



**Horsham
District
Council**

DELEGATED APPLICATIONS - ASSESSMENT SHEET

APPLICATION NO./ADDRESS:

DC/26/0978
Beltane Cottage, 29 Church Street, Steyning, West Sussex, BN44 3YB

DESCRIPTION:

Replacement of 6 steel windows with slim line double glazed Royale Stepped Aluminium Heritage frames (Listed Building Consent).

RELEVANT PLANNING HISTORY:

DC/18/2181	Replacement of windows in rear elevation. (Listed Building Consent)	Application Refused on 21.12.2018
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RELEVANT PLANNING POLICIES

The National Planning Policy Framework (NPPF):

Horsham District Planning Framework (2015):

Policy 34- Cultural and Heritage Assets

Steyning Neighbourhood Plan (made):

SNDP3 – Contribution to Character

REPRESENTATIONS AND CONSULTATIONS RESPONSES

Where consultation responses have been summarised, it should be noted that Officers have had consideration of the full comments received, which are available to view on the public file at www.horsham.gov.uk

Consultations:

HDC Conservation: No objection

Parish Comments:

Steyning Town Council: No Objection

Representations:

None received

HUMAN RIGHTS AND EQUALITY:

The application has been considered having regard to Article 1 of the First Protocol of the Human Rights Act 1998, which sets out a person's rights to the peaceful enjoyment of property and Article 8 of the same Act, which sets out their rights in respect to private and family life and for the home. Officers consider that the proposal would not be contrary to the provisions of the above Articles.

The application has also been considered in accordance with Horsham District Council's public sector equality duty, which seeks to prevent unlawful discrimination, to promote equality of opportunity and to foster good relations between people in a diverse community, in accordance with Section 149 of the Equality Act 2010. In this case, the proposal is not anticipated to have any potential impact from an equality perspective.

PLANNING ASSESSMENT

Paragraph 212 of the NPPF (2024) states that "when considering the impact of proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation (and the more important the asset, the greater the weight should be)." Paragraph 213 continues to state that "any harm to, or loss of, the significance of a designated heritage asset (from its alterations or destruction, or for of development within its setting), should require clear and convincing justification."

Policy 34 of the HDPF states that applications made within conservation areas will be required to: (2) Reflect the current best practice guidance produced by English Heritage and Conservation Area Character Statements; (3) Reinforce the special character of the district's historic environment through appropriate siting, scale, form and design; including the use of traditional materials and techniques; (4) Make a positive contribution to the character and distinctiveness of the area, and ensuring that development in conservation areas is consistent with the special character of those areas, and (7); Retain and improves the setting of heritage assets, including views, public rights of way, trees and landscape features, including historic public realm features.

The site is located within the Steyning Conservation Area. Policy 34 of the HDPF states that applications made within conservation areas will be required to: (2) Reflect the current best practice guidance produced by English Heritage and Conservation Area Character Statements; (3) Reinforce the special character of the district's historic environment through appropriate siting, scale, form and design; including the use of traditional materials and techniques; (4) Make a positive contribution to the character and distinctiveness of the area, and ensuring that development in conservation areas is consistent with the special character of those areas, and (7); Retain and improves the setting of heritage assets, including views, public rights of way, trees and landscape features, including historic public realm features.

The application site is located on the east side of Church Street within the Steyning Conservation Area. No 29 Church Street (Beltane Cottage, formerly April Cottage) is a Grade II listed terraced attached building. The cottage has a rear extension constructed in the 1950's, providing a kitchen, cloakroom/wc and bathroom, accessed by a side corridor, plus a utility room accessed from the exterior. The windows serving these facilities are steel framed and single glazed. The frames are set out in the application to be thermally inadequate, with several rusting and in a poor state of repair; however the existing timber sub frames appear sound.

Listed Building Consent is sought to replace 6 steel windows within the existing timber sub frames with slim line double glazed Royale Stepped Aluminium Heritage frames to match the original profiles. The frames would match the existing windows in appearance with the exception of the window to the cloakroom/wc [window W3] which is currently an inward tilting window. This would be replaced with an outward opening casement to match the other adjoining windows. All the windows would be in clear glazing, with the exception of the toilet/cloakroom to have obscured glass. The proposed windows are to enhance the thermal efficiency of the cottage, whilst maintaining the appearance. No other alterations are proposed.

The replacement windows are considered would not harm the appearance of the building or wider street scene. Following consultation with the Council's Conservation Officer, no objection was raised, and it is considered that the replacement windows would not harm the special interest of the listed building, and the information provided on the proposal as part of the application is sufficient to avoid the need for detailed conditions.

The proposed replacement windows would preserve the historic interest of the Grade II Listed Building, in accordance with development plan policies.

Recommendation: Application Permitted

Conditions:

- 1 **Standard Time Condition:** The works hereby permitted shall begin before the expiration of three years from the date of this consent.

Reason: To comply with Sections 18 (as amended) and 74 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

- 2 **Regulatory Condition:** The materials and finishes of the development hereby permitted shall strictly accord with those indicated on the application form and approved plans.

Reason: In the interests of visual amenity and the special interest of the Listed Building in accordance with Policy 33 and 34 of the Horsham District Planning Framework (2015).

POSITIVE AND PROACTIVE STATEMENT

Statement pursuant to Article 35 of the Town and Country Planning (Development Management Procedure) (England) Order 2015. The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received, in order to be able to, where possible, grant permission.

Plans list for: DC/26/0978

(The approved plans will form Condition 1 on the Decision Notice of all Permitted applications)

Schedule of plans/documents approved:

Plan Type	Description	Drawing Number	Received Date
Location plan	Location Plan	NONE	16.06.2026
Location plan		NONE	16.06.2026
Elevation & Floor plan	Plan and Elevations	DRG.01	16.06.2026
Details plan	W2 Proposed	DRG.04	16.06.2026
Details plan	W1 Existing and Proposed W2 Existing/Proposed	DRG.02	16.06.2026
Details plan	W3 Existing, W4 Existing/Proposed, W5 Existing/Proposed. W6 Existing/Proposed	DRG.03	16.06.2026

DELEGATED

Case Officer sign/initial Steve Astles Date: 03.08.2026

Authorising Officer sign/initial Tamara Dale

Date: 10.08.2026