

## Delegated Decision

### Sign off Sheet

<b>Ref. No:</b>	DM/22/1780	<b>Case Officer:</b>	Deborah Lynn
<b>Application Type:</b>	Listed Building Consent		
<b>Proposal:</b>	Conversion of existing office space (B1) to 1 bedroom residential dwelling. Updated Heritage Impact Assessment received 25.04.2023. Amended plans and updated Heritage Statement received showing revised layout of proposed dwelling.		
<b>Site:</b>	81 High Street, East Grinstead, West Sussex, RH19 3DD, , , ,		
<b>Validation Date</b>	21 Oct 2025	<b>Overall Expiry Date:</b>	21 Feb 2024
<b>Pre-Commencement Conditions Required:</b>		<b>Pre-Com Conditions Date Agreed:</b>	
<b>Recommendation:</b>	Not Proceeded With	<b>Recommendation Date:</b>	21 Oct 2025
<b>Target Date:</b>	16 Dec 2025	<b>Recommending Officer Signature:</b>	<i>Deborah Lynn</i>

<b>Date Legal Agreement Completed: (if applicable)</b>		<b>No of Representations:</b>	0
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<b>Signed and Agreed By:</b>	<i>Stephen Ashdown</i>	<b>Date:</b>	22 Oct 2025
<b>Comments:</b>			

## MID SUSSEX DISTRICT COUNCIL

**DM/22/1780**

**81 High Street, East Grinstead, West Sussex, RH19 3DD, , ,  
Conversion of existing office space (B1) to 1 bedroom residential dwelling. Updated Heritage  
Impact Assessment received 25.04.2023. Amended plans and updated Heritage Statement  
received showing revised layout of proposed dwelling.  
Stuart Pilbrow**

This application seeks listed building consent to convert existing office space at 81 High Street to a 1 bed residential dwelling as noted in the current description of the proposal. The application is also accompanied by an application for planning permission, reference DM/22/1778.

Whilst the application has been registered and advertised as no. 81 High Street in line with the site location address as stated on the planning application form, proposed plans showed that the majority of the conversion works would in fact affect no. 79 High Street which is occupied by Chappell and Rice Funeral Directors. Plans have been amended during the application process to also include a room that forms part of the dwellinghouse at no. 81 High Street.

In view of the above, the Local Planning Authority (LPA) sent an e-mail to the planning agent on the 19/07/2024 to advise that the site address for the application is incorrect and that the application would need to be re-advertised with the corrected address of 79-81 High Street before the application could be determined. The planning agent was therefore asked to submit a revised application form confirming the correct site address and was also advised to amend the description, as the building at no. 79 High Street is used as a funeral directors that benefits from a class E (former A1) planning use and therefore it is incorrect to refer to the current use as office space (former B1 use). The application was made invalid pending an updated application form.

The application has remained invalid since July last year as an amended application form to clarify the site address and description of the proposal has not been submitted.

An e-mail was sent to the planning agent on the 03/10/2025 advising that the LPA should not keep applications on the planning register indefinitely and that in light of this, if a response was not received from the agent by the 20/10/2025 in respect of how their client wishes to proceed, then the application shall be disposed of as undetermined under S.40 of the Town and Country Planning (Development Management Procedure) England) Order 2015.

No response has been received from the planning agent following on from the LPA's latest e-mail. Consequently, it is recommended that this application is not proceeded with under section (13)(a) of Article 40 of The Town and Country Planning (Development Management Procedure) England) Order 2015, and should be finally disposed of.

Decision: Not Proceeded With

Case Officer: Deborah Lynn