YOUR HOME PLANS

# HERITAGE AND DESIGN & ACCESS STATEMENT

*Extension and conversion of detached garage to form short-stay holiday accommodation and private ancillary accommodation*

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| **Site** | Church Cottage, Church Street, Rudgwick, Horsham, West Sussex, RH12 3DA |
| **Heritage asset** | Church Cottage - Grade II listed building |
| **List entry** | 1354191 |
| **Applicant** | Mr & Mrs Ryan-McGrath |
| **Prepared by** | Your Home Plans |
| **Date / drawing issue** | 22 August 2026 / CHU-26 |

## Purpose of this statement

This proportionate statement identifies the significance of the listed building and its setting, explains the design response, and assesses the effect of the proposed works in accordance with national and local heritage policy.

# Executive summary

Church Cottage is a Grade II listed, late eighteenth-century house whose special interest is principally expressed through its modest two-storey vernacular form, tiled roof, historic wall finishes and fenestration, and its established garden setting. The detached garage is not mentioned in the statutory list description. On the information presently available its principal heritage value is therefore contextual: it reads as an ancillary outbuilding within the cottage grounds and forms part of the immediate setting in which the listed house is experienced.

#### Heritage conclusion

The proposals preserve the special architectural and historic interest of Church Cottage. They retain the garage's existing principal form and clay-tiled roof, keep the outbuilding physically separate and visually subordinate to the cottage, and use a low side/rear addition with matching brick, black timber cladding and clay roof tiles. The limited alteration to the entrance elevation replaces one modern garage door with a reused traditional timber window from the house. On that basis, the scheme is assessed as causing no harm to the significance of the Grade II listed building. If the authority nevertheless identifies a degree of harm arising from the increased footprint, it would be less than substantial and at the lowest end of that spectrum, substantially mitigated by the siting, roof form, retention of fabric and material treatment described below.

## Key design safeguards

- The accommodation may be used as a short-stay holiday let and privately by the owners/family, but will remain in the same ownership and planning unit as Church Cottage and will not become a separate dwelling.
- The new work is concentrated on the less formal side and rear elevations of the garage.
- The existing roof form remains legible; the addition is lower and visually recessive.
- Materials match the established ancillary palette: brick, black timber boarding and clay tiles.
- Traditional painted timber is used to the front and side openings; the larger black Crittall-style screen is confined to the garden-facing rear elevation.
- A historic single-glazed timber window removed from the house is reused in place of one garage door, avoiding unnecessary disposal of traditional fabric.
- Detailed joinery, brickwork, cladding, eaves, verges and roof junctions should be controlled by condition and agreed before installation.

# 1. Introduction and scope

This combined Heritage Statement and Design and Access Statement accompanies applications for planning permission and, insofar as the works affect a listed building or any curtilage-listed structure, listed building consent. It has been prepared from drawings A101, B01 and L01 for project CHU-26, the statutory list entry, the West Sussex Historic Environment Record material supplied by the applicant, and current policy and guidance.

The assessment is proportionate to the conversion and extension of an ancillary building. It does not purport to be a measured building survey, archaeological assessment or definitive determination of the garage's curtilage-listed status. No reliable construction date for the garage has been found. Curtilage status remains a matter of fact and degree, including the building's age, ownership and functional relationship with Church Cottage. The proposals have therefore been assessed on a precautionary basis as works within the immediate setting of the

listed building and potentially to a curtilage structure; the heritage conclusions do not depend on proving that the garage is modern.

# 2. Site, asset and context

## 2.1 Church Cottage

Church Cottage stands on Church Street in Rudgwick. It was first listed on 28 November 1980 at Grade II (National Heritage List for England entry 1354191). The list description identifies a late eighteenth-century, two-storey house of three windows, with a roughcast ground floor, fishscale tiles above, a dentilled eaves cornice and tiled roof. It also records that glazing bars were missing and that the ground-floor bay was modern at the time of listing.

A West Sussex Historic Environment Record photograph dated 1 August 2004 shows the principal elevation as a picturesque, modestly scaled cottage with a long clay-tiled roof, prominent brick chimney stacks, pale lower walling, tile-hung upper elevations, painted timber windows and a garden/hedged foreground. This corroborates the architectural character identified in the list description.

## 2.2 The detached garage

The garage is a separate two-storey ancillary building within the grounds. The submitted drawings show brick walling at ground-floor level, black horizontal timber cladding to the gables/upper portions and a steep clay-tiled roof. Its accommodation presently comprises a garage at ground level and a studio above, served by an external stair. A water-storage tank adjoining the building is to be retained.

The statutory list description does not refer to the garage and no evidence supplied establishes that it formed part of the property before 1 July 1948. Its contribution is therefore assessed primarily through setting. Its detached position, utilitarian openings, external stair and simple materials communicate an ancillary status. This hierarchy between cottage and outbuilding is important and should remain legible.

## 2.3 Wider setting

The relevant setting is the domestic garden and approach from which the cottage and garage may be experienced together. Vegetation and the established garden soften views, while the physical gap between the buildings allows the cottage to remain the principal heritage asset. The proposal does not alter the street alignment, the principal cottage elevation, the cottage roofscape or its chimney stacks. The submitted information does not establish that the site lies within a conservation area; Horsham District Council's published list of adopted conservation-area character statements does not include Rudgwick.

## 2.4 Protected tree

Block Plan B01 marks T1 at its approximate position to the south-west of the garage. The tree is understood to be protected by a Tree Preservation Order. No works to T1 are proposed. Its precise stem position, species, canopy spread and root protection area have not been established by the information reviewed, so the drawing should not be treated as an arboricultural survey. The design intention is to retain T1 and avoid damage to its roots, stem and canopy during construction. Final foundation design, excavation, storage and access arrangements should be kept outside its root protection area unless a suitably qualified arboriculturist identifies and agrees a method of working with the local planning authority. A ground-screw or similarly low-

excavation foundation system with a suspended floor is being considered to reduce conventional trench excavation and concrete close to the tree, subject to coordinated structural and arboricultural design.

## 3. Statement of significance

Significance is considered under architectural, historic, setting and archaeological interests, following Historic England Advice Note 12.

| Interest | Contribution to significance | Sensitivity to change |
|---|---|---|
| Architectural | The cottage's compact vernacular form; clay-tiled roof and chimney stacks; roughcast lower walls; fishscale tile hanging; dentilled eaves; and traditional window proportions/materials. | High for original cottage fabric and principal elevations; moderate for its immediate setting. |
| Historic | Its late eighteenth-century origin and continued legibility as an evolved rural/village dwelling. Later alterations form part of that evolution but are not necessarily of equal value. | High for fabric evidencing the historic house; lower for demonstrably modern ancillary fabric. |
| Setting | Garden enclosure, vegetation, spacing between buildings and the clear visual/functional hierarchy in which the cottage is principal and the garage ancillary. | Moderate. Change can be accommodated if separation, subordination and garden character are retained. |
| Archaeological | No specific archaeological interest has been identified from the information reviewed. Below-ground potential has not been separately investigated. | Unknown but likely limited for the small addition; normal unexpected-discovery procedures remain appropriate. |

## 4. Proposed development

The application proposes the conversion and extension of the garage to provide short-stay holiday accommodation, with private use by the owners and their family when it is not let. The accommodation shown comprises a ground-floor living area, kitchen, utility and storage, with first-floor sleeping accommodation and a bathroom. The existing external stair is retained as part of the access arrangement. The accommodation will remain associated with Church Cottage and is not intended to become a separate dwelling, sole or principal residence, or separately disposed planning unit.

The physical works comprise:

- a single-storey extension wrapping the existing garage along the garden-facing side/rear, with a lower lean-to clay-tiled roof;
- internal subdivision and fitting-out to support short-stay holiday and private ancillary use;

- replacement of one of the two existing garage doors with a reused, single-glazed painted timber window removed from the house;
- white-painted timber windows to the front and side elevations;
- two timber pedestrian doors in a heritage green painted finish;
- black, fine-framed Crittall-style doors and windows to the rear/garden elevation;
- matching brickwork, black timber cladding and clay roof tiles; and
- retention of the water-storage tank and existing external stair.

# 5. Design evolution and heritage response

## 5.1 Amount and scale

The extension increases the building's ground-floor footprint, and its size is the aspect requiring the greatest care. The design response is not to disguise that change, but to contain its visual effect. The added volume is single storey, sits beneath a lower eaves line and is read as a lean-to adjunct to the retained taller garage. It does not compete with the cottage in height or architectural status. The existing main garage roof, gables and first-floor volume continue to provide the dominant form.

## 5.2 Layout and siting

The extension is attached to the less formal garden-facing side/rear of the garage. This protects the established separation from the cottage and avoids enlargement towards the cottage's principal elevation. The plan makes efficient use of the existing envelope, placing the principal living space in the new garden-side element and retaining kitchen, utility and storage functions within or closely related to the existing footprint.

## 5.3 Form and appearance

The lean-to roof establishes a clear distinction between original/retained mass and addition without relying on an unrelated architectural language. Its pitch, eaves and clay tiles tie the work to the host outbuilding. On the entrance elevation, retaining one garage opening and converting only the other limits domestication of the façade. Reusing a traditional timber window from the house gives that opening an appropriate scale and material character.

The rear glazing is intentionally more contemporary. Its black, fine-framed Crittall-style composition is visually lightweight and restricted to the private garden elevation, where it provides daylight and a garden connection without imitating the cottage's historic windows. The contrast is controlled by the existing black cladding and by the recessive dark finish.

## 5.4 Materials and detailing

The proposed palette is drawn from the site: matching brickwork at low level, black-stained/painted timber boarding to match the garage, and clay roof tiles to match the existing roof. White-painted timber windows and heritage-green painted timber doors provide traditional joinery and muted colour. The success of the scheme will depend on exact samples, profiles and junctions rather than generic "matching" descriptions alone.

## 6. Heritage impact assessment

| Element of change | Potential effect | Mitigation/design response | Residual effect |
|---|---|---|---|
| Increased footprint | Could make the ancillary building more visually prominent. | Low lean-to form; retained dominant roof/gables; extension kept away from the cottage; matching ancillary materials. | Neutral to minor local change; no harm to cottage significance. |
| Garage-door alteration | Could domesticate an ancillary façade. | Only one opening changed; other opening retained; reused traditional timber window sits within existing opening. | Minor and contained; ancillary origins remain legible. |
| New rear glazing | Could introduce an overtly contemporary element. | Restricted to garden elevation; fine black framing; dark finish relates to black cladding. | Neutral in principal views; modest contemporary garden-facing expression. |
| Holiday/private use | Could lead to pressure for independent residential occupation, subdivision or additional domestic paraphernalia. | Short-stay/ancillary-use restriction; same ownership and planning unit; no separate address, curtilage or access; shared parking and garden; no use as a sole or principal residence. | No heritage harm subject to the stated occupancy controls. |
| Protected tree T1 | Excavation, service trenches, storage or construction traffic could affect roots or canopy if the tree is closer than the approximate block-plan notation suggests. | Retain T1; verify its position and constraints; keep works outside the root protection area or use an arboriculturally agreed method. Consider ground screws and a suspended floor to minimise excavation, with screw positions and installation access informed by actual root constraints. | No adverse effect intended; capable of control through final foundation and tree-protection details. |
| Fabric and junctions | Poor matching or over-engineered junctions could erode character. | Samples and large-scale details to be approved; minimise cutting into retained fabric; record concealed fabric when opened. | No harm with controls. |

### Assessment against significance

No works are shown to the cottage's principal elevation, roof, chimney stacks, roughcast, tile hanging or dentilled eaves. The proposed works therefore do not directly alter the elements identified in the statutory list description. The effect is on the setting of the cottage and on the fabric/appearance of the detached garage. The garden context, physical separation and hierarchy are retained. The cottage remains readily appreciable as the historic principal building, while the garage remains recognisable as an ancillary structure.

The scheme consequently preserves the special interest and setting of Church Cottage. The author's assessment is no harm in NPPF terms. The alternative precautionary conclusion—if the authority places greater significance on the garage or on its present footprint—is less than substantial harm at the lowest end. In that event, the heritage balance should recognise the very limited degree of impact, the retention and reuse of fabric, the coherent materials, the continued useful occupation and maintenance of the building, and the modest contribution of visitor accommodation to the local economy, without alteration to the principal listed house. The final planning balance remains for the local planning authority.

## 7. Design and access statement

### 7.1 Use

The accommodation is intended for short-stay holiday letting and for private use by the owners and their family when not let. It will remain in the same ownership and planning unit as Church Cottage and will share the existing access, parking arrangements, grounds and postal address. It will not be used as a sole or principal residence, granted a separate residential curtilage, or occupied as an unrestricted independent dwelling. This distinction allows genuine visitor accommodation while preventing the permanent residential subdivision the owners expressly wish to avoid.

A suitably worded planning condition can restrict occupation to short-stay holiday and private ancillary purposes, require an up-to-date register of lettings to be available to the authority, limit the length of any single holiday stay, and prohibit use as any person's sole or principal residence. If the authority considers a condition insufficient to prevent future separation, the applicants would be willing to consider an appropriate legal mechanism tying the accommodation to Church Cottage.

### 7.2 Access and movement

The established vehicular and pedestrian access to the property is retained. No new highway access or separately demarcated parking area is proposed; visitor parking and turning will be accommodated within the existing property. Ground-floor accommodation is approached at garden level through timber and glazed doors. The first floor remains reached by the existing external stair and an internal stair shown on the plans. As an alteration to an existing ancillary building, the approach is proportionate; detailed Building Regulations design will address thresholds, guarding, stair geometry, lighting and safe circulation. The proposal does not claim full wheelchair accessibility to the first floor.

### 7.3 Appearance, landscaping and security

Existing garden enclosure and vegetation should be retained as far as practicable. Any disturbed ground should be reinstated with soft landscaping rather than additional hardstanding. External lighting, if required, should be minimal, warm-toned, downward directed and controlled to avoid suburbanising the setting or affecting wildlife. Door and window ironmongery should be simple and dark finished. New meter boxes, vents, flues,

heat-pump equipment, satellite dishes and service runs should be located away from principal views and agreed where consent is required.

T1 will be retained. Before construction, its exact position and canopy relationship to the works should be verified on site. Protective fencing, ground protection and restrictions on excavation, cement washout, storage and vehicle movements should be proportionate to the tree's confirmed constraints and maintained for the relevant construction period. If ground screws are adopted, their layout, installation route and torque/drive method should be coordinated so that significant roots are avoided; service runs and drainage should follow the same low-impact principle.

# 8. Policy and legislative compliance

## 8.1 Statutory duty

Section 16(2) of the Planning (Listed Buildings and Conservation Areas) Act 1990 requires special regard to the desirability of preserving the listed building, its setting and features of special architectural or historic interest when determining listed building consent. Section 66(1) imposes the corresponding duty for planning decisions affecting a listed building or its setting. The scheme responds by avoiding direct alteration to the cottage's significant fabric, preserving separation and hierarchy, and using a subordinate form and compatible materials.

## 8.2 National policy

The National Planning Policy Framework (December 2024) requires a proportionate description of significance (paragraph 207), assessment of the particular significance affected and avoidance/minimisation of conflict (paragraph 208), and consideration of sustaining significance, viable use and local distinctiveness (paragraph 210). Great weight is to be given to conservation (paragraph 212), and any harm requires clear and convincing justification (paragraph 213). Less than substantial harm, where found, is weighed against public benefits under paragraph 215. This statement follows that sequence: significance, design response, impact and conclusion.

## 8.3 Local policy

Horsham District Planning Framework Policy 34 requires proposals to understand significance; reflect best-practice guidance; use appropriate siting, scale, form, design, materials and techniques; preserve locally distinctive forms, settings, fabric and materials; support viable use; and retain or improve setting. Policies 32 and 33 also require high-quality development that responds to context and respects amenity. The scheme complies through its ancillary siting, lower form, retained hierarchy, traditional external materials and controlled contemporary glazing.

# 9. Recommended heritage controls

To translate the design intent into the completed work, the following matters should be included on the final application drawings/specification or secured by condition:

- Photographic record and brief written schedule of the garage before works commence.
- Written acknowledgement that no reliable construction date for the garage has been established and that the works are assessed on a precautionary heritage basis.
- Brick sample panel showing brick type, bond, mortar colour, joint profile and interface with existing work.

- Clay roof-tile samples and a large-scale eaves/verge/abutment detail, including leadwork and rainwater goods.
- Timber-cladding sample and board profile/orientation, with a black breathable stain or paint finish matching the existing building.
- Joinery drawings at 1:10 or 1:20 showing frame sections, glazing bars, reveals, cills, heads, doors and the fine-framed rear screen.
- A reuse method statement for careful removal, repair and installation of the existing house window; the original opening in the house should be detailed in the related consent drawings.
- Details and locations of vents, flues, extract terminals, meters, external lighting and service routes.
- A method for tying the addition into the existing garage with minimum loss of retained fabric and a record of any concealed historic fabric exposed.
- A short-stay holiday/private-use condition preventing use as a sole or principal residence, requiring an occupancy register and limiting the duration of individual holiday stays, together with an appropriate mechanism preventing the creation of a separate unrestricted dwelling.
- Tree-protection and foundation details for T1 proportionate to its confirmed stem position, canopy spread and root protection area, with no works to the protected tree proposed. If ground screws are used, provide the structural layout, suspended-floor principle, installation access and an arboriculturally informed method for avoiding significant roots and intrusive service trenches.

## 10. Conclusion

The proposal is a considered adaptation of an established ancillary building within the setting of Church Cottage. Although the extension adds a meaningful amount of ground-floor accommodation, its effect is moderated by its single-storey lean-to form, its position on the garden-facing side/rear, retention of the garage's dominant roof and gables, and a restrained palette derived from the existing site. The cottage itself—the focus of the Grade II designation—remains unaltered in the elements identified by the list description and retains its visual primacy.

The reuse of traditional joinery, retention of one garage opening, timber construction and matching clay tiles and brickwork demonstrate a conservation-led approach. Subject to detailed material and joinery controls, retention/protection of T1 and occupancy controls preventing an unrestricted separate dwelling, the proposal preserves the special architectural and historic interest of Church Cottage and the contribution made by its setting. It accords with the statutory duties, the NPPF and Horsham District Planning Framework Policy 34.

## Sources and references

**1. National Heritage List for England:** Church Cottage, list entry 1354191. Historic England. https://historicengland.org.uk/listing/the-list/list-entry/1354191

**2. Historic Environment Record:** West Sussex HER photographic record IOE01/11304/16, dated 1 August 2004, as supplied.

**3. Legislation:** Planning (Listed Buildings and Conservation Areas) Act 1990, sections 16 and 66. https://www.legislation.gov.uk/ukpga/1990/9

**4. National policy:** National Planning Policy Framework, December 2024, chapter 16, paragraphs 202 and 207-218. https://www.gov.uk/government/publications/national-planning-policy-framework--2

**5. Local policy:** Horsham District Planning Framework (2015), Policies 32, 33 and 34. https://www.horsham.gov.uk/__data/assets/pdf_file/0004/80671/Horsham-District-Planning-Framework-2015.pdf

**6. Local validation:** Horsham District Council, Development Management Local Information Requirements for Validation. https://www.horsham.gov.uk/planning/planning-applications/local-and-national-requirements/development-management-local-information-requirements-for-validation

**7. Historic England guidance:** Statements of Heritage Significance: Historic England Advice Note 12 (2019). https://historicengland.org.uk/images-books/publications/statements-heritage-significance-advice-note-12/

**8. Historic England guidance:** Making Changes to Heritage Assets: Historic England Advice Note 2 (reissued 2025). https://historicengland.org.uk/images-books/publications/making-changes-heritage-assets-advice-note-2/

**9. Application drawings:** Your Home Plans, project CHU-26: A101 Existing Garage Plans and Proposed Elevations (22 August 2026); B01 Block Plan and L01 Location Map (21 August 2026).