



# **Replacement of Existing Basement Sash Window with New Ventilation Louvre**

Park House North St, Horsham RH12 1RN

## **Design and Access Statement**

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## **1.0 Introduction**

**1.1** This Design and Access Statement accompanies an application for Listed Building Consent for minor alteration works at Park House, a Grade II\* listed building located on North Street, Horsham. The proposal seeks consent for the replacement of an existing basement sash window within the rear (west) lightwell with a purpose made ventilation louvre to improve basement ventilation.

The extent of the works is limited, fully reversible and in accordance with the statutory duty under Section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

## 2.0 Site and Heritage Context

**2.1** Park House is a Grade II\* listed 18<sup>th</sup> century building of significant architectural and historic interest. The building's significance is derived principally from its historic form, surviving fabric, proportions, and the quality of its principal elevations facing North Street.

**2.2** The proposed works are confined to a basement level opening within the rear lightwell on the west elevation. The lightwell already contains a modern ventilation louvre and the affected opening does not contribute materially to the building's identified significance.



Existing louvre

## **3.0 Existing Arrangement**

**3.1** The existing element to be altered is a timber sliding sash window set within a timber box frame at basement level. The window provides limited passive ventilation to the basement and the existing sash does not appear to be original and has limited evidential or aesthetic value when considered in its secondary, non-prominent location.

**3.2** Key existing features shown on the submitted drawings include:

- Timber sash with glazing
- Timber beading, parting bead, and sill, all integral to the window assembly
- Secondary glazing (to be removed)

## **4.0 Design Proposal**

**4.1** The proposal involves the removal of the existing sash window and secondary glazing and the installation of a fixed ventilation louvre within the existing opening, as shown on drawings 0464/101 and 0464/102. The size of the opening will remain unchanged, ensuring the works are fully reversible and do not result in loss of historic fabric beyond the affected window assembly.

**4.2** The proposed works comprise:

- Removal of the existing secondary glazing and sash window.
- Installation of a polyester powder coated aluminium ventilation louvre with concealed frame and integrated insect mesh, finished in matt grey to match other existing basement louvres.
- Retention of the existing sill and external beading to minimise intervention and preserve surrounding historic fabric.



Proposed Location



Proposed Location (behind the steps).

## **5.0 Impact on the Significance of the Listed Building**

**5.1** The proposed works will preserve the significance of the Grade II\* listed building. The alteration is minor in scale, localised in extent, and confined to a basement-level opening within a rear lightwell that is not publicly visible and does not form part of the building's principal elevations.

**5.2** The existing window does not make a positive contribution to the architectural or historic significance of Park House, and its replacement with a discreet ventilation louvre will not affect any decorative, structural, or prominent historic features.

**5.3** The proposal is further justified by the presence of existing basement louvres within the same lightwell, establishing a clear precedent. The retention of the sill and surrounding fabric, together with the use of a muted finish, ensures the intervention remains visually recessive and subordinate to the host building.

**5.4** As the works are fully reversible and designed to support the proper environmental performance of the historic fabric, they represent a proportionate and conservation-led intervention that preserves the building's special interest.

## **6.0 Access Considerations**

**6.1** The proposed works are located within the rear basement lightwell and do not affect any entrances, circulation routes, level changes, or accessibility features. The proposals do not remove any existing reasonable access provisions, nor do they give rise to any opportunities for improved access. As such, the development has no implications for inclusive access.

## **7.0 Justification**

**7.1** Improved basement ventilation is necessary to ensure appropriate environmental conditions and to prevent damp-related deterioration of historic fabric. The replacement of the existing sash window with a discreet ventilation louvre provides a practical and low-impact solution that supports the long-term conservation and maintenance of the listed building while avoiding unnecessary alteration to significant elements.

**7.2** The proposal has been assessed against Section 16(2) of the Planning (Listed Buildings and Conservation Areas) Act 1990, which requires special regard to be given to the desirability of preserving the building, its setting, and features of special architectural or historic interest.

The works also accord with the principles of the NPPF (2024), particularly paragraphs relating to conserving and enhancing the historic environment, ensuring that any harm is clearly justified and minimised.

## 8.0 Conclusion

**8.1** The proposed replacement of the basement window with a ventilation louvre constitutes a minor, sensitive, and fully reversible alteration to a secondary element of a Grade II\* listed building. The works preserve the architectural and historic significance of Park House, avoid harm to principal elevations or significant fabric, and support the ongoing maintenance of the building.

The proposal is therefore considered a proportionate and conservation led intervention, and Listed Building Consent is respectfully sought.