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CREATIVE RESIDENTIAL DESIGN

Planning, Design & Access Statement

December 2020

Minor Proposed Alterations to No. 3 Coastguard Cottages



3 Coastguard Cottages, Snowhill,
West Wittering, Chichester PO20 8AT



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INTRODUCTION

This Listed Building Consent application seeks to propose minor amendments to the internal layout of 3 Coastguard Cottages and the replacement of an existing poorly constructed rear extension with an appropriately designed glazed unit.

Internally, this proposal sets out amending the internal layout of the cottage building by relocating the existing modern staircase, thereby creating a larger second bedroom, formation of an accessible bathroom on the ground floor, and removal of modern stud partition walls to form an enlarged kitchen space.

This Planning, Design and Access Statement forms part of the submission documents, along with the following appended documentation:

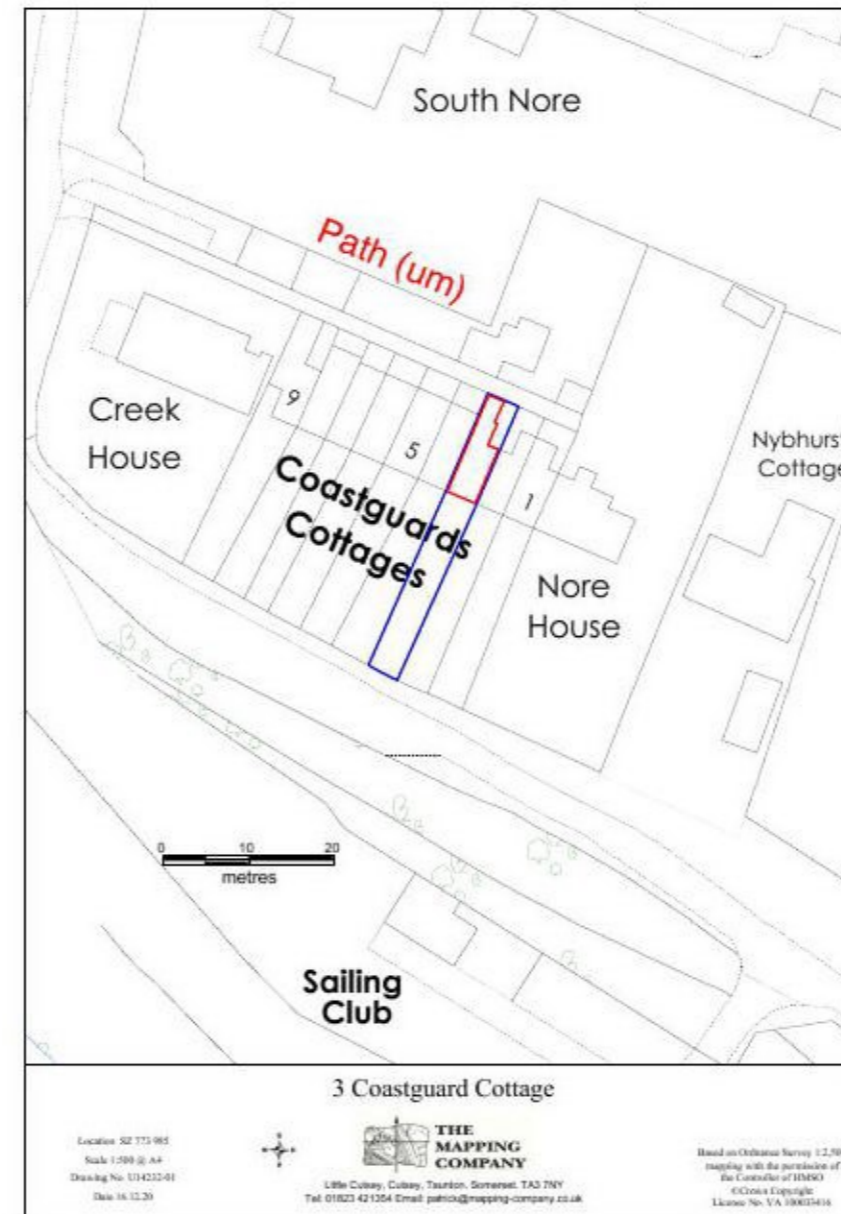
- Location Plan
- Site Plan
- Existing Elevations and Plans
- Proposed Plans
- Proposed Elevations
- Heritage Statement



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SITE DESCRIPTION

3 Coastguard Cottage is a mid-terrace two-storey residential building, located in West Wittering, overlooking the harbour. The cottage forms part of a range of ten cottages, constructed in 1834. The site is located within the Chichester Harbour Area of Outstanding Natural Beauty (AONB), but not within the West Wittering Conservation Area. The terrace is Grade II Listed and is constructed of rendered stone walls, timber casement windows and slate roofs. The terrace, once a single unit constructed to house coastguards, was subdivided in the 20th Century, and subsequently extended and altered by the separate ownerships. 3 Coastguard Cottage was extended and heavily modernised during the mid-20th Century. The property requires refurbishment, and the applicant wishes to make some internal changes to improve accessibility within the building. No change of use from Use Class C – dwelling house – is proposed as part of this proposal.



Above: Site Plan of 3 Coastguard Cottage (not to scale)



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SITE PHOTOGRAPHS



Above: Front elevation of the Cottage overlooking the harbour



Above: Rear elevation of the Cottage, with the 20th century extension and polycarbonate lean-to in the foreground



Above: Side-view of the rear elevation lean-to and rear wall.



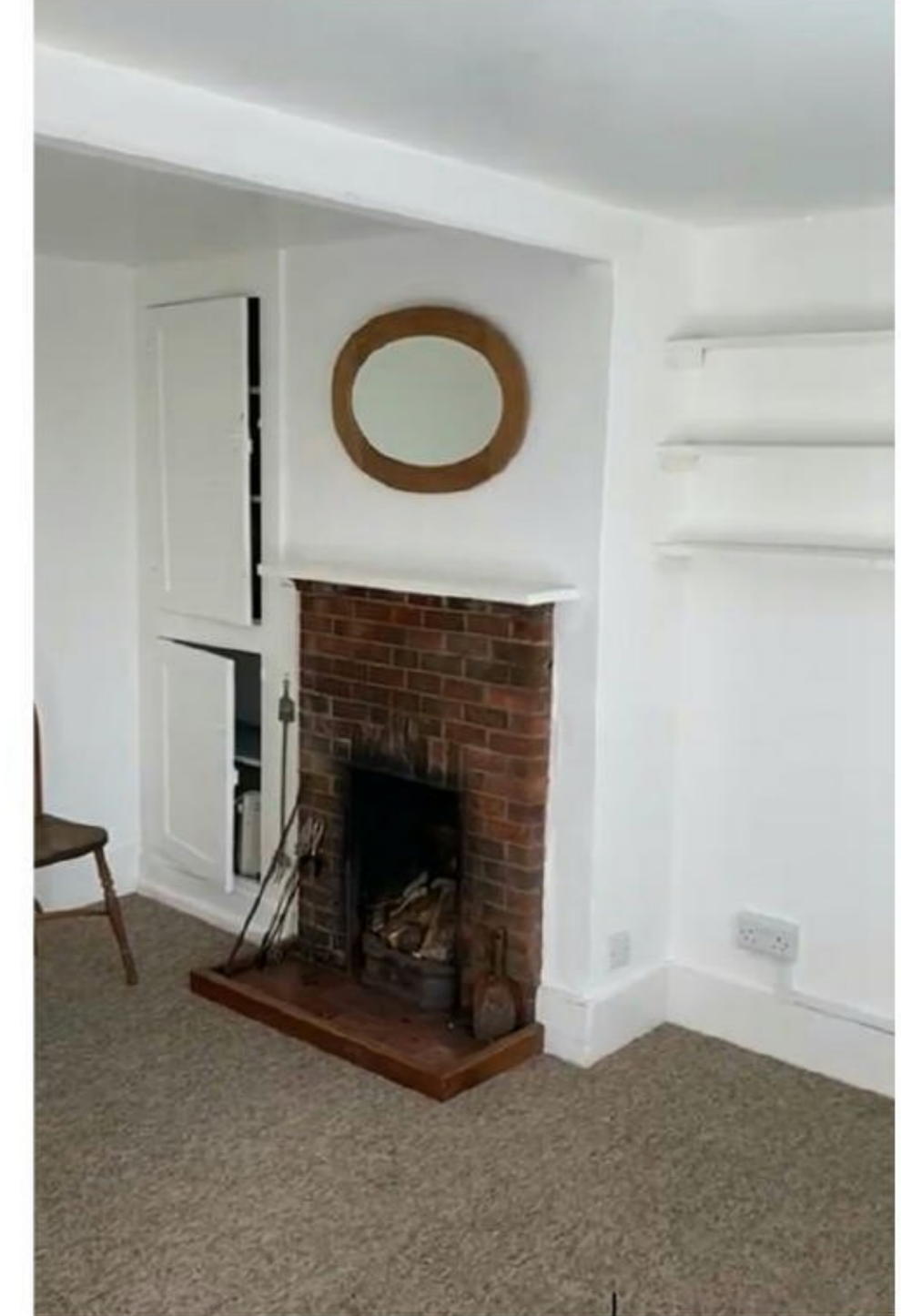
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Above: View of the current kitchen layout within the 20th Century rear extension



Above: Another view of a 20th Century rear addition to the cottage



Above: View of the 20th Century fireplace in the sitting room



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Above: The 20th Century staircase



Above: The principal bedroom



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Above: The 'middle' bedroom



Above: The bedroom in the 20th Century rear extension



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PREVIOUS PLANNING CONSENT

A web-based search has been undertaken and no previous planning consents can be identified for the property. Below are details of planning applications for the other properties on the terrace for context:

Address	Application No.	Description	Date	Decision
8 Coastguard Cottage	93/00227/LBC	Alteration to listed building to include: replacement of windows in bedroom 1 and bedroom 2, replacement of French doors in lounge, enclosure of airing cupboard.	15/02/1993	Consent Granted
4/5 Coastguard Cottages	93/00709/LBC	Alterations and extension to provide first floor bathroom, improved bedrooms and dining room.	26/04/1993	Consent Refused
4/5 Coastguard Cottages	93/00711/DOM	Alterations and extension to provide first floor bathroom, improved bedrooms and dining room.	26/04/1993	Consent Refused
8 Coastguard Cottage	94/00322/LBC	To move bathroom built in kitchen area to the first floor level and built into the existing bedroom and over stairwell.	15/02/1994	Consent Granted
5 Coastguard Cottage	94/01681/DOM	Minor changes to sizes and positions of windows and door opening. Previous approval no. WW/10/86	15/08/1994	Consent Granted
5 Coastguard Cottage	94/01682/LBC	Minor changes to sizes and positions of windows and door opening. Previous approval no. WW/10/86	15/08/1994	Consent Granted
4 Coastguard Cottage	94/01721/DOM	Ground floor bathroom extension and minor internal alterations	22/08/1994	Consent Granted
4 Coastguard Cottage	94/01720/LBC	Ground floor bathroom extension and minor internal alterations	22/08/1994	Consent Granted



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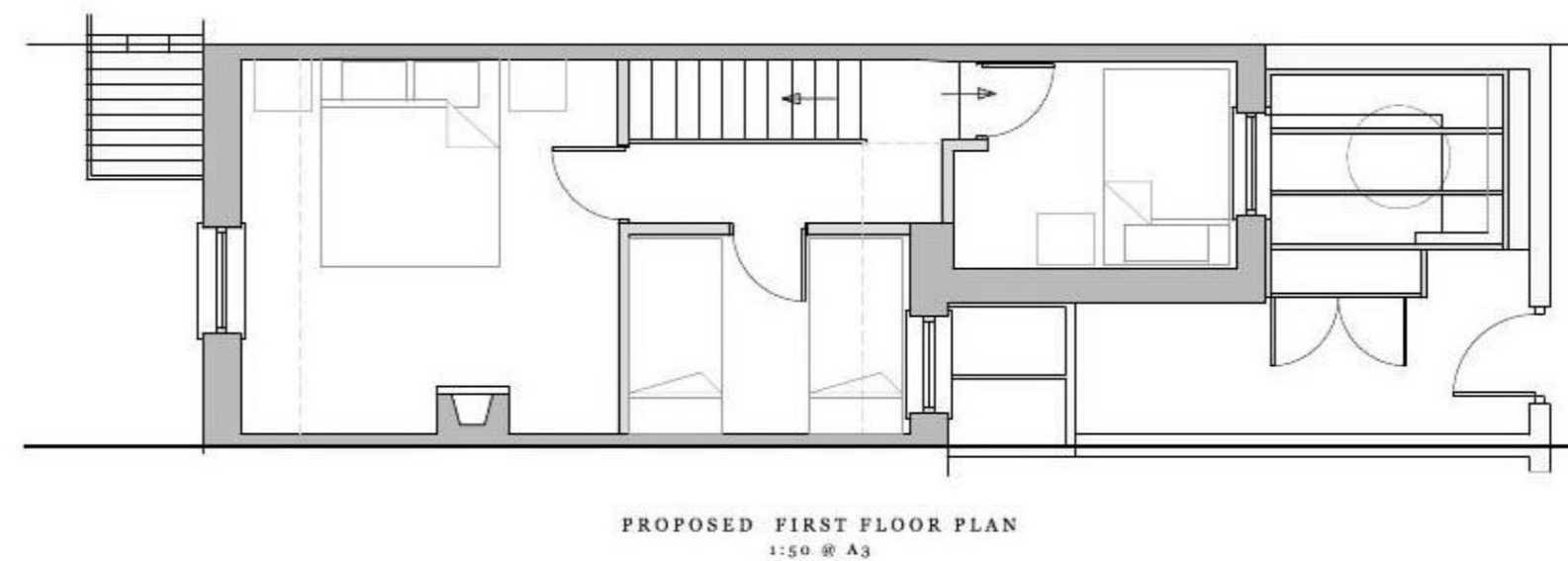
9 Coastguard Cottage	04/00029/LBC	The replacement of a modern 1960's/1970's kitchen window with a traditional single glazed Georgian timber window to match the other original timber windows. The creation of a separate w.c. downstairs, within existing floor plan and within existing modern extension.	06/01/2004	Consent Granted
9 Coastguard Cottage	05/03928/LBC	Provide 1 no. window in side wall of bedroom to match window below. Remove 2 no. windows to existing wash house and replace with pair of French doors and clad external wall in vertically hung slates to match elevation of cottage.	14/10/2005	Consent Granted
9 Coastguard Cottage	07/01169/LBC	A small glazed porch leading out from the back door linked to an identical glazed porch on the adjacent property.	13/03/2007	Consent Granted
7 Coastguard Cottage	11/05368/DOM	Enlarge existing rear cloakroom and hall extension, replace conservatory, replace garage and move location, some internal alterations.	15/12/2011	Consent Granted
7 Coastguard Cottage	11/05369/LBC	Enlarge existing rear cloakroom and hall extension, replace conservatory, replace garage and move location, some internal alterations.	15/12/2011	Consent Granted
5 Coastguard Cottage	12/02585/LBC	Internal alterations to enlarge kitchen, utilise bedroom as bathroom.	21/06/2012	Consent Granted
5 Coastguard Cottage	12/02584/DOM	Extension and alterations to existing ancillary outbuilding (wash house) to form ancillary bedroom and shower room.	21/06/2012	Consent Granted
7 Coastguard Cottage	12/02871/NMA	Non-material amendment to planning permission SY/11/05368/DOM. Alteration to permitted car port.	11/07/2012	Consent Granted
9 Coastguard Cottage	18/03451/DOM	Proposed two storey rear/side extension.	24/12/2018	Consent Granted
9 Coastguard Cottage	18/03452/LBC	Proposed two storey rear/side extension.	24/12/2018	Consent Granted



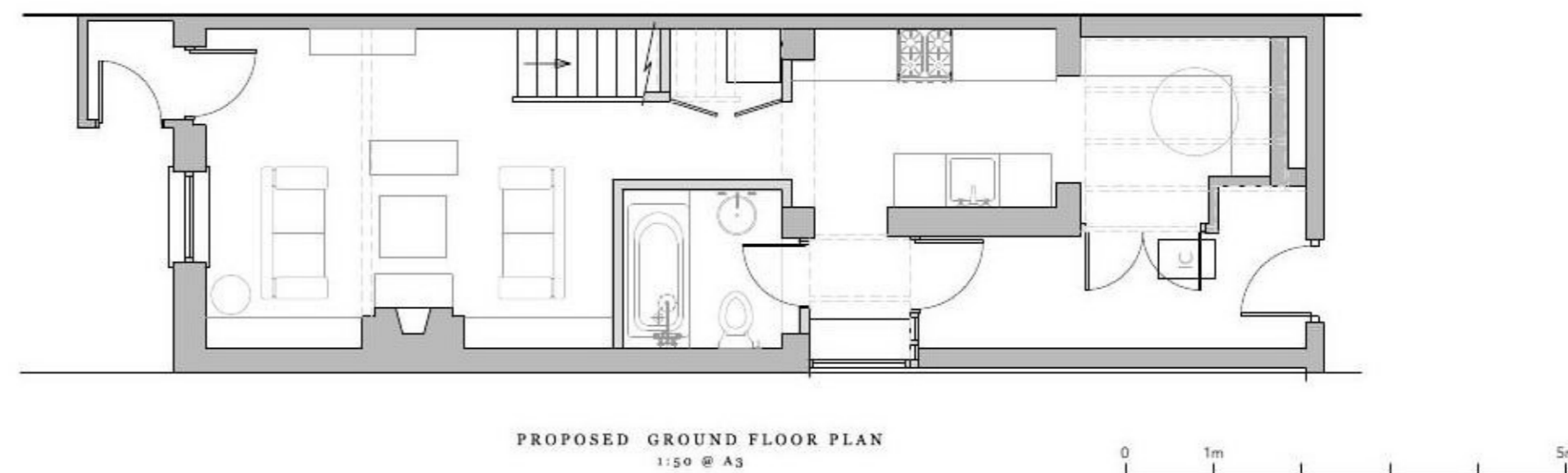
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PROPOSED AMENDMENTS

Over the course of the 20th Century No.3 Coastguard Cottages has been heavily altered, including a two-storey brick extension to the rear, construction of an additional polycarbonate lean-to structure, the formation of the porch structure on the front elevation shared with no.4, and internal alterations including construction of the staircase and expansion of the room that presently houses the kitchen. This heavy modernisation has resulted in the loss of much of the original features of the property. The applicant would like to improve accessibility within the property, undertake required repairs, as well as enhance the heritage asset and the ability of the building's future users to appreciate its significance values within the setting of the terrace.



General Notes
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Above: The proposed floor plans and rear elevation



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The applicant wishes to ensure that the historic character of the cottage is retained and enhances and feels that removing the modern poor-quality polycarbonate conservatory at the rear of the house and replacing it with a glazed metal-framed unit will enhance the character of the building internally and externally.

Construction of a bathroom on the ground floor with timber-stud walls will improve accessibility within the property and will be completely reversible in nature.

Relocating the staircase, a later addition to the property with minimal heritage value, will provide more accessible stair access to the first floor and will create additional amenity space in the cottage. The new staircase will be constructed of timber and will be reversible in nature.

Removal of a 20th Century section of wall to form the new proposed kitchen area will create a more accessible layout on the ground floor and will improve light levels at the rear of the property.

Forming a doorway in an existing window opening to link the proposed kitchen and dining area will only be affecting 20th century building fabric and will improve accessibility. The window will carefully be removed and a timber doorframe installed.

The proposed works will be undertaken in of locally sourced materials by a local contractor.

As explored in the appended Heritage Impact Assessment, no adverse levels of impact are anticipated as a result of implementing these proposals.

These minor internal alterations to 3 Coastguard Cottages have been designed to be proportionate additions. The proposed alterations would be in keeping with the historic nature of the building, enabling a development sympathetic to the terrace, surrounding landscape and the setting of the ANOB. The majority of these proposed alterations to the property will not be visible externally, and where they are, they will represent a significant improvement to the aesthetic values of the cottage.



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The traditional design and an appropriate pallet of materials will ensure the appearance of the development is acceptable in both the Chichester Harbour AONB and coastal location.

The proposal would not have an adverse impact on the Chichester Harbour AONB.

The proposed development complies fully with relevant National and Local Planning policies of The Surrey Heath Local Plan.



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PLANNING POLICY

National Policy

The *National Planning Policy Framework* (NPPF)¹ (published February 2019) is the overarching planning policy document for England and provides guidance about how to implement the legislation which covers the historic environment, the *Planning (Listed Buildings and Conservation Areas) Act 1990*². Within Section 16 of the NPPF ‘Conserving and enhancing the historic environment’ are the government’s policies for the protection of heritage.

The policies advise a holistic approach to planning and development, where all significant elements that make up the historic environment are termed heritage assets. These consist of designated assets, such as listed buildings or conservation areas, non-designated assets, such as locally listed buildings, or those features which are of heritage value. The policies within the document emphasise the need for assessing the significance of heritage assets and their setting in order to fully understand the historic environment and inform suitable design proposals for change to significant buildings. The document also requires that the impact of development proposals which affect heritage assets is assessed.

Listed Buildings

Listed buildings are buildings of special architectural and historic interest which make up England’s historic environment. They are protected under the *Planning (Listed buildings and Conservation Areas) Act 1990* and alterations or demolitions required Listed Building Consent from the local planning authority before they can proceed.

No. 3 Coastguard Cottage is a Grade II listed building. These are of “special interest: 91.7% of all listed buildings are in this class”.³ The Historic England list description is reproduced overleaf:

¹ <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

² <http://www.legislation.gov.uk/ukpga/1990/9/contents>, accessed 26/07/2020

³ <https://historicengland.org.uk/listing/what-is-designation/listed-buildings/>



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Name: Coastguard Cottages, 1-9, Snow Hill

List entry number: 1354633

Grade: II

Date first listed: 28-Jan-1986

Row of ten mid C19 cottages. Two storeys. Eleven windows in all stuccoed. Slate roofs. Casement windows. Six gabled porches, the outer ones serving single houses, the other serving pairs of houses.

Local Policy

Policies which guide development relating to listed buildings within the Chichester District Council are contained within the following documents, and relevant policies reproduced below:

The Chichester Adopted Local Plan 2014-2029⁴

Policy 43 – Chichester Harbour Area of Outstanding Natural Beauty (AONB)

The impact of individual proposals and their cumulative effect on Chichester Harbour AONB and its setting will be carefully assessed. Planning permission will be granted where it can be demonstrated that all the following criteria have been met:

1. The natural beauty and locally distinctive features of the AONB are conserved and enhanced;
2. Proposals reinforce and respond to, rather than detract from, the distinctive character and special qualities of the AONB;
3. Either individually or cumulatively, development does not lead to actual or perceived coalescence of settlements or undermine the integrity or predominantly open and undeveloped, rural character of the AONB and its setting; and
4. Is appropriate to the economic, social and environmental well-being of the area or is desirable for the understanding and enjoyment of the area (where this is consistent with the primary purpose of conserving and enhancing natural beauty); and
5. The policy aims of the Chichester Harbour AONB Management Plan.

⁴ <https://www.chichester.gov.uk/newlocalplan>



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Opportunities for remediation and improvement of damaged landscapes will be taken as they arise.

Policy 47 – Heritage and Design

The Local Planning Authority will continue to conserve and enhance the historic environment through the preparation of conservation area character appraisals and management plans and other strategies, and new development which recognises, respects and enhances the local distinctiveness and character of the area, landscape and heritage assets will be supported. Planning permission will be granted where it can be demonstrated that all the following criteria have been met and supporting guidance followed:

1. The proposal conserves and enhances the special interest and settings of designated and non-designated heritage assets including:
 - Monuments, sites and areas of archaeological potential or importance;
 - Listed buildings including buildings or structures forming part of the curtilage of the listed building;
 - Buildings of local importance, including locally listed and positive buildings;
 - Historic buildings or structures/features of local distinctiveness and character;
 - Conservation Areas; and
 - Historic Parks or Gardens, both registered or of local importance and historic landscapes.
2. Development respects distinctive local character and sensitively contributes to creating places of a high architectural and built quality;
3. Development respects existing designed or natural landscapes; and
4. The individual identity of settlements is maintained, and the integrity of predominantly open and undeveloped character of the area, including the openness of the views in and around Chichester and Pagham Harbours, towards the city, the Cathedral, local landmarks and the South Downs National Park, is not undermined.



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Proposals affecting designated and undesignated heritage assets and their settings should demonstrate that they meet the following guidance:

- a. The use of traditional, local materials and adherence to local building techniques and details, where appropriate;
- b. The conservation of features and elements that contribute to the special interest of a heritage asset, including structures forming part of the curtilage, in particular the structural integrity and historic plan-form of listed buildings and historic building groups;
- c. Appropriate use of the heritage asset that is compatible with the conservation of its significance;
- d. The location, form, scale, massing, density, height, layout, roofscape, landscaping, use and external appearance of developments within conservation areas should conserve and enhance the special historic and architectural interest of the conservation area;
- e. Development involving substantial harm to or loss of designated heritage assets will only be granted in exceptional circumstances (wholly exceptional circumstances for designated assets of the highest significance);
- f. Proposals for development involving ground disturbance in areas of known archaeological potential will need a desk based archaeological assessment and may also require field evaluation. The recording and publication of results will be required and in appropriate cases, the Council may also require preservation in situ, or excavation;
- g. Proposals affecting a non-designated heritage asset (including where identified through the planning process) should not harm its special interest and development involving substantial harm will be resisted unless significant public benefit has been clearly and convincingly demonstrated in accordance with the requirements of the NPPF; and
- h. The condition of an historic building resulting from deliberate damage and neglect will not be taken into account in any decision.



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The Chichester Harbour AONB Management Plan 2019 - 2024⁵

Policy 2 – Development Management

All development in Chichester Harbour will continue to conserve and enhance the Area of Outstanding Natural Beauty and be consistent with all other designations. Determinations on applications for planning permission and forms of consent will be consistent with the relevant policies of the relevant adopted Local Plan. Development outside of the Area of Outstanding Natural Beauty, but sufficiently close to the boundary, will not detrimentally impact the character and setting of the protected landscape. Mitigation for recreational disturbance will be sought for all new developments for dwellings within 5.6 kilometres of the Special Protection Area.

Policy 15 - Historic Environment and Heritage Assets

The landscape of Chichester Harbour reflects its history. The historic environment and heritage assets of the Area of Outstanding Natural Beauty will continue to be conserved and enhanced in keeping with its inherent value, with increased opportunities to access, better understand and appreciate the past.

Policy PP01 – Chichester Harbour as a Protected Area

Chichester Harbour is a designated Area of Outstanding Natural Beauty with the statutory primary purpose to conserve and enhance the natural beauty of the area. The Conservancy shall give great weight to the protection of the landscape, the conservation of nature and the special qualities of Chichester Harbour, as defined in the AONB Management Plan and Landscape Character Assessment. The Conservancy will oppose any application that, in its opinion, is a major change or will cause material damage to the AONB or which will constitute unsustainable development.

⁵ [https://www.conservancy.co.uk/assets/files/cms_item/613/d-Management_Plan_\(2019-24\)_Third_Review_r-bKLlo0MJzO.pdf](https://www.conservancy.co.uk/assets/files/cms_item/613/d-Management_Plan_(2019-24)_Third_Review_r-bKLlo0MJzO.pdf)



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The contents of the following documents have also been considered as part of this application:

- The Chichester District Council Heritage at Risk Register⁶
- The Chichester Local Building List⁷
- The Chichester Harbour AONB Landscape Character Assessment 2019⁸
- The Historic Landscape Characterisation of Sussex 2010⁹
- The Chichester Harbour AONB Design Guidelines for New Dwellings and Extensions 2010¹⁰

⁶ <https://www.chichester.gov.uk/article/24649/Heritage-at-risk?contactid=6878>

⁷ <http://www.chichester.gov.uk/CHttpHandler.ashx?id=9281>

⁸ [https://www.conservancy.co.uk/assets/files/cms_item/613/d-Landscape_Character_Assessment_\(2019\)-b4BJ98ZSz0.pdf](https://www.conservancy.co.uk/assets/files/cms_item/613/d-Landscape_Character_Assessment_(2019)-b4BJ98ZSz0.pdf)

⁹ https://archaeologydataservice.ac.uk/archiveDS/archiveDownload?t=arch-1739-1/dissemination/pdf/sussex_hlc_volume_1.pdf

¹⁰ <http://www.chichester.gov.uk/CHttpHandler.ashx?id=4530&p=0>



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SUMMARY

The contents of this application have been designed to be proportionate additions to 3 Coastguard Cottage. The proposed alterations would be in keeping with the existing building, resulting in a development sympathetic to the existing landscape and setting of the ANOB. The alterations to the property will be largely non-visible externally and will not have a negative impact on the significance and setting of the Grade II Listed Coastguard Cottages.

The traditional design and an appropriate pallet of materials will ensure the appearance of the development is acceptable in both the AONB and rural location.

The proposal would not have an adverse impact on the AONB.

The proposed development complies fully with relevant National and Local Planning policies, including the Chichester District Council Local Plan.

No landscaping works are proposed as part of this application.

The proposals will have no impact on the amenity of any neighbouring properties.

There are no alterations proposed to the existing vehicular or pedestrian access arrangements. Vehicle parking on site remains unchanged by this application.