

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/2480	Case Officer:	Katherine Williams
Application Type:	Listed Building Consent		
Proposal:	Demolition and replacement of the front porch building with a new entrance area to the church. Changes to the side hall roof shape and alteration side hall elevation along with internal changes to the side hall. Addition of amendments to previous consents - new internal staircase to replace existing.		
Site:	West Street Baptist Church, West Street, East Grinstead, West Sussex, RH19 4EY, , ,		
Validation Date	2 Oct 2025	Overall Expiry Date:	7 Nov 2025
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	25 Nov 2025
Target Date:	27 Nov 2025	Recommending Officer Signature:	Katherine Williams

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	Stephen Ashdown	Date:	26 Nov 2025
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/2480

**West Street Baptist Church, West Street, East Grinstead, West Sussex, RH19 4EY, ,
Demolition and replacement of the front porch building with a new entrance area to the church.
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to the side hall. Addition of amendments to previous consents - new internal staircase to replace
existing.**

Dr Graham Scott

LETTERS OF REPRESENTATION

None received

SUMMARY OF CONSULTEES

MSDC Conservation Officer - no objection

TOWN COUNCIL OBSERVATIONS

No comment

INTRODUCTION

The application seeks listed building consent for the demolition and replacement of the front porch building with a new entrance area to the church. Changes to the side hall roof shape and alteration side hall elevation along with internal changes to the side hall. Addition of amendments to previous consents - new internal staircase to replace existing.

RELEVANT PLANNING HISTORY

DM/16/5553 - Replacement of front porch with new entrance area. Changes to side hall roof shape and internal amendments to side hall. Alterations to side hall front facade. New paving and landscaping alterations in front of church. (Amended plans received 10.01.2017). Granted

DM/16/5558 - Replacement of front porch with new entrance area. Changes to side hall roof shape and internal amendments to side hall. Alterations to side hall front facade. New paving and landscaping alterations in front of church. (Amended plans received 10.01.2017). Granted

DM/22/0738 - Resubmission of lapsed consent for the demolition and replacement of the front porch building with a new entrance area to the church. Changes to the side hall roof shape and alteration side hall elevation along with internal changes to the side hall. Addition of amendments to previous consents - new internal staircase to replace existing. Amendment to the design of the north end of the proposed new addition. Granted

DM/22/0739 - Resubmission of lapsed consent for the demolition and replacement of the front porch building with a new entrance area to the church. Changes to the side hall roof shape and alteration side hall elevation along with internal changes to the side hall. Addition of amendments to previous consents - new internal staircase to replace existing. Amendment to the design of the north end of the proposed new addition. Granted

DM/25/0286 - Non Material Amendment to planning application DM/22/0738 - to amend the roof profile to raise the ceiling height. Granted

DM/25/2479 - Variation of condition nos 2, 3 and 4 of planning application DM/22/0738 - to amend the detailed drawings and allow for design changes. Under Consideration

SITE AND SURROUNDINGS

The property consists of West Street Baptist Church a Grade II listed building located on the northern side of West Street, within the town centre and Conservation Area of East Grinstead.

The existing building has a pitched gable roof with large symmetrical ornate windows which gives the front western side elevation a double frontage appearance with an existing single storey front flat roofed projection and entrance with a side single storey gable roofed projection on the southern side which extends up to the adjacent neighbour, 9-11 West Street. The existing front entrance opens onto an open forecourt area shared with the neighbouring building Chapter House which houses a number of flats and office space under separate ownership. The building is constructed in brick, white timber fenestration, slate tiles and felt roofing.

The locality is characterised by buildings of varying designs and ages, positioned close to the highway with active frontages. The buildings largely consist of retail and commercial units on the ground floor with offices and residential flats above, which contribute to the town centre character of the locality.

The property was previously granted planning permission and listed building consent (DM/22/0738 and DM/22/0739) for extensions and alterations to the building. However, from a site visit to the site some of the works taken place are not in accordance with the approved plans and are currently unfinished.

APPLICATION DETAILS

The proposal includes the proposed demolition and replacement of the front porch building with a new entrance area to the church. The proposed replacement front porch would have a depth of some 2.4 metres with a length of up to 10.1 metres. The northern corner of the proposed extension closest to Chapter House would be staggered with an oriel window. The extension would have a flat roof which would extend over the front elevation to create a canopy, this roof form would have an overall height of some 3 metres. This extension would be constructed in a brick plinth, aluminium fenestration and oxidised cladding.

The flat roof of the replacement front extension would extend across the part of the front elevation of the existing single storey side projection to create a canopy over the side main entrance. The roof form of this side projection would be altered with the replacement of the north facing roof slope with a void with flat roof will be created incorporating a roof light and with glass panelling above with windows. The front facade of this projection would also be clad in oxidised cladding to match the front extension with new entrance doors.

The internal proposed works include the repositioning of the W.C within the side projection to the main building and changes to the internal openings in the main church hall and kitchen, and new doors into the proposed front extension. The gallery stairs would also be changed to a single staircase with a new door at ground floor, within the gallery the dividing walls would be removed.

From a site visit to the property, a number of the alterations have taken place or under construction.

LIST OF POLICIES

DISTRICT PLAN (adopted March 2018)

Relevant policies:

DP34 - Listed Buildings and Other Heritage Assets

Site Allocations DPD

The SADPD was adopted on 29th June 2022. It allocates sufficient housing and employment land to meet identified needs to 2031.

East Grinstead Neighbourhood Plan (made November 2016)

Relevant policies:

EG4 - Designated and Non Designated Heritage Assets

Mid Sussex Site Allocations Document (DPD)

Mid Sussex District Council adopted its Site Allocations Development Plan Document on 29th June 2022. The Site Allocations DPD identifies sufficient housing sites to provide a five year housing land supply to 2031 and also makes sure that enough land is allocated to meet identified employment needs.

There are no policies deemed relevant to this application.

Mid Sussex District Plan 2021 - 2039 - Submission Draft (Regulation 19)

The District Council is reviewing and updating the District Plan. Upon adoption, the new District Plan 2021 - 2039 will replace the current District Plan 2014-2031 and its policies will have full weight. In accordance with the NPPF, Local Planning Authorities may give weight to relevant policies of the emerging plan according to the stage of preparation; the extent to which there are unresolved objections to the relevant policies; and the degree of consistency of the relevant policies in the emerging plan to the NPPF. The draft District Plan 2021-2039 (Regulation 19) is currently at Examination and stage 1 hearings were concluded on the 31st October 2024. There are unresolved objections to some of the Policies in the draft District Plan and as such, only minimal weight can be given to the Plan and this planning application has been assessed against the policies of the adopted District Plan.

Relevant policies:

DPB2 - Listed Buildings and Other Heritage Assets

Mid Sussex Design Guide Supplementary Planning Document (SPD)

The Council has adopted a 'Mid Sussex Design Guide' SPD that aims to help deliver high quality development across the district that responds appropriately to its context and is inclusive and sustainable. The Design Guide was adopted by Council on 4th November 2020 as an SPD for use in the consideration and determination of planning applications. The SPD is a material consideration in the determination of planning applications.

National Planning Policy Framework (NPPF) (December 2024)

Other Planning Guidance

Planning (Listed Buildings and Conservation Areas) Act 1990

ASSESSMENT

The LPA is under a duty by virtue of s.16(2) of the Listed Building and Conservation Area (LBCA) Act 1990 (Decision on application): *'In considering whether to grant listed building consent for any works the local planning authority or the Secretary of State shall have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses.'*

The NPPF states that when considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation.

Policy DP34 of the District Plan is relevant and states:

'Development will be required to protect listed buildings and their settings. This will be achieved by ensuring that:

- A thorough understanding of the significance of the listed building and its setting has been demonstrated. This will be proportionate to the importance of the building and potential impact of the proposal;*
- Alterations or extensions to a listed building respect its historic form, scale, setting, significance and fabric. Proposals for the conversion or change of use of a listed building retain its significance and character whilst ensuring that the building remains in a viable use;*
- Traditional building materials and construction techniques are normally used. The installation of uPVC windows and doors will not be acceptable;*
- Satellite antennae, solar panels or other renewable energy installations are not sited in a prominent location, and where possible within the curtilage rather than on the building itself;*
- Special regard is given to protecting the setting of a listed building;*
- Where the historic fabric of a building may be affected by alterations or other proposals, the applicant is expected to fund the recording or exploratory opening up of historic fabric.'*

Policy EG4 of the East Grinstead Neighbourhood Plan echoes the ethos of this policy.

Paras 210, 212-215 of the NPPF state:

'210. In determining applications, local planning authorities should take account of:

- the desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation;*
- the positive contribution that conservation of heritage assets can make to sustainable communities including their economic vitality; and*
- the desirability of new development making a positive contribution to local character and distinctiveness.*

212. When considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation (and the more important the asset, the greater the weight should be). This is irrespective of whether any potential harm amounts to substantial harm, total loss or less than substantial harm to its significance.

213. Any harm to, or loss of, the significance of a designated heritage asset (from its alteration or destruction, or from development within its setting), should require clear and convincing justification. Substantial harm to or loss of:

- a) grade II listed buildings, or grade II registered parks or gardens, should be exceptional;*
- b) assets of the highest significance, notably scheduled monuments, protected wreck sites, registered battlefields, grade I and II* listed buildings, grade I and II* registered parks and gardens, and World Heritage Sites, should be wholly exceptional.*

214. Where a proposed development will lead to substantial harm to (or total loss of significance of) a designated heritage asset, local planning authorities should refuse consent, unless it can be demonstrated that the substantial harm or total loss is necessary to achieve substantial public benefits that outweigh that harm or loss, or all of the following apply:

- a) the nature of the heritage asset prevents all reasonable uses of the site; and*
- b) no viable use of the heritage asset itself can be found in the medium term through appropriate marketing that will enable its conservation; and*
- c) conservation by grant-funding or some form of not for profit, charitable or public ownership is demonstrably not possible; and*
- d) the harm or loss is outweighed by the benefit of bringing the site back into use.*

215. Where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm should be weighed against the public benefits of the proposal including, where appropriate, securing its optimum viable use.'

Principle DG11 of the Mid Sussex Design Guide states: *'Heritage assets and historic landscapes should be celebrated, enhanced and preserved where appropriate, for the enjoyment of existing and future residents. Where appropriate and providing it does not cause harm to the heritage assets or their setting, they should be carefully integrated into development proposals as they help to reinforce a sense of place and local identity.'*

Elsewhere new development should generally reflect the scale of adjacent areas and the settlement context within which it is located to deliver a coherent and consistent urban fabric.

There may be potential to introduce a new character / development form and massing (refer to chapter 5):

- On larger urban extensions; this will typically be within the middle of the site and associated with a new neighbourhood centre, spine road or the main open space.

- In town centre locations defined as coarse grain areas and nearby sites identified on the brownfield sites register.'

The Council's Conservation Officer has been consulted on the application and has provided the following comments:

'The Zion Chapel is a Grade II listed building located within the East Grinstead Conservation Area. Planning permission and listed building consent were granted in 2022 for works including demolition and replacement of the existing 20th century front porch, and changes to the side hall roof shape and elevation. Unfortunately, the work to the side hall as carried out does not fully accord with the approved scheme. The current applications seek to legitimise the situation.

As carried out, the scheme differs from the approval in respect of the design of the front elevation of the side hall, the cladding material to this elevation, the plan form of the side hall around the entrance area and WC, and the opening between the side hall and main chapel.

These amendments are not considered to materially affect the impact of the works on the special interest of the building or the character and appearance of the Conservation Area, and are not considered contentious. The amended treatment of the opening between the hall and chapel retains more of the existing fabric and is therefore positive in these terms.

The proposal is therefore considered to preserve the special interest of the listed building and the character and appearance of the Conservation Area, meeting the requirements of District Plan Policies DP34 and DP35 and the relevant paragraphs of the NPPF.'

The proposed extensions and alterations to the property are considered to be of a size, form and design that would in proportion and appropriate to the character and size of the building. Having regard to the Conservation Officer's comments it is considered that the proposal would not have a negative impact on the character the special interest of the listed building.

CONCLUSION

The special interest of the building will therefore not be harmed by the works. As a result, the proposal complies with policy DP34 of the District Plan, policy EG4 of the East Grinstead Neighbourhood Plan as well as the requirements of both the NPPF and the Listed Building and Conservation Area (LBCA) Act 1990.

Decision: Permission

Case Officer: Katherine Williams

