DESIGN & ACCESS STATEMENT

The College of Richard Collyer

82 Hurst Rd, Horsham RH12 2EJ



PROPOSED WINDOW ENLARGEMENT

DATE: OCTOBER 2026

Cranmill Designs (Sussex) Ltd.

Description of the location and building:

The College of Richard Colley is situated on extensive grounds of over 6.5 hectares. The college moved to the grounds in1893 of the grammar school building on Hurst Road. This building is Listed Grade II and is in a prominent position from the highway.

The college have developed the site over this period of time, and it now comprises of a multitude of buildings and facilities associated with its everyday functioning.

Proposal:

The proposal is to enlarge an existing window serving a small office used for administration.The window is located on the front elevation of the “Buckle Building” which is front facing to Hurst Road.

The window is at ground floor level and is one of three narrow windowsat this level.

(See drawing for dimensions).



Construction detail / Impact on the Environment:

The construction of existing windows is double glazed Upvc, colour charcaol grey. The proposed new window will math the existing windows in construction.

Window Size:

Existing to be replaced:	900mm x 450mm
Replacement window:	900mm x 900mm



Photograph supplied by Google Earth

Proposed Reason for Change:

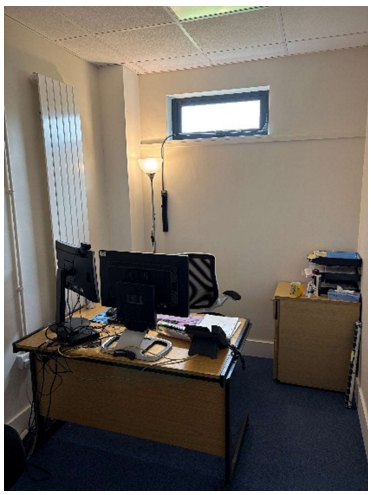
The office is diminuative in size and oppresive for working in over long periods due to resticted natural lighting. The proposed window enlargement will provide both additional lighting and aesthetically improve the working environment.

Criteria:

There is an eclectic mix of windows on this elevation serving the varied uses of the rooms they service.The 3 No. small windows on the ground floor in this area service toilet facilities and an office. While of an adequate size for toilet facilities the office window is inadequate.



Adjacent disabled toilet.



Office

Design consideration:

The proposed new window design and construction will match the existing windows. Located at ground floor level the proposed window is distanced away from the public footpath and highway of Hurst Road to be un-noticed.

The window enlargement will affect the height only. The width will be unchanged.

Summary:

The proposed window alteration will improve the working area of the office it services without sacrificing any external environmental aspects.