

Delegated Decision

Sign off Sheet

Ref. No:	DM/26/1348	Case Officer:	Emily Wade
Application Type:	Listed Building Consent		
Proposal:	Remove existing roof tiles to allow pitched roof repairs. Reinstate original tiles to main pitched roof. Install new tiles to secondary pitched roof		
Site:	17 The Old Convent, East Grinstead, West Sussex, RH19 3RS, , , ,		
Validation Date	1 Jun 2026	Overall Expiry Date:	3 Jul 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	22 Jul 2026
Target Date:	27 Jul 2026	Recommending Officer Signature:	Emily Wade

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	Steven King	Date:	22 Jul 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/26/1348

17 The Old Convent, East Grinstead, West Sussex, RH19 3RS, , ,
Remove existing roof tiles to allow pitched roof repairs. Reinstate original tiles to main pitched roof. Install new tiles to secondary pitched roof
Mr And Mrs Goode

SUMMARY OF REPRESENTATIONS

None received.

SUMMARY OF CONSULTEES

N/A.

TOWN/PARISH COUNCIL OBSERVATIONS

No comment.

INTRODUCTION

17 The Old Convent is part of a Grade I listed building located within East Grinstead. The current proposal is for roofing works to the property.

RELEVANT PLANNING HISTORY

None relevant.

SITE AND SURROUNDINGS

The application property is one of a number formed by the residential conversion of the St Margaret's Convent during the 1970s. The Convent building, which is Grade I listed, dates from 1865-1869 and is located within East Grinstead. The site is not within a Conservation Area.

APPLICATION DETAILS

The current proposal is for roofing works, to include both the original pitched roof above what was the kitchen to St Margaret's Convent before its conversion, and an adjacent more recent roof structure sitting above the former housekeeper's room and associated stores. The proposed works include lifting and replacing the roof coverings, partly re-using the existing clay tiles to the original roof, and supplementing these with new handmade clay tiles. To the more recent roof structure machine made tiles are proposed. Associated works include repairs and waterproofing including replacement of flashings where necessary.

LEGAL FRAMEWORK AND LIST OF POLICIES

Planning legislation holds that the determination of a planning application shall be made in accordance with the Development Plan unless material considerations indicate otherwise.

Using this as the starting point the development plan for this part of Mid Sussex consists of the District Plan, Site Allocation Development Plan Document (DPD) and the East Grinstead Neighbourhood Plan.

National policy (which is contained in the National Planning Policy Framework and National Planning Policy Guidance) does not form part of the development plan, but is an important material consideration.

Mid Sussex District Plan

The District Plan was adopted at Full Council on 28th 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.

There are no relevant policies.

Neighbourhood Plan

The East Grinstead Neighbourhood Plan was made on 2nd November 2016.

Relevant policies:

EG4 Heritage Assets

Other Legislation

Planning (Listed Buildings and Conservation Areas) Act 1990

Section 16 (2) of the Planning (Listed Buildings and Conservation Areas) Act 1990 states:

'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.'

Other Material Considerations

Mid Sussex District Plan 2021-2039 Consultation Draft

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 hearings were concluded on the 19th March 2026. The District Plan remains at Examination until the Inspector has published his report, until that time 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)

Paragraphs 210, 212-215 of the NPPF are relevant and state that:

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

- o the desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation;*
- o the positive contribution that conservation of heritage assets can make to sustainable communities including their economic vitality; and*

o the desirability of new development making a positive contribution to local character and distinctiveness.

Considering potential impacts

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* 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;
- c) and conservation by grant-funding or some form of 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.'

ASSESSMENT

District Plan Policy DP34 will be relevant, and states that:

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

- *Alterations or extensions to a listed building respect its historic form, scale, setting, significance and fabric...*
- *Traditional building materials and construction techniques are normally used.'*

The current proposal is for roofing works to 17 The Old Convent, which is part of a Grade I listed building. The building, originally constructed in the mid 19th century as St Margaret's Convent, was converted for residential use in the 1970s. No. 17 constitutes part of the eastern wing of the main building, comprising the original kitchen, housekeeper's room and store. The kitchen retains its original roof structure and (possibly partly original) handmade clay tile covering, whereas the housekeeper's room and store appears to have been rebuilt, and has a modern machine-made tile covering.

The works now proposed comprise lifting the existing tile coverings, making repairs to the underlying roofs to ensure they are watertight, relaying tiles to both roofs (re-using where possible the existing handmade tiles to the kitchen roof, with new handmade tiles to match to make up any shortfall, and entirely replacing the modern machine-made tiles to the secondary roof with new machine-made tiles) and carrying out any necessary repairs to and replacement of flashings.

The works are considered to be necessary and sympathetic repairs. The proposed new handmade clay tile to make up any shortfall to the main kitchen roof appears to be a good match for the existing. With respect to the secondary roof, although machine-made tiles would not normally be considered

appropriate for use in the context of a listed building of this type and period, in this instance similar tiles are already in place. It is not therefore considered that an objection to the proposed tiles, which appear a reasonable match to the surrounding roof slopes in colour, could be sustained.

The proposal is therefore considered to preserve the special interest of the listed building, meeting the requirements of District Plan Policy DP34 and the relevant paragraphs of the NPPF.

PLANNING BALANCE AND CONCLUSION

It is recommended that listed building consent is granted.

Decision: Permission

Case Officer: Emily Wade