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**Design, Access and Heritage Statement**

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**Proposed extension and alterations at**

**5 Ivy Cottage  
The Haven  
Billingshurst  
West Sussex  
RH14 9BS**

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# 1.0 INTRODUCTION

## 1.1 Overview and Objectives

This statement accompanies applications for a householder planning permission and Listed Building Consent relating to proposed changes at Ivy Cottage, a Grade II listed property situated within the hamlet of The Haven near Billingshurst. The statement explains the design thinking behind the proposals, demonstrates how access requirements have been addressed, and assesses the potential impact of the works on the heritage significance of the listed building.

## 1.2 Project Background

The clients, Mr and Mrs Fallows, have appointed Folkes Architects to develop proposals for alterations and extensions to Ivy Cottage. The brief, seeks to create a family home that accommodates specific lifestyle requirements, including provision for eight dogs, while respecting the historic character of the Grade II listed building.

A pre-application consultation was undertaken with Seán Rix, Senior Conservation Officer at Horsham District Council. The feedback received was positive and has informed the development of the proposals. Key points from that consultation are referenced throughout this document.

## 1.3 Supporting Documentation

This statement should be read in conjunction with the following documents:

- Submitted planning and listed building drawings (Folkes Architects)
- Pre-application advice PE/25/0243, dated 27<sup>th</sup> February 2025

# 2.0 DESCRIPTION OF PROPOSED WORKS

## 2.1 Overview

The proposals comprise a combination of alterations to the existing building and new extensions. The work is focused on two distinct areas of the property: the historic core and the later twentieth century addition that adjoins it.

## 2.2 Core Elements

### Extension to the Main House

A new single-storey extension is proposed to the rear of the post-war addition, located within the existing sunken garden area. This space will accommodate an open plan kitchen, dining, and living area, creating a functional family space with direct garden access.

### Utility Space

The existing cloakroom and kitchen area within the post-war addition will be reconfigured to create a dedicated utility space and shower room.

### Ensuite Bathroom within the Historic Annexe

The ensuite bathroom will be created within the oldest part of the property, which currently functions as a self-contained two-storey annexe. This intervention will make this area fully self-contained. The principle of this work has been supported by the Senior Conservation Officer, subject to careful routing of pipework.

### Rebuild of Existing Link

Rebuilding the link that connects the historic building with the post-war addition (see photo below). This link currently serves as the property's main entrance. As part of the proposals, the entrance will be relocated, with landscaping designed to guide visitors to the new access point.



### Retention of Existing Living Accommodation

The existing ground floor living area will be retained and reconfigured to include a snug, with a concealed door providing access via a link to the extended garage space. This arrangement will accommodate the clients' eight dogs, ensuring the property meets the family's needs.

The brief identified two further possibilities that was explored through the pre-application process:

### First-Floor Headspace Improvements

Options have been explored to increase headroom on the first floor, involving partial rebuilding of the roof and the addition of flat roofed dormers. All designs have been carefully developed to respect the external character of the building.

### Detached Main Bedroom Suite

The construction of a main bedroom suite with dressing area and ensuite at the front of the property, connected to the main house via a link corridor and creating a private garden area from the bedroom.

### Study Space

Provision will be made for a study area within the reconfigured layout.

## 3.0 SITE CONTEXT

### 3.1 Location

Ivy Cottage is situated within The Haven, a small rural hamlet approximately 3.5 kilometres north of Billingshurst in West Sussex. The property is accessed via Blue Ship Road and is surrounded by agricultural land and open countryside.



Location of Ivy Cottage along Blue Ship Lane – courtesy of Google Maps 2026

### 3.2 The Heritage Asset

Ivy Cottage is a Grade II listed building. The Historic England listing description records it as:

*"A small C17 or earlier timber-framed building with plaster and some painted brick infilling, almost triangular in shape. Tiled roof. Gable. Casement windows. Two storeys. One window".*

The property comprises two principal elements:

- The historic core: A timber-framed cottage dating from the 17th century or earlier, which now functions as a self-contained annexe.
- The post-war addition: A later extension adjoining the historic core, which forms the main house.

The surrounding landscape is characterised by dispersed farmsteads and cottages, with a pattern of small irregular fields that reflects the area's medieval origins. The setting is rural and relatively undeveloped.

### 3.3 Location of Proposed Works

The works are distributed across the property as follows:

Historic annexe: Internal alterations only, confined to the creation of an ensuite bathroom.

Main house: A rear extension located within the existing rear garden area.

Suite extension: This would occupy a site at the front of the property, incorporating the existing garage.

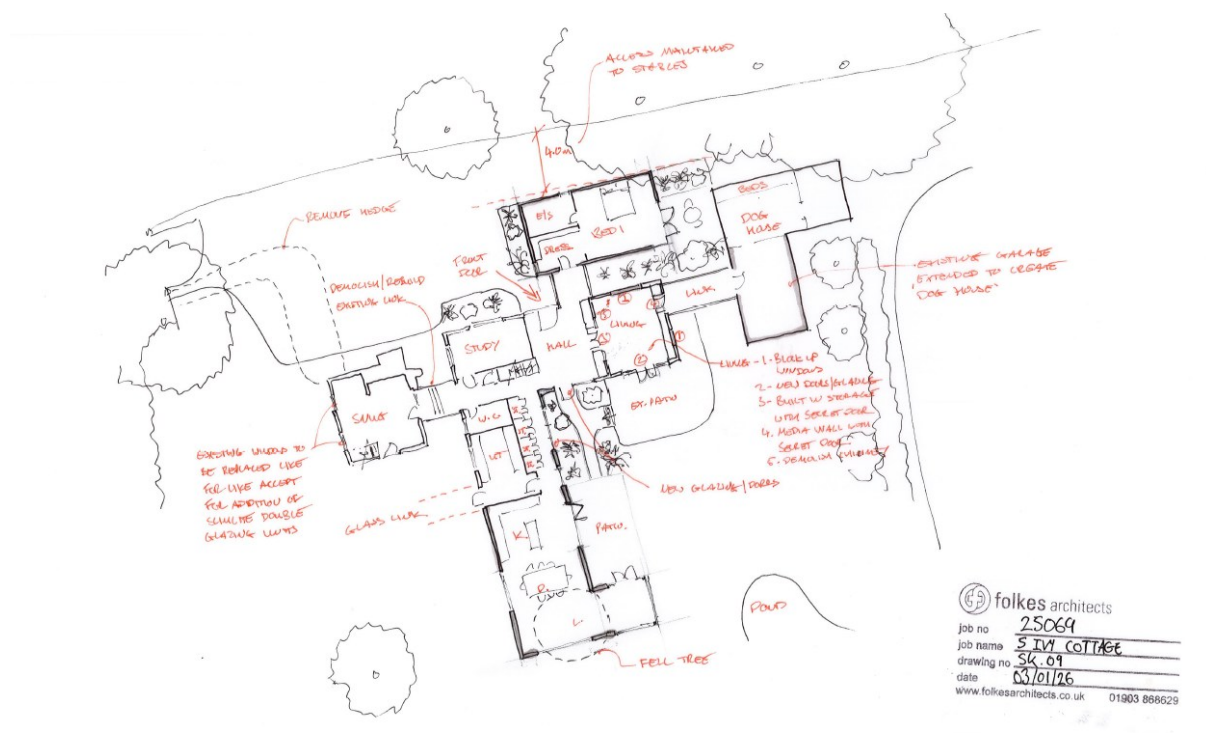
## 4.0 DESIGN RATIONALE

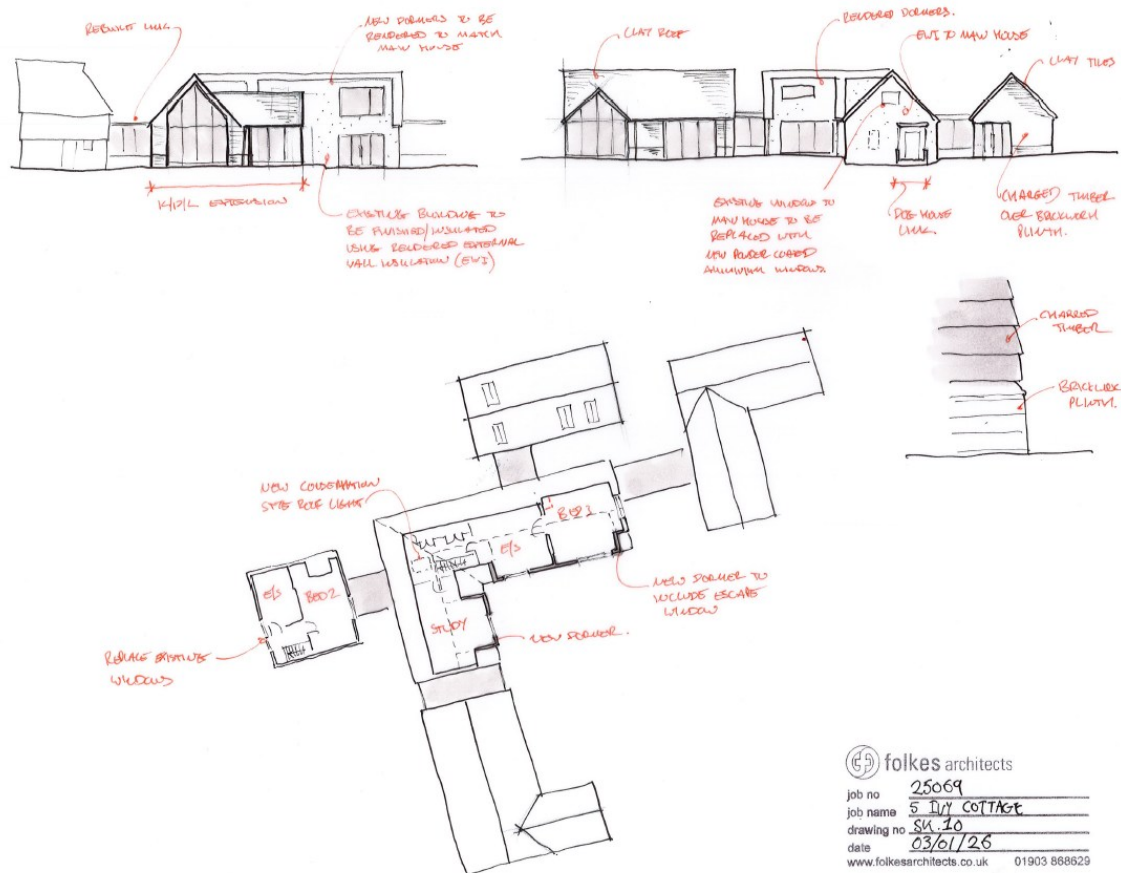
### 4.1 Pre-Application Advice

A pre-application meeting with the Senior Conservation Officer provided valuable guidance that has shaped the proposals. The following points are particularly relevant:

- The principle of extending the post-war addition is acceptable in heritage terms.
- The historically significant part of the property must remain recognisable and should not be required to compete with new additions for primacy.
- The creation of an ensuite within the historic annexe is acceptable, provided pipework is routed internally to avoid impact on significant historic fabric.
- Any new dormers or roof alterations should be designed to avoid intervisibility with the historic core, and massing should be broken up to prevent an overbearing appearance.

These points have informed the design approach set out below.





Sketches above of the Ground Floor and First Floor Plans and elevation that was undertaken and submitted for the pre-application

## 4.2 Guiding Principles

Each addition is distinguished by a distinct material palette to clearly articulate the narrative of the property's evolution: the original listed building is retained, the post-war element is rendered, and the new extensions adopt a barn-like character incorporating horizontal charred timber and brickwork. The design is guided by three principles:

### Subservience

New elements should be subordinate to the historic core and should not detract from its legibility.

### Distinction

There should be a clear distinction between historic fabric and new interventions, avoiding pastiche.

### Sensitivity

Interventions within the historic annexe should be executed with minimal impact on significant fabric.

### 4.3 Ensuite Bathroom in the Historic Annexe

#### Approach

The creation of an ensuite within the oldest part of Ivy Cottage will be undertaken with a focus on preserving the significance of the heritage asset. No structural alterations to external walls are proposed.

#### Service Routing

In accordance with the Conservation Officer's advice, all new pipework and services will be routed internally. Where boxing is required, it will be designed to be discreet and, where possible, reversible. This approach ensures that the historic fabric of the listed building remains undisturbed. New services will utilise the existing boxing in to the ground floor where the new water feeds will be connected from.

#### Modern Fittings

Opportunities will be taken to remove modern built-in furniture that currently obscures historic fabric. This will enhance the appreciation of the building's interior character.

### 4.4 Rear Extension to the Main House

#### Siting

The extension is positioned within the garden area to the rear of the post-war addition. This location has been selected because it is not visible from the public realm and does not interrupt views of the historic core. The location will utilise existing services connections.

#### Scale and Massing

The single-storey extension improves the building's flow. Ridge and eaves heights will match those of the existing post-war addition, ensuring the new structure does not dominate the host dwelling.

### 4.5 Main Bedroom Suite

#### Approach

The suite is designed as a separate element connected to the main house by a discreet link corridor. This arrangement will create a courtyard feel upon entry to the property.

#### Siting and Scale

The suite will be located at the front of the property; the structure will be single-storey with a modest scale to ensure it does not dominate the setting of the listed building.

#### Landscaping

A private garden area will be created, with new planting designed to soften the visual impact of the new structure. This will help integrate the suite into the established garden setting.

### 4.6 Roof Alterations

Roof works to improve the first-floor head heights and thermal insulation, will be carefully designed to respect the existing roof form. The external appearance has been considered

alongside internal requirements, ensuring that the overall character of the building is preserved. Dormers and conservation style roof lights, have been designed to avoid intervisibility with the historic core and their massing broken up to prevent an overbearing appearance, consistent with the Conservation Officer's comments.

#### 4.7 Link Principles

The extension is conceived as a series of "connected pads," echoing the existing link between the listed building and the post-war extension.

#### 4.8 Garage

The existing garage will be extended, renovated, and repurposed to accommodate the family dogs. It will be connected to the post-war element of the property via a new link.

#### 4.9 Material Palette

A carefully considered material palette has been selected for the proposed works. The palette is designed to create a cohesive appearance across the twentieth century wing and new extensions while maintaining a clear distinction from the historic core of the listed building. Improvements to the thermal performance of the dwelling are also incorporated.

##### Proposed Materials for New Extensions

| Element       | Material                           |
|---------------|------------------------------------|
| Wall Cladding | Horizontal charred timber cladding |
| Plinth        | Red multi stock brick              |
| Roof          | Clay tiles                         |

The horizontal charred timber cladding provides a distinctive yet sympathetic finish that complements the rural setting of The Haven. The charred finish offers durability and a natural aesthetic that sits comfortably within the established garden context.

The red multi stock brick plinth references traditional brickwork found within the local vernacular, providing a visual connection to the historic built environment while establishing a clear distinction between old and new.

Clay tiles for the roof finish match the traditional roofing material found on the existing dwelling, ensuring a unified appearance across the twentieth century wing and its extensions.

#### 4.9 Thermal Upgrades

##### External Wall Insulation to Twentieth Century Wing

The existing twentieth century wing will be retrofitted with Kingspan external wall insulation, finished with a render. This intervention will significantly improve the thermal performance of

the dwelling, contributing to its long-term sustainability. The render finish provides a clean, contemporary appearance that distinguishes the twentieth century wing from the historic core while maintaining a respectful relationship with the surrounding context.

#### Window Replacement within the Post-War Extension

All existing windows in the post-war extension will be replaced with powder-coated aluminium windows, which will also improve the building's thermal performance.

#### Window Replacement within the Listed Building

Within the Grade II listed building element, existing windows will be replaced with timber flush casements incorporating slimline glazing. This intervention will improve the thermal performance of the historic core while respecting its architectural character. The use of timber frames maintains the traditional appearance of the listed building, and the slimline glazing allows for improved insulation without the visual bulk associated with standard double glazing. This ensures the historic fenestration pattern and character are preserved while achieving necessary efficiency improvements.

#### Structurally Insulated Panels (SIPs) to Extensions

The extensions will be constructed using Structurally Insulated Panels (SIPs), chosen for their excellent thermal performance and airtight construction. The SIPs will provide a continuous layer of insulation with minimal thermal bridging, significantly enhancing the energy efficiency of the new build elements. This system supports the long-term sustainability goals of the project while allowing for an efficient wall build-up.

#### Material Rationale

The material palette has been selected to achieve four objectives:

##### Coherence

Materials are consistent across the twentieth century wing and new extensions, creating a unified composition.

##### Distinction

The palette clearly differentiates the non-listed portions of the property from the historic core, preserving the legibility of the Grade II listed building.

##### Context

Materials reference the local vernacular through the use of brick, clay tiles, and natural timber, ensuring the development sits comfortably within its rural setting.

##### Sustainability

External wall insulation and slimline glazing improve the thermal performance of both the twentieth century wing and the listed building, contributing to the long-term viability of the property.

#### 4.10 Landscaping

The proposed landscaping strategy seeks to enhance both the functionality and character of the site. The existing driveway will be sensitively extended, while the overgrown hedging will be tidied to restore its legibility as a boundary feature. The driveway surface will retain its existing gravel finish, ensuring visual and material coherence with the established setting. Beyond these practical improvements, the proposals present an opportunity to cultivate a renewed sense of arrival. Through targeted planting and soft landscaping, visitors will be subtly guided toward the main entrance, reinforcing the dwelling's new architectural legibility. Furthermore, the recent series of extensions has enabled the creation of a private garden area dedicated to the proposed master bedroom. This secluded external space will offer a tranquil retreat, enhancing the amenity and experiential quality of the dwelling while strengthening the connection between internal and external living environments.

## 5.0 HERITAGE IMPACT ASSESSMENT

### 5.1 Legislative and Policy Context

Section 66 of the Planning (Listed Buildings and Conservation Areas) Act 1990 requires that special regard be paid to the desirability of preserving listed buildings and their settings. Paragraphs 194 to 208 of the National Planning Policy Framework (NPPF) set out the approach to decision-making affecting heritage assets, requiring applicants to describe the significance of any heritage assets affected and for local authorities to assess whether any harm is caused.

### 5.2 Significance of Ivy Cottage

The significance of Ivy Cottage derives from its architectural and historic interest as a surviving 17th century or earlier timber-framed dwelling. Its significance is enhanced by its rural setting within the historic landscape of The Haven, which retains a dispersed pattern of settlement reflecting medieval origins.

The property's significance is concentrated in the historic core. The post-war addition has lesser significance and serves as a functional extension to the dwelling.

### 5.3 Assessment of Harm

#### Ensuite Bathroom

The creation of an ensuite within the historic annexe involves no structural alterations to external fabric. Pipework will be routed internally, avoiding impact on historic fabric. Modern built-in furniture will be removed, which may enhance the appreciation of the interior. This intervention is considered to cause no harm to the significance of the listed building.

#### Rear Extension

The extension is confined to the post-war addition and is located in a discreet position not visible from the public realm. It does not affect the setting of the historic core. This element is considered to cause no harm to the significance of the listed building.

## Detached Suite

The introduction of a new structure at the front of the property. The scale is modest, and landscaping would be used to soften visual impact. The link corridor would create a new entrance arrangement but would not obscure or detract from the historic core. This element is an enhancement of the property's functionality.

## Roof Alterations

The design would ensure that the external character of the listed building is preserved and that new elements are not intervisible with the historic core.

### 5.4 Conclusion on Heritage Impact

The proposals, as currently defined, preserve the special architectural and historic interest of Ivy Cottage. The historic core remains legible and does not compete with new additions for primacy. Interventions within the historic annexe are limited and carefully managed to avoid impact on significant fabric. New extensions are subordinate in scale and materials, and are located to minimise visual impact. The proposals therefore comply with the requirements of the NPPF and the Planning (Listed Buildings and Conservation Areas) Act 1990.

## 6.0 ACCESS

### 6.1 Vehicular Access

Construction traffic will utilise the existing shared access from Blue Ship Road. No new vehicular access points are proposed. After construction, access arrangements will remain unchanged.

The existing garage access will be retained but the building will be repurposed.

### 6.2 Pedestrian Access

Pedestrian access to the property will remain via the existing entrance. All extensions will connect to the existing building through new glazed links, echoing the current architectural language. The existing link between the listed building and the later addition will be rebuilt as part of these works.

### 6.3 Drainage and Services

New bathrooms and utility spaces will connect to the existing treatment plant. As confirmed by the Conservation Officer, all pipework will be routed internally to ensure no impact on historic fabric. This approach will be maintained regardless of which options are pursued.

### 6.4 Safety and Amenity

All new accommodation will be designed to meet building regulation standards for safety and accessibility. No public access is proposed, and the works will not affect public rights of way.

## 7.0 CONCLUSION

The proposed alterations and extension at Ivy Cottage have been developed in response to a clear client brief and have benefited from positive pre-application engagement with the Senior Conservation Officer. The design is guided by principles of subservience, distinction, and sensitivity.

The works preserve the special architectural and historic interest of the Grade II listed building by:

- Keeping the historic core legible and free from competition with new additions.
- Confining new construction to the post-war addition or to discreet locations.
- Managing interventions within the historic annex to avoid impact on significant fabric.
- Routing all new services internally.
- Adopting a modest scale and materials that respect the local vernacular.

The proposals will enhance the residential amenity of the property, providing modern accommodation that meets the family's needs while safeguarding the heritage asset for the future.