the existing concrete slab had been in place for a considerable period. Its raised level had reduced the basement's natural ventilation, contributing to elevated humidity. This restricted ventilation, combined with moisture being forced up at the junctions between the slab and the walls, was the primary cause of the deterioration you observed in the masonry.

Around the perimeter of the slab were preformed channels that appeared to be part of an unfinished attempt at a French drain or similar system. There was no sump or discharge point, meaning any water entering those channels was sitting stagnant with no meaningful outlet.

Our approach was to retain the slab and make practical use of the existing channels. We installed four-inch perforated pipes around the entire perimeter and reinstated a clean layer of aggregate on top. All pipework was directed to the existing on-site gully, which provided a reliable exit for the water. There was no requirement to break out or alter the main slab since there was no evidence of water rising through the centre of the floor.

The walls showed characteristic signs of long-term salt-related damage and spalling, which is common when moisture has been trapped for many years behind impermeable tanking treatments. To help the structure dry in a controlled and gentle manner, we recommended a light coat of NHL 3.5 lime. This was not intended to block moisture but to regulate its release, allowing the wall to breathe and reducing further surface failure during the drying process.

These combined measures guided the water to its correct point of discharge, relieved pressure at the wall junctions, and supported healthier ventilation. The outcome was a noticeably more stable and drier basement.

If you need anything further or would like to review the following steps, I am happy to help.

Yours sincerely,

Aaron West
Director | SHDR Ltd | Surveyor
SHDR LTD

Main Office | Vinalls Business Centre | Nep Town Road
Henfield | West Sussex | BN5 9DZ

T: 01273 569135
E: office@shdr.co.uk

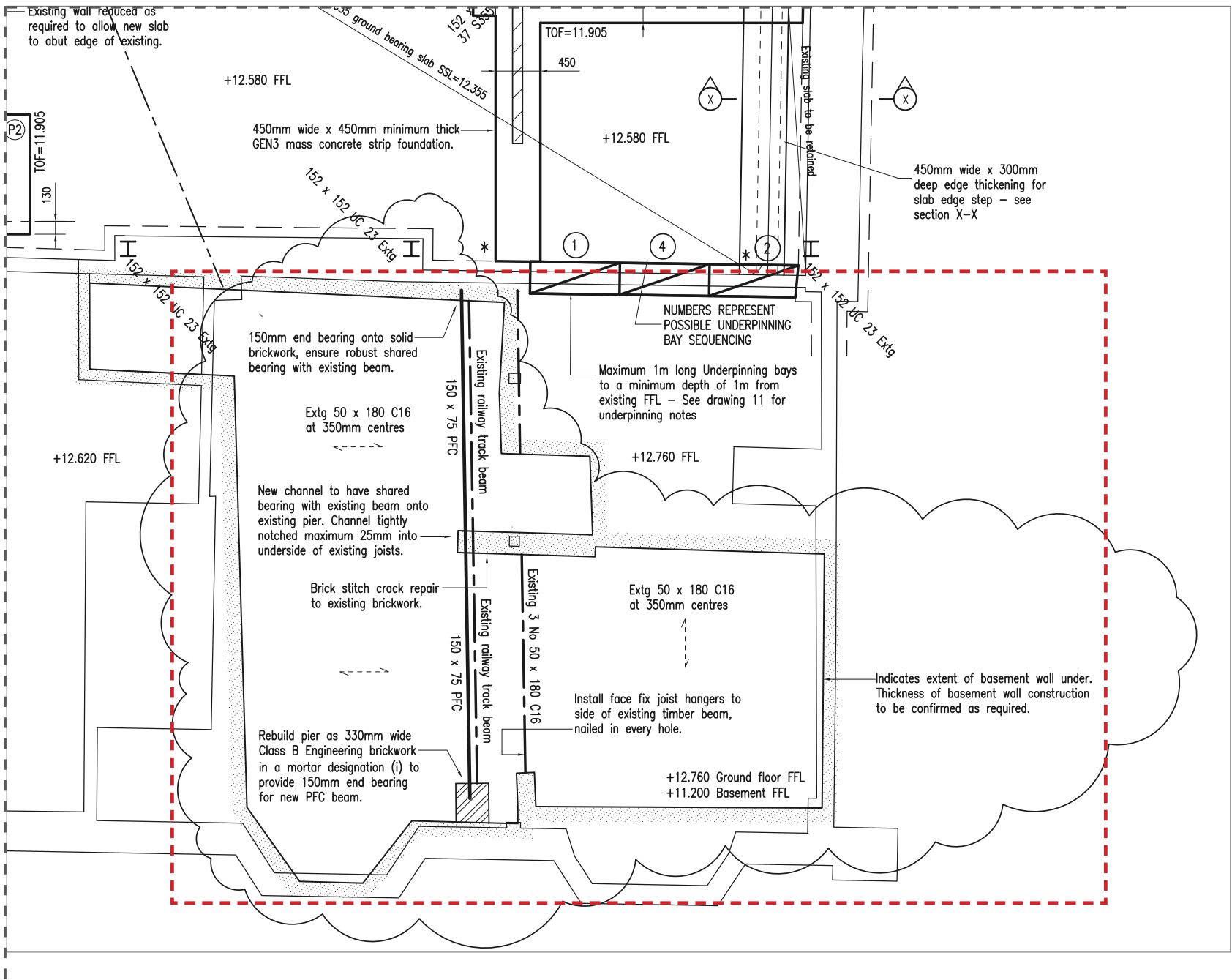


JUSTIFICATION
BASEMENT

The adjacent drawing developed and provided by the Structural Engineer, illustrates proposed strengthening works to the ground floor over the basement. The railway steel member used for structural support was replaced as per Structural Engineer proposal to ensure a suitable structural stability of the building to safeguard it for the years to come.

The appearance of the cellar is commensurate with what was present when the previous tenants were stewards of the property. The cellar walls have been lined with traditional material: lime plaster. This ensures the walls can breath and the moisture escapes from the building. This has been one of the issues encountered in the historic element of the building, which is demonstrable through the rotting of the modern floor joists that had to be removed due to rotting, with the underlying issue the extreme level of damp in the cellar. The application of lime plaster on the historic building is highly critical for the ongoing health of the building – it is highly breathable, avoids trapping moisture and allows moisture within the walls to evaporate naturally. This is critical in historic buildings, where walls are often constructed from stone or solid brick without a modern damp-proof course. It’s worth noting that lime has been used in construction for centuries and is likely the original material used in the building’s construction. Its use aligns with principles of conservation by preserving traditional methods and materials and it can be removed without damaging the underlying masonry, aligning with the conservation principle of reversibility. There were no alterations done to basement floor.

As demonstrated above, the works undertaken provide a heritage benefit to the 15th century timbe framework of the building and its long term structural preservation.



Foundation drawing by McCarey Simmonds Structural Engineers



Visible rot and damage observed in the structural support joists within the basement pre construction.



Pre-construction basement, railway steel member used for structural support, now replaced as per Structural Engineer proposal



Basement, new softwood joists replacing rotten ones, brick wall finished with lime plaster, floor not altered.



JUSTIFICATION

OVERLAID SEASONED OAK FLOORING

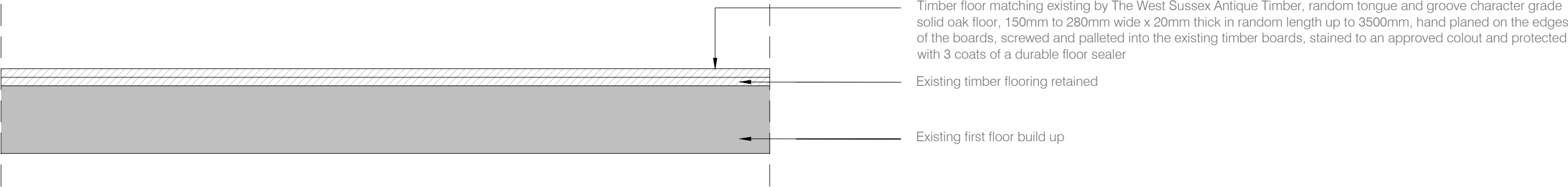
The first floor floorboards have been retained in-situ and have received new overlaid floor finish that very closely matches the existing timber floor finish found elsewhere in the house, specifically on the ground floor. High quality seasoned oak plants of varying widths and lengths have been supplied and installed by The West Sussex Antique Timber Co. Ltd. The boards are in-keeping with the character of the house and do not contribute or cause any loss of historic fabric. According to the supporting HCUK Heritage Statement, this change is considered to be of neutral impact to the significance of the listed building.

The floor boards have been retained and new traditional flooring overlaid using traditional methods. The existing floor boards substantially undulate and no floor in the original part of the building is level. If the new flooring was laid straight onto joists on a new substrate, it would be flat, but it’s not. The original joists and floorboards exist underneath and the extent of fixings into the floorboards is akin to the number required to lay a carpet over the floorboards. The owner is willing to lift areas of the new floor finish to demonstrate the presence and authenticity of the original floorboards below it which are being preserved in situ.

Noted by the Applicant:
During the interview on the 10th of June 2025 it was proposed by the Applicant for the Conservation Officer and any other relevant parties to visit the building, lift the new floor boards in selected locations and inspect the state of the historic boards underneath. No contact was made since regarding this matter.



As-built oak flooring



Technical section through first floor illustrating overlaid oak flooring



JUSTIFICATION
OVERLAID SEASONED OAK FLOORING

The adjacent is an email received by the Applicant from representative of The West Sussex Antique Timber regarding the poor, beyond repair condition of the existing flooring.

From: WSAT <info@wsatimber.com>
Sent: 16 January 2025 16:47
To: simon.dougall <simon.dougall@btinternet.com>
Subject: Flooring:

Dear Simon,

Further to our correspondence, I can confirm the following.

Upon inspection of the original floor boards we agreed that the flooring was beyond repair and refurbishment due to the degree of historic deterioration and damage. You therefore asked for a floor to replicate the original flooring as close as possible. We specialise in traditional random width solid oak flooring which we have been installing in historic buildings for over 30 years. Due to the extremely uneven surface the oak floor boards were secured using countersunk screws which are covered by oak dowels.

Please do not hesitate to contact me if you require any further information.

Kind regards

Andy

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Monday – Thursday 9am – 5pm Friday 9am – 3:.30pm
Saturday by appointment 9am – 12 noon.



JUSTIFICATION RE-USE OF ATTIC FLOORBOARDS

Three number of ground floor new doors have been constructed by re-using space floorboards found in the attic. The doors have been finished in a manner to compliment the character of the listed building. These are annotated with numbers on the adjacent drawing and illustrated with recent photographs. Mainly on the first floor, new doors have been made of the same oak panels used for overlaid flooring. These doors are marked with ‘*’ on the adjacent drawings. Doors marked with ‘E’ are existing timber doors.

