

# Peter Davey Ltd

architectural services

49 Park Drive

Rustington

West Sussex BN16 3DY

Mob: 07941 402217

Email: peterdavey67@btinternet.com

## **Design, Access and Heritage Statement:**

**By:**

**Mr & Mrs Fryer**

**Site at:**

**The Post Office Stores**

**Church Street**

**West Chiltington**

**RH20 2JW**

**Oct 2025**

---

## 1. Introduction

1.1. This statement is submitted in support of the application for Planning and Listed Building Consent for a partial Change of Use application at The Post Office Stores, Church Street, West Chiltington, RH20 2JW. The application comprises the following documentation:

- 1.1.1. Drawing 0457 / 100, 101 & 102
- 1.1.2. Design, Access & Heritage Statement
- 1.1.3. CIL Form
- 1.1.4. Marketing Statement
- 1.1.5. Viability Statement

## 2. The Site

2.1. The Post Office Stores is Grade II listed and located on the junction of East Street and Church Street and within the West Chiltington Conservation Area. Originally constructed as a timber framed residence, dating to C17 or earlier, the property has been in mixed use for over 100 years providing a store for the local population.

2.2. List entry Number: 1182188.

WEST CHILTINGTON CHURCH STREET 1. (east side) 5404

TQ 0918 18/457 The Post Office Stores

II GV

2. C17 or earlier timber-framed building refaced with brick and stone, now painted. Hipped tiled roof. Casement windows. Modern shop windows. Two storeys. Three windows.

Listing NGR: TQ0904818477

## 3. The Use

3.1. The property is partially residential, comprising of a single family dwelling-home with a post office store at the East Street end. The store consists of a shop with a rear store and a small office providing Post Office services.

3.2. The residential parts consists of a living room, dining room, kitchen, cloaks, four bedrooms and a bathroom.

3.3. There is a private rear garden, a small workshop and driveway.

## 4. The Proposal

4.1. Since the pandemic, the viability of the store has reduced and no longer makes a financial case for a business / home. The current owners wish to retire and have

---

sought to market their home/business as a going concern, but without success. Please refer to the Viability Statement for details.

- 4.2. Recent attempts to garner support from the local Parish Council to find a solution for a community buy-out, have been unsuccessful, despite local support and media exposure. Please refer to the Marketing Statement for details.
- 4.3. There is an alternative shop in the village, providing the same store and post office services. Please refer to the Marketing Statement for details.
- 4.4. Therefore, the applicant seeks a Change of Use to convert the shop / store / post office parts, to residential use.
- 4.5. The property will remain as a single family home and no new dwellings are created. After the alterations, the dwelling will consist of a living room, library hall, kitchen/diner/family room, study, cloaks, five bedrooms, bathroom and GF shower room.
- 4.6. The alterations required for the Change of Use are minimal and do not impact upon the historical fabric of the Listed asset.
- 4.7. Alterations include:
  - 4.7.1. Remove the (modern) security screen between the shop and the (post) office.
  - 4.7.2. Fix shut the shop entrance doors, but to leave the current shop-front in place for historic reasons.
  - 4.7.3. Infill the step inside the shop entrance with timber boarding on bearers to make the floor flush with the remaining floor (reversible).
  - 4.7.4. Erect a studwork partition to create a new fifth bedroom and shower room. This is in the 1970's extension and does not harm the historic plattform. Ideally the new drain will be laid by excavating a slot through the 1970's concrete floor and connect to the existing foul drainage (assumed to be in the rear garden). Make good to concrete slab. The bathroom extract will be ducted between the floor joists and connected to outside air in the eaves soffit (garden side).
  - 4.7.5. Install new domestic kitchen within the old shop. Drainage will utilise the existing basin connection nearby or via the new drainage connection to the shower room. The kitchen extract hood will be a recirculating type so no external holes or ducting are required.
  - 4.7.6. Remove old kitchen units and make good. Reallocate space as new study.

## 5. Summary

- 5.1. The Change of Use is required to ensure the building remains viable.
  - 5.2. The Change of Use will ensure the building retains its historical characteristics and will not have a harmful impact to the building or the neighbouring amenity.
-

- 5.3. The Change of Use will not require any harmful changes to the historic fabric. The new partitioning is solely located within the 1970's part of the building and the changes are fully reversible. A new drain is to be cut into the concrete slab in the 1970's part and the floor will be fully reinstated in the same material. The changes are minimal and reversible and are sympathetic to preserve and enhance the character, appearance and significance of the listed asset.
  - 5.4. The proposal will improve and enhance the living environment and ensure the continued use and preservation of the listed asset.
  - 5.5. The store has been active for over a hundred years and forms an important footnote in the history of the village, but in modern times, particularly since the covid outbreak, the business case is no longer financially justifiable. However, by retaining the shop-front, the history of the building is perfectly preserved whilst respectfully repurposing the commercial floor space into high quality living space for the current dwelling.
  - 5.6. The repurposed floor space will not significantly alter the type of dwelling. It does not create a new dwelling. It will not cause any additional harm to the local amenity and preserves the historical character.
-