



DELEGATED APPLICATIONS - ASSESSMENT SHEET

APPLICATION NO./ADDRESS:

DC/26/1215

Dormer House, School Lane, Steyning, West Sussex, BN44 3YH

DESCRIPTION:

Change of use from former school boarding house including residential flat (Use Classes C2 and C3) to a single dwelling (Use Class C3), replacement of windows, and alteration of ground floor bay to patio doors. (Listed Building Consent).

DESCRIPTION OF THE SITE

The application relates to Dormer House, a detached three-storey flint building located off School Lane within the Built-Up Area Boundary of Steyning. The site lies within the Steyning Conservation Area and forms part of the former Steyning Grammar School site. The building was formerly used as a boarding house associated with the school with a residential flat occupying the second floor. The surrounding area is characterised by a mix of residential, educational and community uses. Access is obtained from School Lane

DESCRIPTION OF THE APPLICATION

Planning permission and Listed Building Consent are sought for the change of use of the building from a former boarding house and residential flat (Use Classes C2 and C3) to a single 4no. bedroom dwellinghouse (Use Class C3). External works comprise replacement windows and the replacement of a ground floor bay window on the eastern elevation with patio doors. Limited internal alterations are proposed in connection with the residential conversion. No changes are proposed to the existing access arrangements.

RELEVANT PLANNING HISTORY:

DC/26/1214	Change of use from former school boarding house and residential flat (Use Classes C2 and C3) to a single dwelling (Use Class C3), replacement of windows, and alteration of ground floor bay to patio doors. (Full Application).	Under Consideration
DC/12/0294	Replacement and partial infilling of bay windows to East elevation ground floor and entrance door (Listed Building Consent).	Consent Granted on 05.04.2012

RELEVANT PLANNING POLICIES

The National Planning Policy Framework (NPPF)

Horsham District Planning Framework (2015):

Policy 34- Cultural and Heritage Assets

Steyning Neighbourhood Plan (2022)

Horsham District Local Plan (2023-40) (Regulation 19):

Policy 21: Heritage Assets and Managing Change within the Historic Environment

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:

INTERNAL CONSULTATIONS

HDC Conservation: Comment (02.09.2026)

The proposed conversion to a single dwelling will not have a great impact on the appearance of the building and will not harm the special interest of the listed building. I am also content the reversal of the alteration that removed the ground floor doors is agreeable. However, the proposal for plastic windows is not appropriate in this context. I am satisfied the replacement windows can be fitted with thin section double glazing, but they should remain traditionally constructed timber sashes, hung on sash cords. Due to the inherent weakness of the plastic windows in comparison to jointed timber, the sections need to be more massive which results in a different appearance to the more slender and elegant timber sashes. Please ask for confirmation that the replacement windows will be in timber before determining the application. I assume there will be desire for off street parking. This should be confirmed as part of the application as well as any fencing or walls to create a private garden. I have suggested conditions below.

Archaeology Consultant: No Objection.

Parish Comments:

No objection, on the condition there is one parking space allocated.

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

Policies HE4, HE5 and HE6 of the National Planning Policy Framework (2026) require heritage assets to be conserved in a manner appropriate to their significance. Development proposals affecting designated heritage assets should avoid or minimise harm to significance, with any harm requiring clear and convincing justification. Substantial weight should be given to the conservation of designated heritage assets, whilst harm to significance must be weighed against the public benefits of a proposal.

Dormer House is an attractive building reflecting a domestic, vernacular character of Steyning. Although not listed in its own right, it does have a clear historic connection with and formed part of the grammar school before 1st July 1948. For this reason, it is considered to form part of the listed building.

The boarding use ceased following the relocation of pupils to alternative accommodation and the closure of the former school site, and the building has subsequently been subject to only limited occupation. The proposal would secure the continued occupation and viable re-use of the building through its conversion to a single dwellinghouse, and this is a clear benefit.

The proposed conversion works comprise replacement windows, and replacement of a ground floor bay window with patio doors together with a series of internal alterations. The nature and extent of these alterations are considered acceptable and would not result in any harm to the significance of the building. Whilst detailed specifications for the replacement windows and doors have not been provided this can be secured through an appropriately worded condition.

Overall, the proposed works would preserve the significance of the heritage asset and accord with relevant local and national planning policies.

Recommendation: Application Permitted

Conditions:

- 1 **Regulatory (Time) Condition:** The works hereby permitted shall be commenced 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 **Pre-Commencement Condition:** No works to the replacement windows or proposed patio doors shall commence until the following details have been submitted to and approved in writing by the Local Planning Authority. The works must not be executed other than in complete accordance with these approved details:

- Drawings to a scale not smaller than 1:5 fully describing the new / replacement windows and external doors. These drawings must show:
 - materials
 - cross section of frame, transom, mullions, glazing bars, etc
 - method of opening
 - method of glazing

Reason: As this matter is fundamental to ensure that the significance of the designated heritage asset, and the character, appearance and integrity of the building, is not prejudiced, thereby preserving the special architectural or historic interest which it possesses, and to comply with Policy 34 of the Horsham District Planning Framework (2015).

Plans list for: DC/26/1215

(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	Site Location and Block Plan	001	30.07.2026
Floor plan	Existing ground, first and second	002	30.07.2026
Elevation plan	Existing	003	30.07.2026
Floor plan	Proposed ground, first and second	004	30.07.2026
Elevation plan	Proposed	005	30.07.2026

