

32 High Street Steyning BN44 3YE - Listed Building Consent DC/24/0485

Record of Meeting as required by Condition 2 of the consent;

Pre-commencement Condition: Before any work begins on site, the person(s) responsible for supervising the works must meet the conservation officer of the Local Planning Authority, on site or as otherwise agreed, to confirm that no further alteration is required to meet building regulations.

Meeting on site at 2.30pm on Friday 17th April 2026 with;

Sean Rix Conservation Officer, Horsham District Council

Peter Finch Architect, Rathbone Miller Ltd

Simon Stringer Applicant, building owner and builder

1. Discussion and agreement on the overall principle of work to the building

Where there is obviously historic fabric i.e. lath and plaster, historic floorboard, timber framing, doors/joinery etc this where practicable is to be retained

We discussed and agreed some examples of how this principle can be applied to the practicalities of refurbishing the building with 'example scenarios' as follows;

An existing lath and plaster wall has some localised damage in one corner; the damaged area should be replaced in a similar lath and plaster to the original

An existing lath and plaster wall is generally all in poor repair, live, damaged, decayed and beyond localised repair. Where historic fabric survives but has deteriorated beyond repair they will be replaced with traditional materials and methods of construction.

Where modern materials are present these areas can be replaced as found.

2. Timber treatment – the whole building – will be timber treated for rot/decay and infestation. The technique and product will be chosen so as not to leave a residue or discolouration of the timber.

3. Electrical and plumbing services – all existing to be removed and replaced with new to modern/current standards. All cables, pipes etc to be concealed within floors/walls so no surface conduit/wiring etc as there currently is. Where installing new services to floors the access will be made through the least historic/important element. For example the first floor where there are beautiful wide old oak boards these remain in place and access is made through the ceiling which is modern fibre board all of which will be removed.

A walk through room by room.....see plan 21486 – 103 for room references/locations

4. Basement - the half nearest the stair already is damp proofed and plasterboard lined, once had a stud partition wall and door (recently removed as it was falling over/unsafe. The stud wall and door will be replaced. The west side room will remain as a plasterboarded and finished floor storage room generally as existing. The east side of the basement that is currently brick floor and stone/brick and limewashed walls will remain as 'cellar, be cleaned and walls limewashed.

5. Ground Floor - Sitting room - floor boards sand and varnish, plaster walls strip of papers and restore existing plaster, lath and plaster ceiling remains with ceiling access from above.

6. Ground Floor - Living/Dining room - floor boards sand and varnish, plaster walls strip of papers and restore existing plaster, modern fibre board ceiling remove/replace with plaster/plasterboard ceiling.

7. Ground floor rear west side lobby and wc – modern brickwork, window and doors, remove door, brick up to sill height and add window. Remove modern wc partition and build new with door to form larger bathroom with shower. Existing water damaged fibre board ceilings to be replaced

8. Kitchen – fireplace surround/mantel stays and kitchen is built in/around it. New fitted kitchen. Poor condition floor boards and plaster walls all to be replaced, modern plasterboard ceiling can be replaced.

9. Stairs up to first – all remain and are refurbished/restored

10. Bedroom 1 – retain/restore plaster finishes with stripping wall papers etc. Floor boards remain in place and to be cleaned and oiled

11. Bedroom 1 bathroom and dressing room – existing modern partition made using hardboard, strip and rebuild in appropriate materials – timber frame/plasterboard, retain/restore plaster finishes with stripping wall papers etc

12. Bedroom 2 – softwood floorboards can be lifted for access to floor/ceiling void (lath and plaster under is retained), retain/restore plaster finishes with stripping wall papers etc

13. Bedroom 3/study and bathroom area rear west side – generally this is a recent/modern intervention so very little historic fabric in this area.

14. Stairs up to second - all remain and are refurbished/restored

15. Second floor bathroom area – plumbing to (probably) run above floor level along west side party wall to then drop down to connect to existing drainage to bathroom below (item 13.)

16. Bedroom 4 – floor is very bouncy, lift and investigate beam from above and by stripping beam casing off below (in bedroom 1). Design structural remedy and once the engineer has decided upon the least destructive solution this is to be discussed with Mr Rix who will confirm whether Listed Building Consent is required or not. Limit lifting of floor boards as these are very nice old wide oak boards. Modern plasterboard lowered ceiling to be removed along with modern timber framing, take ceiling back up to existing roof frame collar level as per the Bathroom adjacent space.

17. Windows – generally – all to be retained and refurbished/repaired and restored including removal of modern ironmongery and fitting of new period appropriate ironmongery such as wrought iron curly pig tail handles and stays.

18. Internal doors – mostly four panel timber in poor condition due to having been ‘dipped and stripped’ which opens joints and causes timbers to move/shrink etc. Where practical retain and restore/refurbish doors with new period appropriate ironmongery

19. Meeting discussion summary;

The proposed work will undo and remove many years and layers of poor ad hoc work and make long overdue structural and fabric repairs and this will give the building a new lease of life and securing its future both as a historic asset and a family home for the next 50 or more years.

As and when the building is carefully stripped and dismantled which will give more clarity Mr Rix said that if asked he would be more than happy to visit site again to give guidance and opinion.

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Rathbone Miller