

From: Rebecca Hoad <RHoad@eceplanning.com>
Sent: 04 September 2026 10:25:19 UTC+01:00
To: "Daniel.Holmes" <Daniel.Holmes@horsham.gov.uk>
Cc: "Chris Barker" <cbarker@eceplanning.com>; "Sean.Rix" <Sean.Rix@horsham.gov.uk>; "Stephanie.Bryant" <Stephanie.Bryant@horsham.gov.uk>
Subject: RE: DC/26/1215 Dormer House, School Lane, Steyning
Attachments: Rose Collection brochure - 2020 - small file-compressed.pdf



Dear Daniel,

Thank you for sending Sean's comments.

We are happy to agree to the two proposed conditions in principle but have some minor comments /amendments as set out below.

To confirm, where possible the Applicant will first look to restore windows rather than replace in the first instance. If windows do need to be replaced then the comments are acknowledged and as such, the applicant is currently obtaining quotes for traditional timber sash windows, as well as for some "Rose Collection" windows, which Manorwood have recommended as a successful timber alternative and which they advise have recently been installed in a building within a Conservation Area in Hampshire. Brochure attached for information. We would be happy to discuss the window specification further with Sean as part of the condition discharge process and note the importance of the building and retaining its attractive appearance.

In the meantime, we would be grateful if the time triggers for the two pre-commencement conditions could be amended slightly, to allow other works associated with the change of use to proceed and to avoid delaying the application unnecessarily while wider discussions continue in relation to boundary treatments with the neighbouring applicant.

In particular, we would request the following amendments:

LB07 – Submission of Details

We would request that the trigger is amended to relate specifically to the replacement windows and new patio doors, to allow other works to be carried out to facilitate the change of use.

We would also request that the condition refers to "new, replacement" windows only, to allow the applicant flexibility to restore existing windows rather than replace them, should that prove to be a suitable option. As such, we would suggest that the new condition could read as:

“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”*

MD30 – Hard and Soft Landscaping

We would request that the trigger is amended to:

“Prior to occupation of the development hereby permitted, full details of all hard and soft landscaping works shall have been submitted to and approved in writing by the Local Planning Authority...”

This would allow the internal and other facilitating works associated with the change of use to be carried out prior to the external works being finalised. As I am sure you can appreciate, the Applicant is needing to liaise with the neighbouring Applicant for the wider application in terms of boundary treatment and this will not be finalised until they have submitted their own application. We would not want the change of use to be held up on this basis.

I look forward to hearing your thoughts on this.

Kind Regards,

Rebecca Hoad

Associate Planner, MSc MRTPI

T 01903 248777 | M 07770 902349

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From: Rebecca Hoad
Sent: 04 September 2026 08:17
To: 'Daniel.Holmes' <Daniel.Holmes@horsham.gov.uk>
Subject: RE: DC/26/1215 Dormer House, School Lane, Steyning [Filed 04 Sep 2026 08:16]

Hi Daniel,

Sorry for the delay in coming back to you. I am just running this past the Heritage Consultants and will come back to you asap.

Kind Regards,

Rebecca Hoad
Associate Planner, MSc MRTPI

T 01903 248777 | M 07770 902349

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From: Daniel.Holmes <Daniel.Holmes@horsham.gov.uk>
Sent: 02 September 2026 14:39
To: Rebecca Hoad <RHoad@eceplanning.com>
Subject: FW: DC/26/1215 Dormer House, School Lane, Steyning

Dear Rebecca,
Please see the Conservation response from Sean Rix. I will send my response when I have completed my assessment. In the mean time, Sean has included two pre-commencement conditions. Please could you agree to those.

Kind regards,

Daniel Holmes

Senior Planning Officer



Telephone: [01403 215190](tel:01403215190)

Email: Daniel.Holmes@horsham.gov.uk



Horsham District Council, Albery House, Springfield Road, Horsham, West Sussex RH12 2GB

Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton

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From: Sean.Rix <Sean.Rix@horsham.gov.uk>

Sent: 02 September 2026 14:24

To: Daniel.Holmes <Daniel.Holmes@horsham.gov.uk>; Planning <planning@horsham.gov.uk>

Subject: DC/26/1215 Dormer House, School Lane, Steyning

Dear Dan,

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 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.

Regards,
Seán

LB07 Submission of Details

Pre-Commencement Condition: No relevant works 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 new and 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).

MD30 Hard and Soft Landscaping

Pre-commencement Condition: Prior to commencement of any part of the development hereby permitted, full details of all hard and soft landscaping works shall have been submitted to and approved, in writing, by the Local Planning Authority. The details shall include plans and measures addressing the following:

- Details of all existing trees and planting to be retained
- Details of all hard surfacing materials and finishes
- Details of all boundary treatments
- Details of all external lighting

Reason: To ensure a satisfactory development that is sympathetic to the landscape and townscape character and built form of the surroundings, and in the interests of visual amenity in accordance with Policy 33 of the Horsham District Planning Framework (2015).

Seán Rix

Senior Conservation Officer
Specialists Team - Strategic Planning

Telephone: 01403 215276

Email: Sean.Rix@horsham.gov.uk





Horsham District Council, Albery House, Springfield Road, Horsham, West Sussex RH12 2GB

Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton

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