

Planning Statement

Cherry Tree Cottage, Lingfield Road, East Grinstead, RH19 2ED



Site Location:	Cherry Tree Cottage, Lingfield Road, East Grinstead, RH19 2ED
Date:	11th September 2026
Planning Authority:	Mid Sussex District Council & Tandridge District Council

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1. Introduction

- 1.1 Homz has been instructed by Matthew Potter (**"the Applicant"**) to prepare and submit a householder planning application to Mid Sussex District Council & Tandridge District Council (**"the Local Planning Authority"**) for external alterations and refurbishment of the dwelling, demolition of the existing porch and erection of a single-storey front extension, together with the relocation and reconfiguration of the existing vehicular access at Cherry Tree Cottage, Lingfield Road, East Grinstead, RH19 2ED (**"the Site"**).
- 1.2 The drawings submitted in support of the application illustrate the extent of the site and the works proposed under this application.
- 1.3 This planning, design and access statement provides a description of the Site and its surroundings, details of the proposed development, and an overview of the relevant planning policy framework. It further includes an assessment of the proposal against the Development Plan and other material planning considerations.

2. Site and Surroundings

- 2.1 The application site contains Cherry Tree Cottage, a modest two-storey dwelling situated within a compact plot. The cottage has pale textured rendered elevations, dark-framed windows, a pitched tiled roof and dark horizontal timber boarding to the upper gable.
- 2.2 The main dwelling is located within East Grinstead's built-up area and the designated Area of Townscape Character.
- 2.3 The northern section of the garden crosses the built-up area boundary and is located within the Countryside Area of Development Restraint. The site is also affected by the Ashdown Forest Special Protection Area designation.
- 2.4 A small single-storey entrance porch projects from the dwelling and has a tiled pitched roof and dark entrance door. The entrance is reached by a short flight of brick steps and a raised paved landing, reflecting the change in ground levels around the property.
- 2.5 A shared gravel driveway runs immediately in front of the cottage, creating a physical divide between the dwelling and its garden and bringing vehicle movements close to the existing entrance.
- 2.6 Boundary treatments comprise close-boarded timber fencing, partly topped with trellis, together with low post-and-rail fencing and established hedging. Dense mature trees and vegetation surround the site, giving it an enclosed and verdant character.
- 2.7 The land rises towards Swiss Cottage, with close-boarded timber fencing defining the boundary between the properties. The existing vehicular access joins Lingfield Road close to a bend, where visibility is constrained by the alignment of the road.
- 2.8 A shared driveway currently runs immediately in front of the cottage, creating a physical divide between the dwelling and its garden. The existing access joins Lingfield Road close to a bend, where visibility is constrained by the alignment of the road. The land rises towards Swiss Cottage, with a close-boarded timber fence defining the boundary between the properties.



Figure 1: View of the Existing Crossover from Lingfield Road



Figure 2: Site Street View

3. Description of Development

- 3.1 The proposals form part of the wider refurbishment of Cherry Tree Cottage. The external works include new external wall insulation with a light grey or cream rendered finish, replacement light green uPVC windows and doors, and a new timber front door.

Internal Alterations

- 3.2 The dwelling will be reconfigured from three bedrooms to two.

Proposed Front Extension and Entrance Relocation

- 3.3 The existing porch will be demolished and replaced with a single-storey front extension measuring approximately 4.6 metres by 2.3 metres externally. The extension will provide an entrance lobby and WC and will feature a single-pitched roof. Two windows and a new timber entrance door are also proposed, with new steps leading to the entrance.
- 3.4 The existing opening and entrance door will be infilled, with the new walling finished to match the surrounding elevation. The extension will be rendered to match the proposed finish of the main dwelling.

Proposed Driveway and Crossover

- 3.5 The vehicular route serving Cherry Tree Cottage and St Aubyns will be realigned as shown on the submitted drawings. The new access and parking area will be surfaced in block paving and will incorporate a 4.5 metre wide entrance and a new vehicular crossover. Beyond the block-paved area, the route continuing towards St Aubyns will be approximately 3 metres wide and surfaced in gravel.
- 3.6 The proposed vehicular crossover would be located within the administrative area of Surrey County Council, which is the relevant Highway Authority.
- 3.7 Existing hedging within the route of the proposed driveway will be removed. A new low-level post-and-rail timber fence will be erected around the gravelled section of the access.
- 3.8 The crossover will incorporate visibility splays measured from a point 2.4 metres behind the kerb, providing a minimum visibility distance of 40 metres in each direction.
- 3.9 The existing access passes directly in front of Cherry Tree Cottage, separates the dwelling from its garden and joins Lingfield Road close to a bend. Its relocation will

direct vehicles away from the cottage and is intended to provide safer and more suitable access and egress for both Cherry Tree Cottage and St Aubyns.

- 3.10 The existing driveway will remain in use until the new access becomes operational, after which it will be taken out of use and removed.



Figure 3: Location of the Proposed Crossover

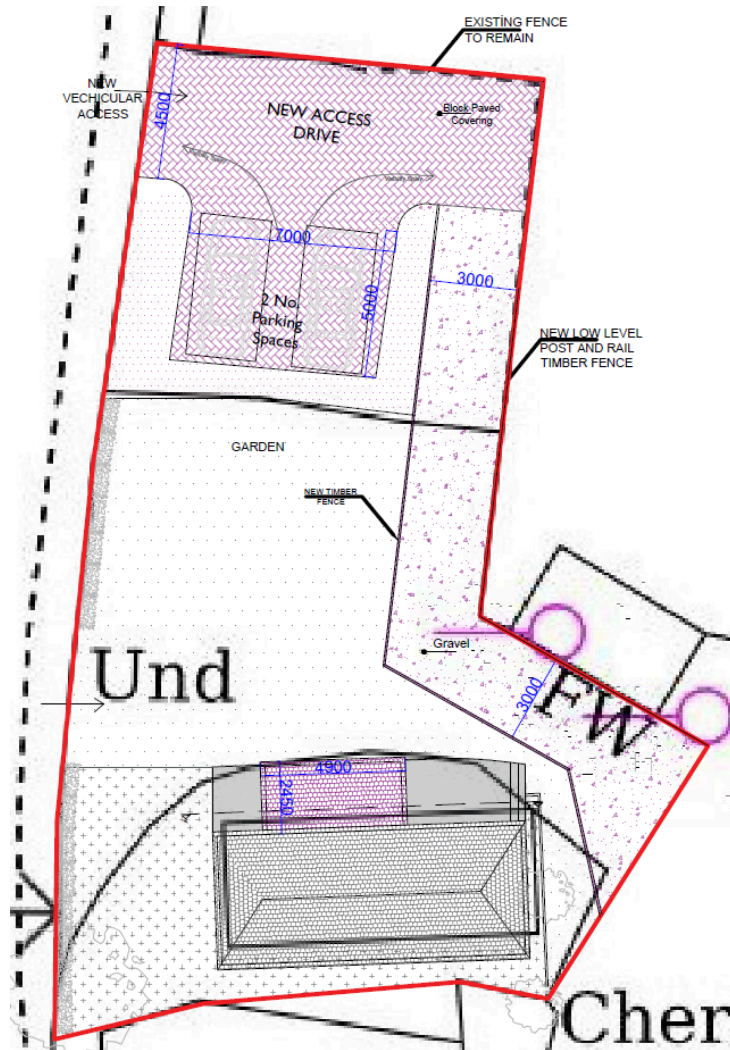


Figure 4: Proposed Development Site Plan

4. Policy Context

Legislation

- 4.1 Planning applications must be determined in accordance with the statutory development plan unless material considerations indicate otherwise, as set out in Section 38(6) of the Planning and Compulsory Purchase Act 2004 and Section 70 of the Town and Country Planning Act 1990.
- 4.2 The proposal has been assessed against the Development Plan as a whole and all other material planning considerations.

National Planning Policy (NPPF)

- National Planning Policy Framework (August 2026)

East Grinstead Neighbourhood Plan

- Policy EG2 – Areas of Development Constraint
- Policy EG3 – Promoting Good Design
- Policy EG12 – Car Parking

Mid Sussex District Plan

- Policy DP12 – Protection and Enhancement of Countryside
- Policy DP17 – Ashdown Forest SPA and SAC
- Policy DP21 – Transport
- Policy DP26 – Character and Design
- Policy DP37 – Trees, Woodland and Hedgerows
- Policy DP38 – Biodiversity
- Policy DP39 – Sustainable Design and Construction

Supplementary Guidance

- Mid Sussex Design Guide SPD (2020)
- Surrey County Council Vehicle Crossover Guidance for Householders

5. Assessment

Principle of Development

- 5.1 The proposal relates to the refurbishment and improvement of an existing dwelling, including the replacement of the existing porch with a modest front extension and the realignment of the existing vehicular access. It would not create an additional dwelling or introduce a new use. The internal alterations would reduce the accommodation from three bedrooms to two.
- 5.2 Cherry Tree Cottage is situated within the defined built-up area of East Grinstead, where appropriately designed alterations and extensions to existing dwellings are acceptable in principle. The proposed front extension and external alterations are therefore consistent with the approach established by the NPPF and Policies EG3 and DP26.
- 5.3 Part of the proposed access would be situated within the Countryside Area of Development Restraint. However, it would constitute a limited, small-scale alteration serving two established dwellings rather than new residential development within the countryside. Block paving would be confined to the entrance and parking area, while the route continuing towards St Aubyns would be surfaced in gravel and enclosed by low-level post-and-rail fencing. This combination of materials and boundary treatment would limit its built appearance.
- 5.4 The new access would replace the existing route, which would be taken out of use and removed once the new access becomes operational. The proposal would therefore not result in the permanent retention of two access routes.
- 5.5 Although existing hedging would be removed to form the new driveway and required visibility splays, the works would not introduce any new buildings within this part of the site. The limited scale, informal materials and relationship with the established residential use would protect the overall character of the area in accordance with Policies EG2 and DP12.
- 5.6 The proposal is therefore considered acceptable in principle, subject to its detailed design, residential amenity, highway and biodiversity effects.

Design and Impact on Visual Amenity

- 5.7 The proposed front extension has been designed as a modest and subordinate addition to Cherry Tree Cottage. Measuring approximately 4.6 metres by 2.3 metres

externally, it would remain clearly secondary to the main dwelling through its single-storey scale and simple single-pitched roof.

- 5.8 The extension would provide an entrance lobby and WC and would contain two windows. A new timber entrance door would be incorporated within the extension, with new steps providing access to it.
- 5.9 The existing external opening and doorway would be infilled and finished to match the surrounding wall. The infilling of the redundant entrance and the creation of a clearly defined entrance within the extension would provide a coherent and practical arrangement.
- 5.10 The wider works include external wall insulation with a light grey or cream rendered finish, replacement light green uPVC windows and doors, and a new timber front door. The external finish of the extension would match the new render applied to the main dwelling. The reuse of the original roof tiles would retain an established element of the cottage's character.
- 5.11 The realigned access would comprise a block-paved entrance and parking area, with the approximately 3 metre wide route continuing towards St Aubyns surfaced in gravel. Although existing hedging would be removed to accommodate the driveway, the proposed low-level post-and-rail timber fence would provide an informal boundary treatment appropriate to the edge-of-settlement location.
- 5.12 The proposals would therefore respect the scale and character of Cherry Tree Cottage and would not appear unduly prominent within the surrounding area, in accordance with Policy EG3 of the East Grinstead Neighbourhood Plan and Policy DP26 of the Mid Sussex District Plan.

Impact on Neighbouring Residential Amenity

- 5.13 The replacement front extension would be limited in height and footprint and would not introduce any first-floor accommodation. Its scale and position would ensure that it would not result in an unacceptable loss of privacy, daylight or outlook or create an overbearing effect upon neighbouring properties.
- 5.14 The two proposed windows would be positioned at ground-floor level and would serve the new entrance lobby and WC. Having regard to their domestic function, the modest scale of the extension and the existing boundary treatment, they would not result in material overlooking of neighbouring properties.

- 5.15 The internal reconfiguration and reduction from three bedrooms to two would not intensify the residential use of the property. The blocking of the existing opening and doorway and the formation of the new entrance within the extension would similarly have no adverse effect upon neighbouring amenity.
- 5.16 The existing access passes directly in front of Cherry Tree Cottage and separates the dwelling from its garden. The brief explains that this arrangement is intrusive and has caused longstanding issues between the occupiers of the two properties. Its relocation would move vehicle movements away from the cottage and establish a more practical relationship between the dwelling and its garden.
- 5.17 The realigned access would continue to serve the same existing properties and would not create additional residential units or materially increase vehicle movements. Having regard to its domestic use and the boundary separation from Swiss Cottage, it is not expected to result in unacceptable noise, disturbance or loss of privacy.
- 5.18 The proposal would therefore safeguard the living conditions of neighbouring and existing occupiers in accordance with Policies EG3 and DP26.

Impact on Highway and Pedestrian Safety

- 5.19 The existing access joins Lingfield Road very close to a bend, where the road alignment constrains visibility for vehicles emerging from the site and approaching road users. The occupiers of St Aubyns have reported several near-miss incidents at this access. Relocating the crossover farther from the bend would provide improved sightlines and a materially safer arrangement for both drivers and pedestrians.
- 5.20 The visibility arrangement has been designed for the 30 mph speed limit. Point A would be positioned 2.4 metres behind the kerb, with a minimum visibility distance of 40 metres provided in both directions.
- 5.21 The visibility splays would be maintained clear of obstruction between 0.6 metres and 2 metres above ground level. The necessary removal of hedging would allow approaching vehicles and pedestrians to be seen from the proposed access.
- 5.22 The access would include an approximately 4.5 metre wide block-paved entrance, narrowing to an approximately 3 metre wide gravel driveway. The block-paved entrance would provide a firm surface at the highway boundary and help prevent loose gravel from being carried onto Lingfield Road.

- 5.23 The widened internal access and parking area is intended to provide sufficient space for vehicles to manoeuvre within the site, reducing the need to reverse onto Lingfield Road. The parking provision shown on the submitted site plan would be retained.
- 5.24 The existing access would remain in use until the replacement becomes operational, after which it would be taken out of use and removed. This would avoid the permanent retention of two access points. As the new access would continue to serve the same properties, it would not materially increase traffic movements.
- 5.25 The crossover application and required information would be submitted to Surrey County Council for approval as the relevant Highway Authority, and the proposal would materially improve highway and pedestrian safety and provide a safe and suitable access arrangement in accordance with Policies EG3, EG12 and DP21 and the NPPF.

Biodiversity and Landscaping

- 5.26 Policies DP37 and DP38 seek to protect trees, hedgerows, habitats and wider biodiversity interests. Policy EG3 similarly encourages green infrastructure and biodiversity enhancement within new development.
- 5.27 Existing hedging within the route of the proposed driveway and visibility splays would be removed. Its removal is required to provide the new access and maintain the necessary visibility for drivers entering Lingfield Road.
- 5.28 The extent of vegetation removal should be limited to that necessary to construct the access and provide the required visibility splays. The proposed low-level post-and-rail timber fence would retain an open and informal boundary treatment without introducing a substantial physical barrier.
- 5.29 The proposal would not create an additional dwelling and would reduce the number of bedrooms from three to two. It would therefore not result in additional population or recreational pressure upon the Ashdown Forest SPA and SAC. Consequently, the mitigation requirements in Policy DP17 relating to residential development resulting in a net increase in dwellings would not be triggered.
- 5.30 As such, the proposal would be consistent with Policies DP17, DP37 and DP38 and the relevant biodiversity provisions of Policy EG3.

Climate Change and Sustainability

- 5.31 Policy DP39 requires development to make efficient use of resources, minimise energy consumption and, where appropriate, reuse existing materials. The NPPF also supports improvements to the energy efficiency of existing buildings.
- 5.32 The proposed external wall insulation would improve the thermal performance of Cherry Tree Cottage and reduce heat loss. The replacement windows and doors would form part of the wider refurbishment and complement the improvements to the building envelope.
- 5.33 The proposal would therefore provide proportionate sustainability benefits appropriate to the scale of the development and would accord with Policy DP39, the relevant provisions of Policy DP26 and the NPPF.

6. Conclusion

- 6.1 The proposal represents a proportionate refurbishment and improvement of Cherry Tree Cottage. It would retain the established residential use, create no additional dwelling and reduce the accommodation from three bedrooms to two.
- 6.2 The modest front extension, matching rendered finish and simple roof form would create a coherent and subordinate addition to the cottage. The wider refurbishment works would improve the appearance and thermal performance of the dwelling without harming neighbouring residential amenity.
- 6.3 Realigning the access would move vehicle movements away from the cottage and improve the relationship between the dwelling and its garden. Positioned farther from the bend in Lingfield Road, the proposed crossover would provide 40 metres of visibility in each direction from a 2.4 metre setback, thereby providing a safer arrangement without increasing traffic movements.
- 6.4 Although existing hedging would be removed to form the access and visibility splays, the extent of removal would be limited to that necessary. Block paving would be confined to the entrance and parking area, while the route continuing towards St Aubyns would be surfaced in gravel. Together with the proposed low-level post-and-rail fencing, this would maintain a relatively informal appearance.
- 6.5 The development would not result in a net increase in dwellings or create additional recreational pressure upon the Ashdown Forest SPA and SAC. The external wall insulation and reuse of the original roof tiles would also provide proportionate sustainability benefits.
- 6.6 Overall, the proposal would respect the character of Cherry Tree Cottage, safeguard neighbouring amenity and provide a safer and more suitable access arrangement. It would accord with the relevant national and local planning policies, and planning permission is therefore respectfully requested.
- 6.7 Should the Local Planning Authority require any further information, please contact **Jiwon Kang** at Homz at jiwon@homz.uk.