



White Lodge, Lindfield Design, Access & Heritage Statement

Listed Building Consent & Planning Consent Application

September 2025

Introduction

Context & History

This is a Design, Access, and Heritage Statement is submitted in support of the Listed building application and planning application for minor internal and external alterations to White Lodge, Old Place, Lindfield. In drawing up this proposal we have analysed the relevant national and local planning policies, and have responded to the building and site's unique built and historical context.

Existing Context

The site is located in Lindfield, a small village situated on the outskirts of Haywards Heath.

Lindfield is a historic and picturesque village located in the Mid Sussex District of West Sussex, approximately one mile northeast of Haywards Heath. The village is well-known for its strong historic character, traditional architecture, and well-preserved village layout, much of which is protected within the designated Lindfield Conservation Area.

The settlement has Saxon origins and is recorded in a charter of 765 AD. It grew significantly during the medieval period under ecclesiastical ownership, benefitting from a market charter granted by Edward III in 1343. Lindfield subsequently developed as a thriving rural centre, serving the surrounding agricultural hinterland and participating in the regional cloth and iron trades.

Lindfield is characterised by a gently sloping High Street lined with timber-framed, tile-hung, and rendered buildings, many of which are listed. The High Street forms the heart of the village, leading from the Church of All Saints—a Grade II* listed building—down to the village pond, which is a key focal point in the public realm. The village Common, located adjacent to the High Street, is an important open green space and a defining feature of Lindfield's rural character.

Architecturally, the village contains a mix of medieval, Georgian, Victorian, and early 20th-century buildings. Recent development has occurred primarily on the edges of the village, with care generally taken to integrate new housing into the existing landscape and character. Nevertheless, pressures from infill and edge-of-settlement developments require a careful design response to avoid harm to the historic environment and visual setting.

White Lodge is located on the north-east end of the Village. It is accessible from a private drive , Old Place, which serves a small number of residences.



Figure 01 (Top left) - Lindfield aerial view
Figure 02 (Bottom left) - Street view looking down Old Place towards White Lodge
Figure 03 (Right) - Location of White Lodge

Introduction

Context & History

White Lodge is a Grade II listed, link-attached home, originally part of one of Lindfield's oldest manorial estates.

Old Place, (also known as the Challoner's Manor) was a manor house dating from the late 15th century, remodelled in the 1590s and then lavishly expanded by Charles Eamer Kempe in the late 19th and early 20th centuries.

The earliest plans that we have been able to find are from 1961 (attached), where White Lodge was converted into a series of Garages at ground floor.

White Lodge, originally known as White Cottage (with accommodation on the first floor), forms part of the former stable range, now three dwellings with linking archway.

When parts of Old Place were originally listed in 1951, White Lodge was not mentioned and apparently was not thought worthy of listing at that time. It was finally listed in 1987 and "included for group value as part of the series of additions by C.E Kempe made at Old Place." Indeed, whilst Old Place is listed Grade II*, White Lodge, Sundial Cottage and Mulberry Cottage are Grade II. It is interesting to note that whilst the building is clearly worthy of listing as part of the overall group of buildings, it merits no specific mention in the List Entry Description.

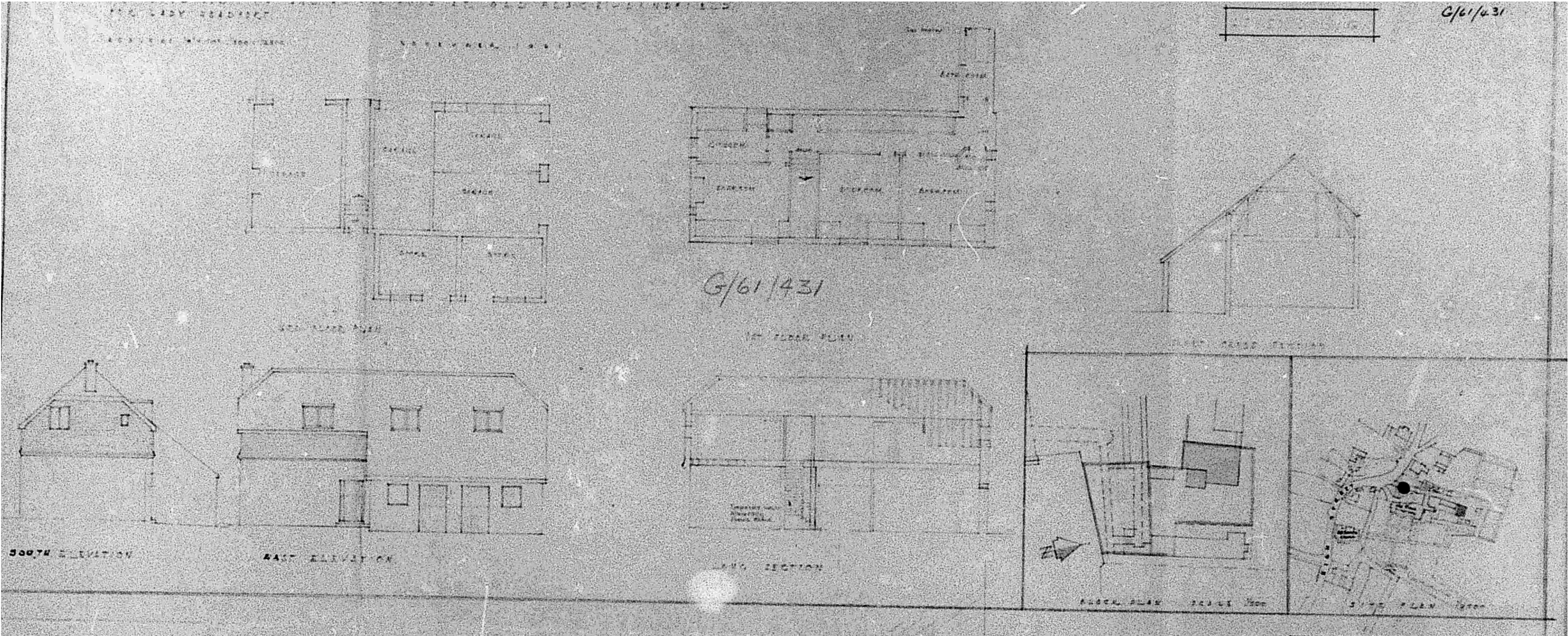


Figure 04 - Photos of Bowling Alley Cottage

Introduction

Context & History

The below drawings are from 1961 showing a snapshot in time of the evolution of the property from a residential wing into a series of garages - which was not its intended original use.



Planning Guidance

Pre-Application guidance and advice

In preparation of this application, the applicants have sought guidance through the pre-application process.

An email response from Emily Wade (Conservation office and assigned case office) was recieved on 18th August 2025.

The proposals set forth herein have been either retained, modified or removed in direct response to the guidance and comments received.

A copy of the planning response has been included opposite, and an extract of the relevant sections of the response has been included in the subsequent pages.

The below summary outlines the areas of the design that have been modified / removed since the pre-application was submitted:

1. Extent of widened opening between dining room & hallway

Based on the planning comments received, the proposals reflect a reduction in the extent to which the existing opening will be widened.

2. Master bedroom en-suite.

Based on the planning comments received the proposals associated with the consolidation and relocation of the en-suite have been removed from this application

From: **Emily Wade** <Emily.Wade@midsussex.gov.uk>
Date: 15 August 2025 at 15:06:21 GMT+1
To: Sarah Tavaré <misspage@gmail.com>
Subject: White Lodge, Old Place, Lindfield DM/25/1309

Dear Sarah

Please find below comments on your pre-application enquiry. My apologies again for the delay in getting these to you, which has been caused by pressure of other work and a period of leave.

As you know, White Lodge is a Grade II listed building, part of a group of three attached properties located to the rear of Old Place, a substantial Grade II* listed former manor house, at the northern end of Lindfield High Street. These buildings were apparently constructed c.1908 as the stables block to the house, with staff accommodation at first floor. Your recently provided pre-application statement suggests that the ground floor of White Lodge was converted to garaging for cars c.1961, retaining bedrooms above. At some point after this, but prior to the listing of White Lodge and its neighbours in 1987, the property was converted to fully residential use, with only a single garage retained facing onto the adjacent driveway.

White Lodge would be considered to possess architectural value based on its design and construction, including the various phases of alteration which have occurred to it and remain to an extent legible, historical illustrative value as a former ancillary building contributing to the narrative of the wider group associated with Old Place, and aesthetic value. It also has group value with and would be considered to be within the setting of Old Place, and is within the settings of the listed buildings at The Thatched Cottage (II*) and Lindfield House (II*). White Lodge is located within the Lindfield Conservation Area.

The current pre-application proposal is for internal and external alterations. To consider these in turn, as set out in the recently provided pre-application report.

- Garage conversion. It is proposed to convert the majority of the one remaining garage at the ground floor of the property to a bedroom, retaining a small workshop space behind the garage doors to the elevation facing onto the driveway. As was discussed on site, I was concerned that the loss of this remaining garage would be detrimental to the narrative and the special interest of the building, in removing the last evidence of its ancillary use as a stables, later garaging, to Old Place. However, the proposal has been refined to ensure that the existing garage flooring will be retained, albeit concealed within the new bedroom under a floating floor, as well as the wainscoting, windows and cills, and the sliding garage doors with their internal tracking. Although the space will be subdivided by a new partition, and the existing flooring will be partially concealed, in my opinion the revised proposal is on balance acceptable in retaining sufficient of the character of the space to indicate its previous purpose, and introducing only reversible new works.
- Entrance lobby, WC and ensuite. The former garage space adjacent to that discussed above has been previously converted to provide the entrance hall and downstairs WC of the dwelling, the latter being somewhat awkwardly placed adjacent to the front door, which has replaced the garage door, while retaining the lintel to the previous opening externally. The proposal is to reconfigure this space by relocating the WC further back into the room and introducing an ensuite adjacent to this which would be accessed by a new opening in the wall with the adjacent garage/proposed bedroom. The rear wall of the room would partly be removed in conjunction with works to open up the adjacent space, and the rear door to the hallway relocated closer to the front door. Given the existing partitioning to the space, I do not consider that the reconfiguration of the existing WC and addition of the ensuite are contentious in principle. The provision of the access to the ensuite will result in some loss of fabric from the dividing wall between the two former garage spaces, but this will be limited and in my opinion acceptable. I do however have concerns regarding the relocation of the door to the back of the hallway, and the loss of the adjacent wall to the dining room (also considered at 3d), due to the adverse impact on the historic floor plan and the manner in which this can be appreciated. I would recommend that the doorway and the section of walling are retained in their existing positions (see also below).
- Kitchen and dining room. As touched on above, I have some concerns regarding the impact on the existing floor plan of the degree of opening up which is envisaged to this area. As noted, I would recommend that the existing wall between the hallway and dining room, and the existing doorway are retained in situ so that the plan of the two rooms affected (the former garage and the former store, now dining room) can continue to be appreciated (3d). However, the existing opening between the dining room and stair hall adjacent to this could be slightly widened, provided that nibs (and a downstand if present) are retained. I would have no objection, subject to detail to the works proposed at 3a and 3b to the kitchen area, nor to the modest widening of the existing opening between the kitchen and dining room (3c).
- Lounge area. It is proposed to enlarge the existing opening between the original stairwell and the adjacent lounge area (another former garage space). I do have some concerns regarding the loss of fabric and room plan proposed here, but on balance given the existing opening and subject to the retention of substantial nibs and a downstand I would consider that this will be acceptable.
- Modifications to external openings. To the southern, garden facing elevation of the property it is proposed to enlarge an existing set of French windows to provide triple sliding/folding doors, and to insert a new window. These works will result in some loss of historic fabric, but the on a relatively modest scale. The impact on the appearance of the building will also be reduced given that this elevation is not readily visible from outside the property. On balance, and subject to detail, this aspect of the proposal is considered acceptable.
- Modification to courtyard window. It is proposed to slightly enlarge this opening by dropping the sill. This appears to be a non-original window, and the associated loss of fabric from its slight enlargement would be modest. This aspect of the proposal is not considered contentious subject to detail.
- Modifications to principal bedroom. At first floor, the principal bedroom to the southern end of the house has a shower room and sink arrangement adjacent to its entrance- the side wall of the shower room reflects, or is a remnant of, a former partition which ran along this side of the room. There is also a WC set into the eaves to the same part of the room. The current proposal is to rationalise this arrangement by removing the existing facilities and creating a new ensuite to the opposite side of the room, while retaining the line of the historic partition by creating a downstand following its line. On balance, given the level of existing alteration to this space, this aspect of the proposal is not considered acceptable.

In summary, therefore, the majority of the proposal is in my opinion acceptable, subject to detail, but the amendments to the plan form around the existing entrance hall/dining room require reconsideration. Any formal application should be accompanied by an appropriately detailed heritage statement, and would be assessed according to the requirements of District Plan Policies DP34 (Listed Buildings and Other Heritage Assets) and DP35 (Conservation Areas) and the relevant paragraphs of the National Planning Policy Framework (Part 16). These documents can be viewed online, [here](#):

[Mid Sussex District Plan - Mid Sussex District Council](#)

[National Planning Policy Framework - GOV.UK](#)

An application form for Listed Building Consent, together with an application checklist, can be found on our website, [here](#) (scroll down to Form 13):

[Apply for Planning Permission - Mid Sussex District Council](#)

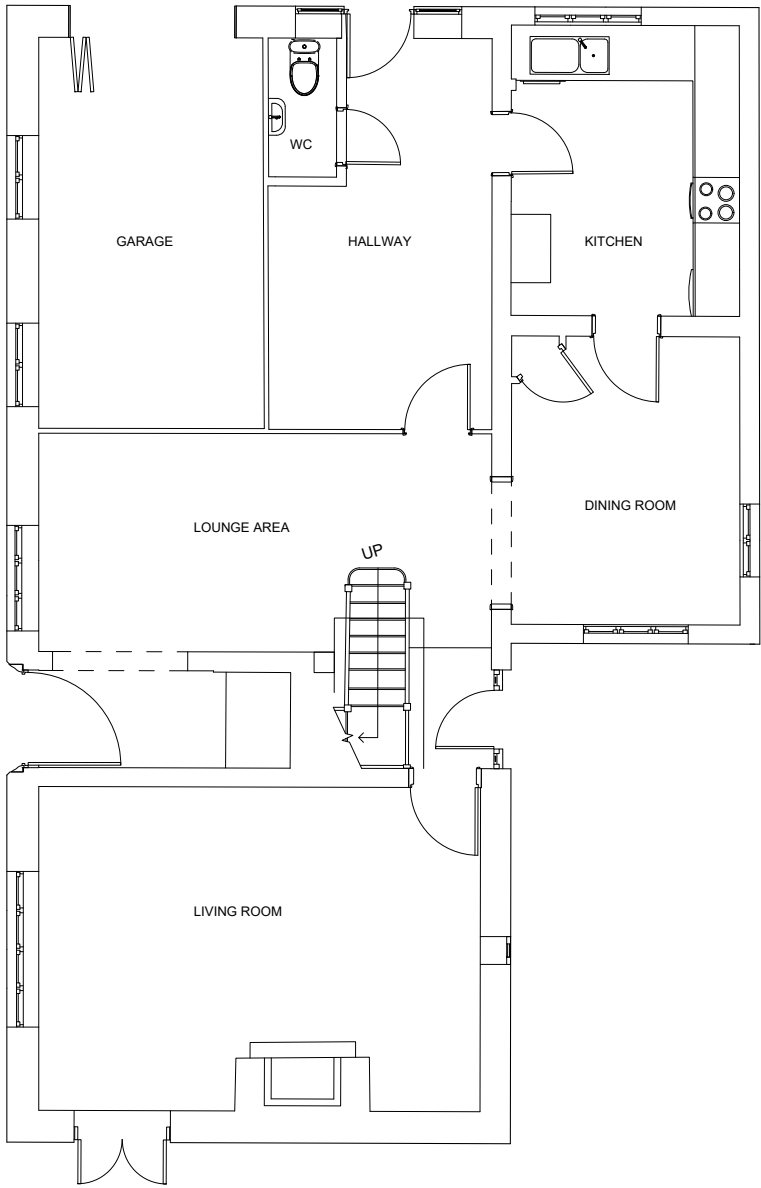
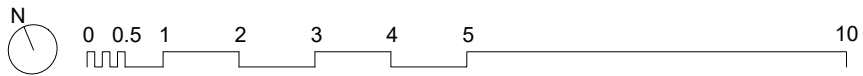
I hope the above is helpful,

Kind regards,

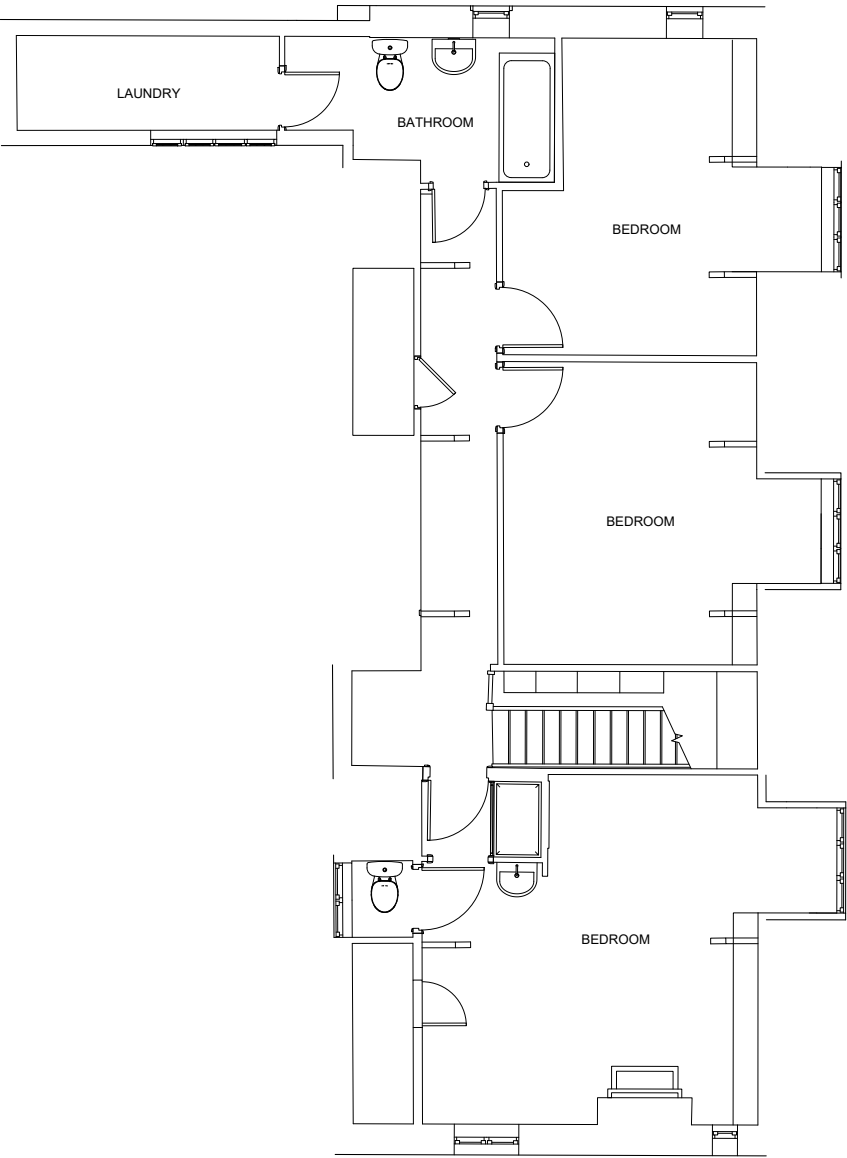
Emily Wade

Existing Plans

The current plans are illustrated opposite. These have undergone a series of both internal and external modifications over the life of the property.



Ground Floor Plan - Existing



First Floor Plan - Existing

Proposed Plans

The proposals are to enhance the relationship between internal and garden space and to re-configure the internal accommodation to provide better use of the space and to better serve the changing needs of the owner applicants, one of whom has chronic health issues.

We aim to minimise or obviate any necessity to remove or disturb any worthwhile historic fabric.

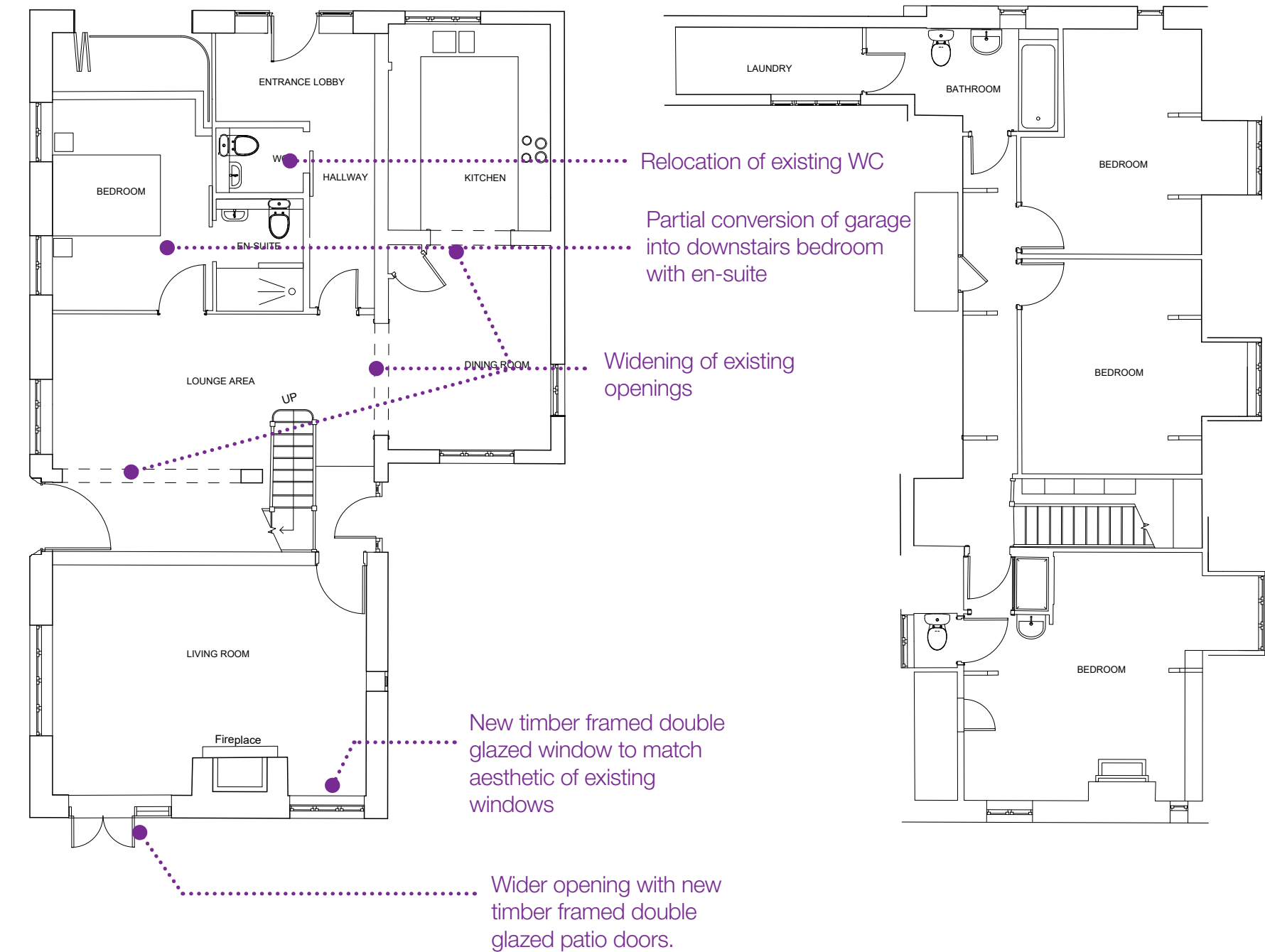
We are not seeking to enlarge the current envelope of the building, but the sympathetic addition/enlarging of the windows in the dining area and sitting room will create a much better relationship between internal and external garden features and let in more light, especially during the winter months.

These minor alterations, in keeping with the present aesthetic, are purely visible from within the garden of White Lodge and will have no public impact.

Internally, the proposals include minor modifications to opening within internal walls to allow for better functionality and improved accessibility. The partial conversion of the garage allows for a much needed accessible bedroom on the ground floor to cater for the occupants future health needs.

It seems little internal works/updates have been carried out since the previous owners bought the property in the early 1970s, so internal updates are long overdue to ensure correct preservation of several specific special features, to bring the propoerty up to date with modern ways o fliving, and most importantly, provide a future-proofed home for the occupants and associated health and mobility issues.

The proposed works are outlined in detail on the following pages, with associated pre-app comments included.



Ground Floor Plan - Proposed

First Floor Plan - Proposed

Proposed Plans

Ground Floor

1 Garage conversion

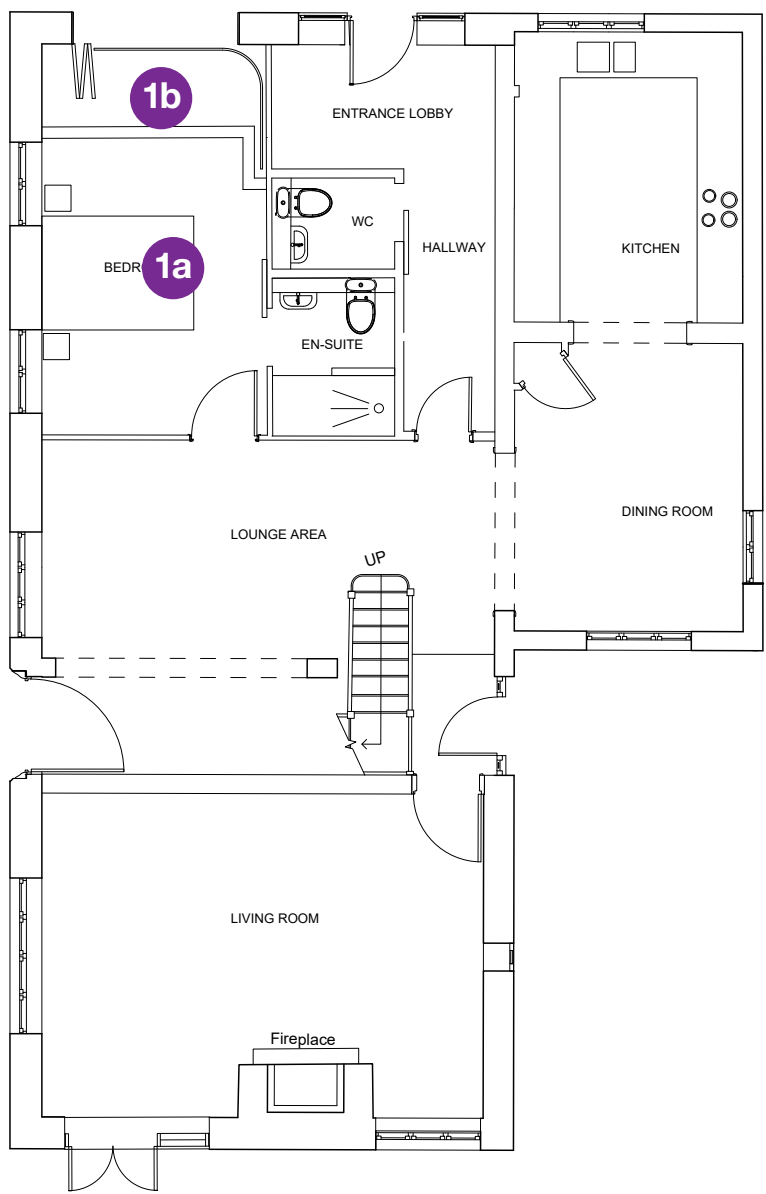
1a To accommodate the needs of the owners degenerative health condition, the proposals seek to convert part of the existing garage into a much needed downstairs bedroom.

It is proposed to retain all the existing brick flooring in place. A new insulated 'floating' floor will be constructed on top, ensuring the existing floor is not damaged and could be fully re-exposed in the future.

It is proposed to retain and refurbish the existing wainscoting to the exterior walls and all existing windows, cills and reveals.

1b The front portion of the garage will be remain as a workshop. All existing flooring and features will be retain as existing.

A reveal will be created to retain the existing guide rail for the sliding garage doors. This preserves the doors and rail in full working order.



Pre-application comments (Extract)
Emil Wade, Conservation Officer
Received via email - 15th August 2025

Garage conversion: It is proposed to convert the majority of the one remaining garage at the ground floor of the property to a bedroom, retaining a small workshop space behind the garage doors to the elevation facing onto the driveway. As was discussed on site, I was concerned that the loss of this remaining garage would be detrimental to the narrative and the special interest of the building, in removing the last evidence of its ancillary use as a stables, later garaging, to Old Place. However, the proposal has been refined to ensure that the existing garage flooring will be retained, albeit concealed within the new bedroom under a floating floor, as well as the wainscoting, windows and cills, and the sliding garage doors with their internal tracking. Although the space will be subdivided by a new partition, and the existing flooring will be partially concealed, in my opinion the revised proposal is on balance acceptable in retaining sufficient of the character of the space to indicate its previous purpose, and introducing only reversible new works.

Ground Floor Plan - Proposed

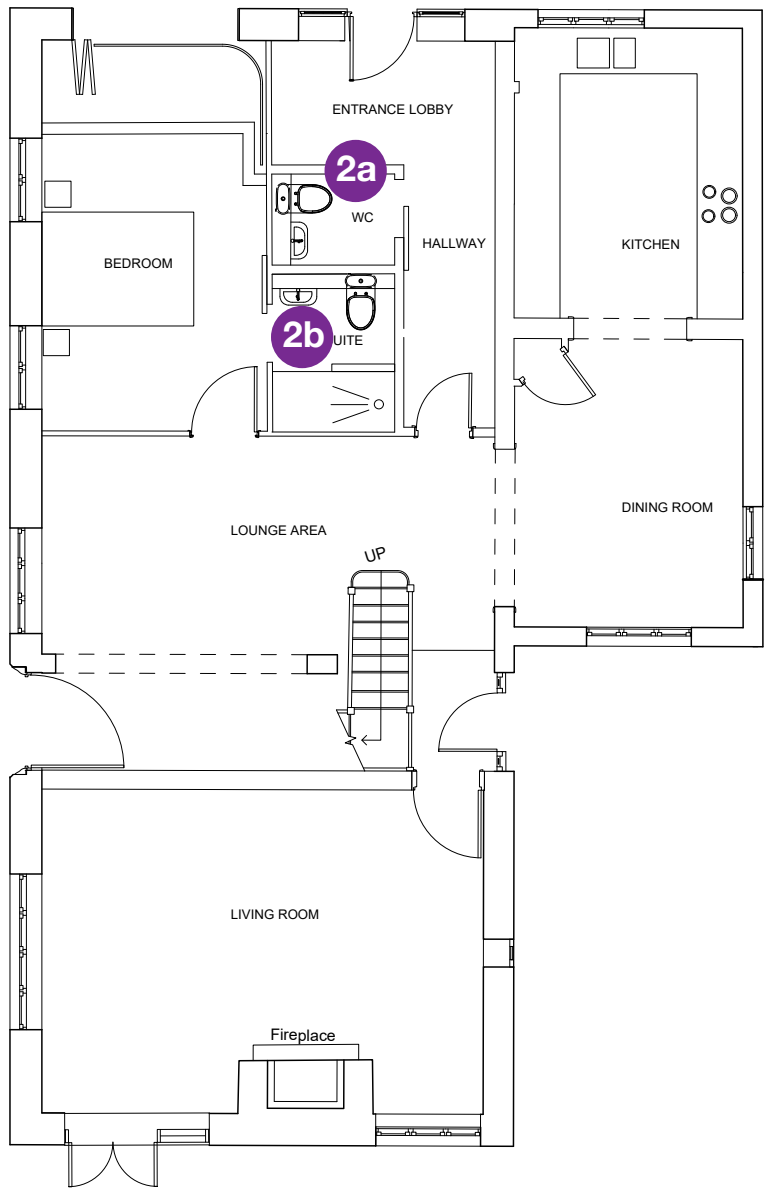
Proposed Plans

Ground Floor

2 Entrance Lobby and WCs

The proposals seek to reconfigure the location of the downstairs WC to create a more appropriately sized entrance lobby.

- 2a In doing so, the sidelight to the front door is liberated and the symmetry of the this door and pair of sidelights is reinstated.
- 2b Adjacent to the relocated WC is proposed a new en-suite shower room for the proposed downstairs bedroom. This consolidates all plumbing in a single location.



Pre-application comments (Extract)
Emil Wade, Conservation Officer
Received via email - 15th August 2025

Entrance lobby, WC and ensuite. The former garage space adjacent to that discussed above has been previously converted to provide the entrance hall and downstairs WC of the dwelling, the latter being somewhat awkwardly placed adjacent to the front door, which has replaced the garage door, while retaining the lintel to the previous opening externally. The proposal is to reconfigure this space by relocating the WC further back into the room and introducing an ensuite adjacent to this which would be accessed by a new opening in the wall with the adjacent garage/proposed bedroom. The rear wall of the room would partly removed in conjunction with works to open up the adjacent space, and the rear door to the hallway relocated closer to the front door. Given the existing partitioning to the space, I do not consider that the reconfiguration of the existing WC and addition of the ensuite are contentious in principle. The provision of the access to the ensuite will result in some loss of fabric from the dividing wall between the two former garage spaces, but this will be limited and in my opinion acceptable. I do however have concerns regarding the relocation of the door to the back of the hallway, and the loss of the adjacent wall to the dining room (also considered at 3d), due to the adverse impact on the historic floor plan and the manner in which this can be appreciated. I would recommend that the doorway and the section of walling are retained in their existing positions (see also below).

Design amendments in response to comments:

The location of the rear hallway door has now been retained in its current location, and the extent of the widening of the opening between the dining room and lounge area has been significantly reduced (refer to subsequent section 3d).

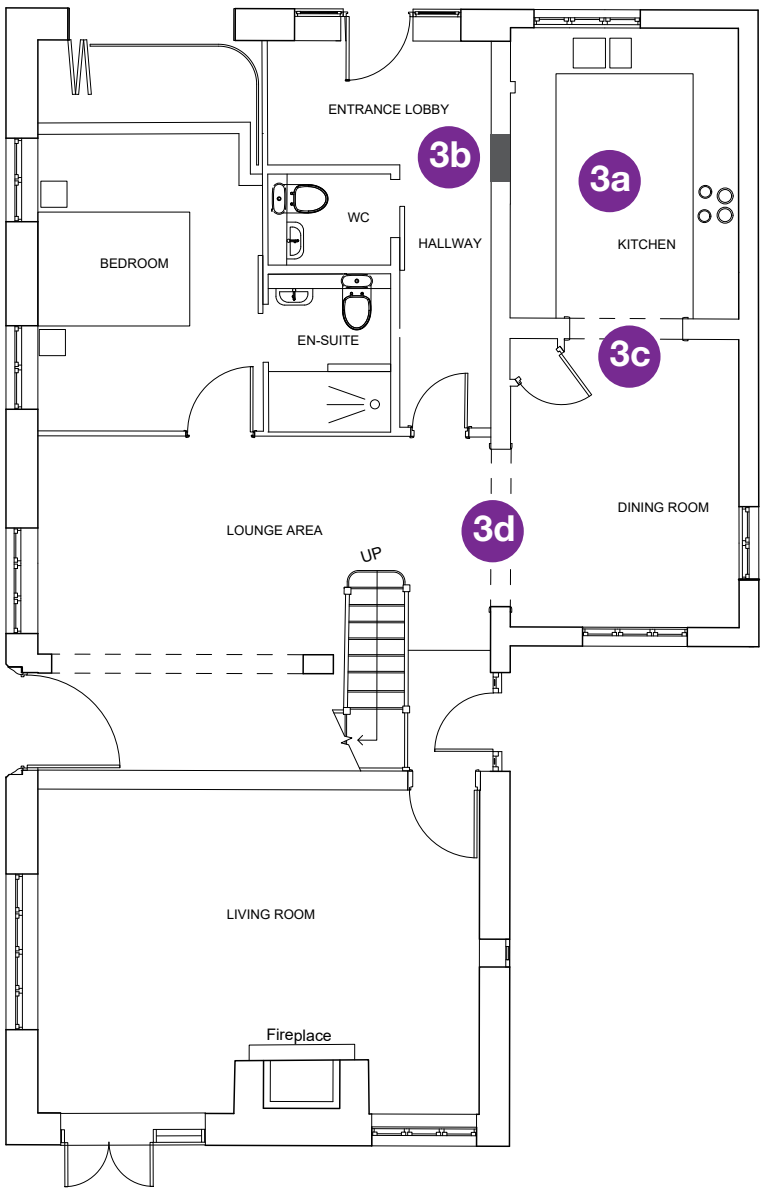
Ground Floor Plan - Proposed

Proposed Plans

Ground Floor

3 Kitchen and Dining room

- 3a The existing kitchen is tired and out of date and in desperate need of modernisation. The proposals seek to reconfigure and update the kitchen units, appliances and finishes.
- 3b Previous alterations to the property created a door between the kitchen and hallway. It is proposed to block this to reinstate a solid wall in this location.
- 3c To create a more generous connection between the kitchen and dining room, the proposals seek to widen the existing opening. This will also allow better circulation should the owners health condition require wheelchair access.
- 3d The modified proposals (since receiving Pre-app comments) seek to widen the existing opening between the dining room and the reception room. Currently, the dining room is congested with narrow circulation around the dining table. This will become increasingly problematic should the owners health condition require wheelchair access. Widening the opening in this location will make the dining layout more generous and future-proofed for accessibility.



Ground Floor Plan - Proposed

Pre-application comments (Extract)
Emil Wade, Conservation Officer
Received via email - 15th August 2025

Kitchen and dining room: As touched on above, I have some concerns regarding the impact on the existing floor plan of the degree of opening up which is envisaged to this area. As noted, I would recommend that the existing wall between the hallway and dining room, and the existing doorway are retained in situ so that the plan of the two rooms affected (the former garage and the former store, now dining room) can continue to be appreciated (3d). However, the existing opening between the dining room and stair hall adjacent to this could be slightly widened, provided that nibs (and a downstand if present) are retained. I would have no objection, subject to detail to the works proposed at 3a and 3b to the kitchen area, nor to the modest widening of the existing opening between the kitchen and dining room (3c).

Design amendments in response to comments:
As noted above, the location of the rear hallway door has now been retained in its current location, and the extent of the widening of the opening between the dining room and lounge area has been significantly reduced in line with the pre-app comments.



3d - view towards existing opening between lounge and dining room. Proposed extent of opening shown with dotted purple line.

Proposed Plans

Ground Floor

4 Lounge Area - Widening Opening

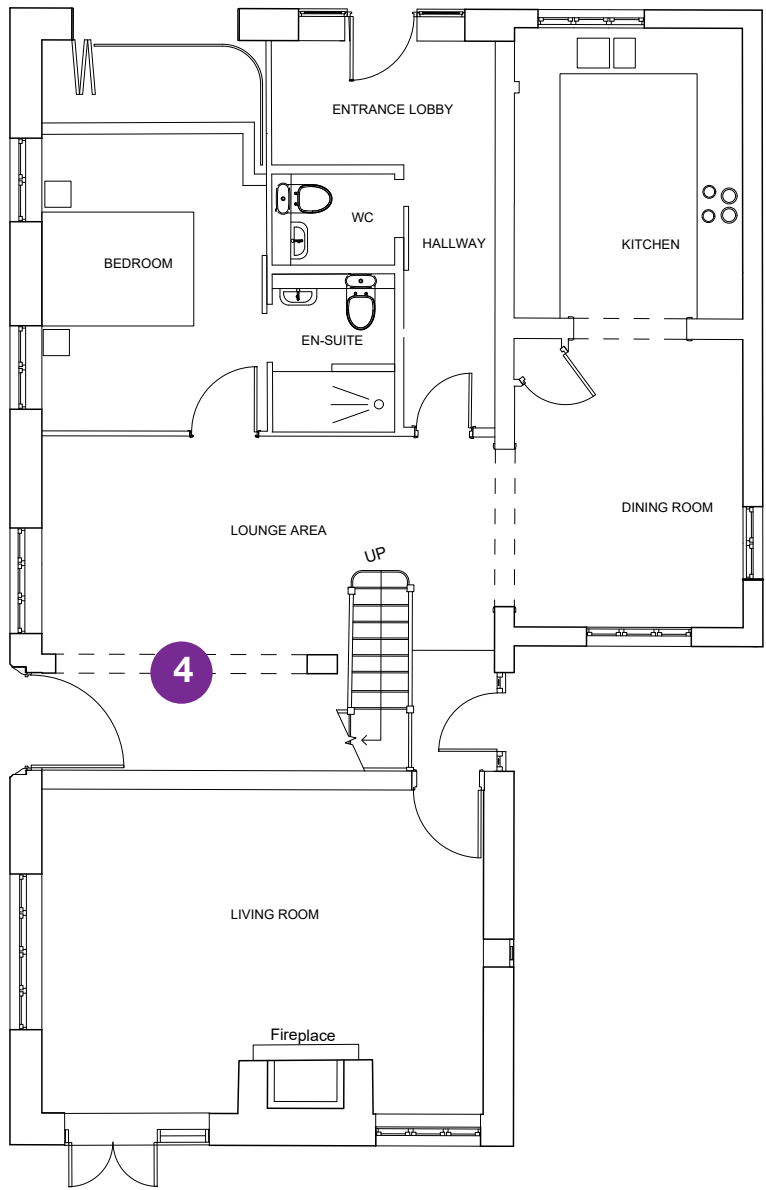
Previous alterations to the property have re-orientated the lower portion of the staircase and created an opening in the original wall between the lounge area and the zone beneath the stair.

The proposals seek to widen this existing opening to create a more generous lounge space with more functional proportions.

The proposals would retain a nib of the wall on both sides of the opening + a down-stand bean to ensure the location of the existing wall is legible - per the sketch below.



View across lounge towards side entrance door. Proposed extent of opening shown with dotted purple line.



Ground Floor Plan - Proposed

Pre-application comments (Extract)
Emil Wade, Conservation Officer
Received via email - 15th August 2025

Lounge area. It is proposed to enlarge the existing opening between the original stairwell and the adjacent lounge area (another former garage space). I do have some concerns regarding the loss of fabric and room plan proposed here, but on balance given the existing opening and subject to the retention of substantial nibs and a downstand I would consider that this will be acceptable.

Proposed Plans

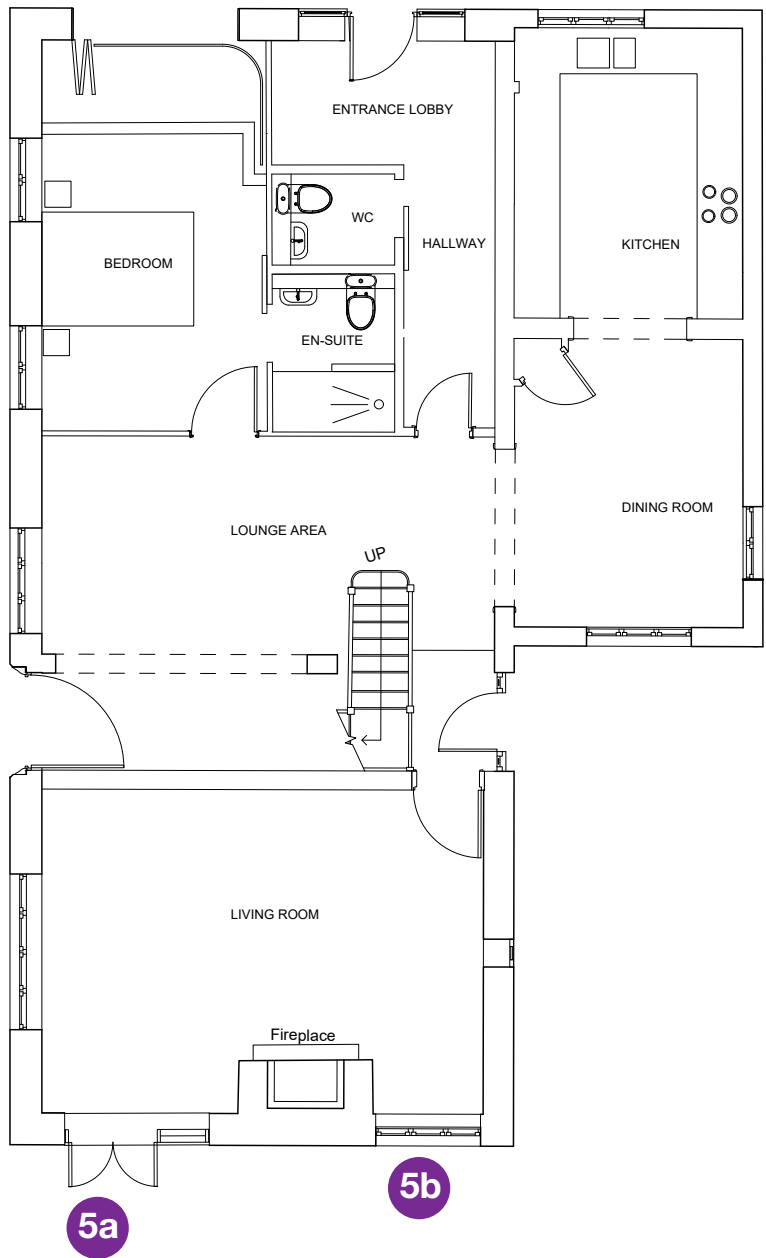
Ground Floor

5 Modifications to external wall (garden facing)

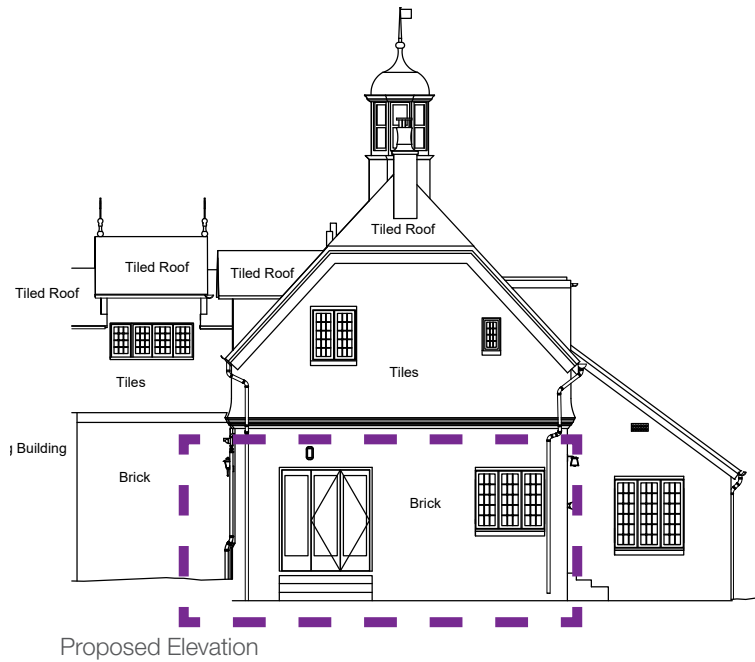
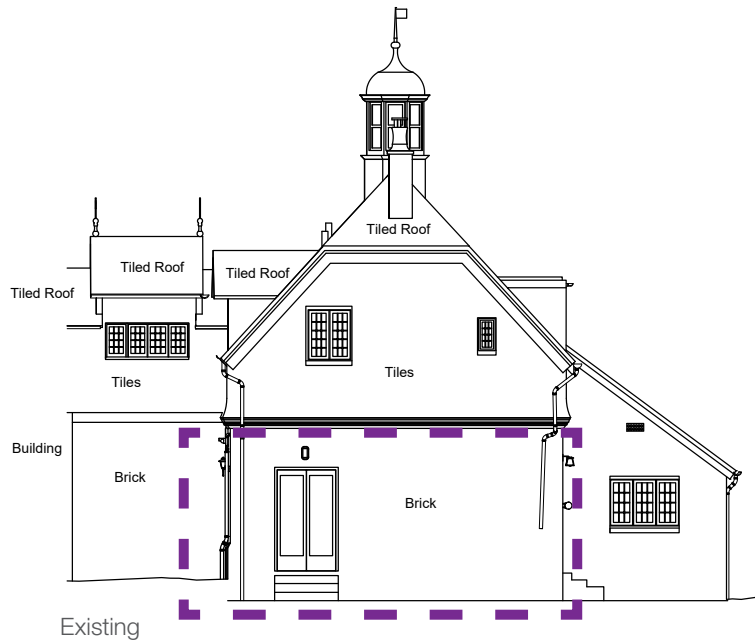
5a Widening patio doors
The proposals seek to widen the existing patio doors on the garden elevation to create better visual connection between inside and out. It is proposed to widen the doors by circa 50%. The same vertical proportions of the doors are to be retained to be in-keeping with the existing aesthetic. The new door would be a timber framed to match the existing.

It is noted that the existing patio doors are not original.

5b New Window
The proposals seek to create an additional window opening in the garden facing elevation to provide a clear line of sight from the middle of the house into the garden - further improving connections between inside and out and improving daylight penetration. The window will be in-keeping with all existing windows in terms of scale, proportion and materials.



Ground Floor Plan - Proposed



Pre-application comments (Extract)
Emil Wade, Conservation Officer
Received via email - 15th August 2025

Modifications to external openings. To the southern, garden facing elevation of the property it is proposed to enlarge an existing set of French windows to provide triple sliding/folding doors, and to insert a new window. These works will result in some loss of historic fabric, but the on a relatively modest scale. The impact on the appearance of the building will also be reduced given that this elevation is not readily visible from outside the property. On balance, and subject to detail, this aspect of the proposal is considered acceptable.

Proposed Plans

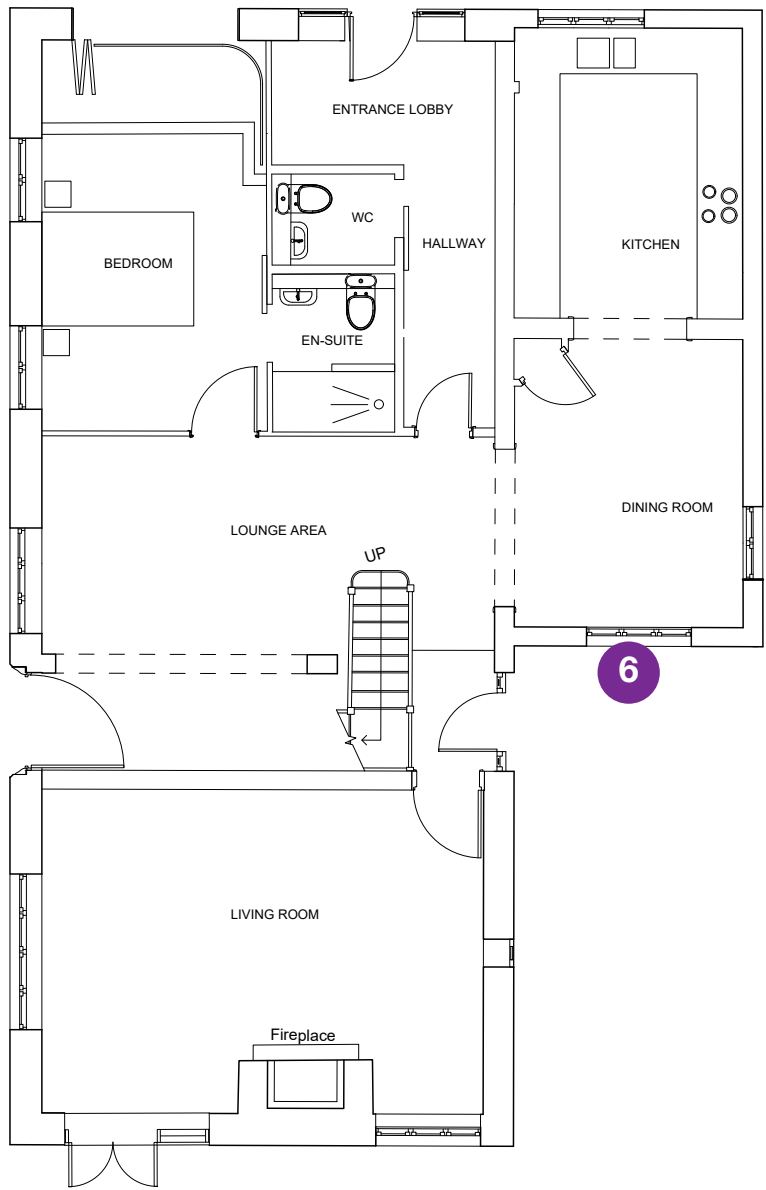
Ground Floor

6 Modification to courtyard window

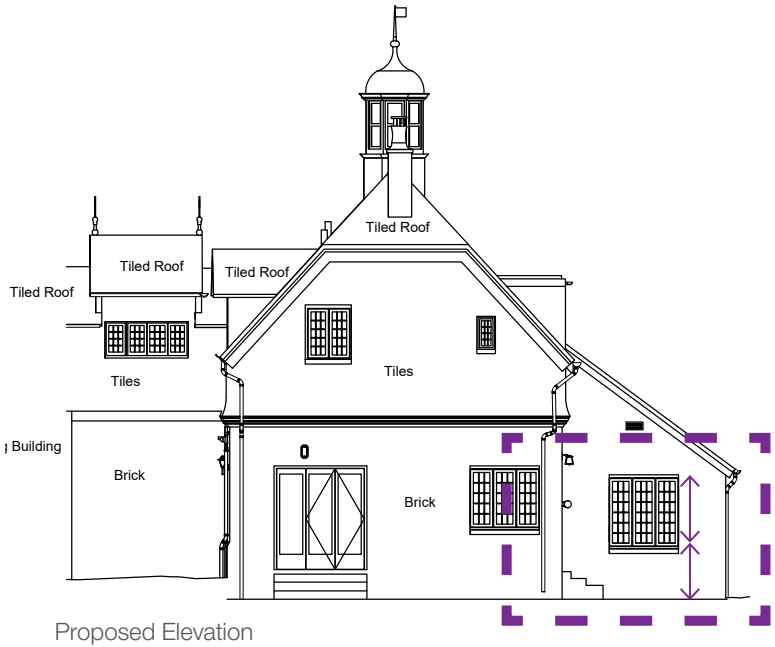
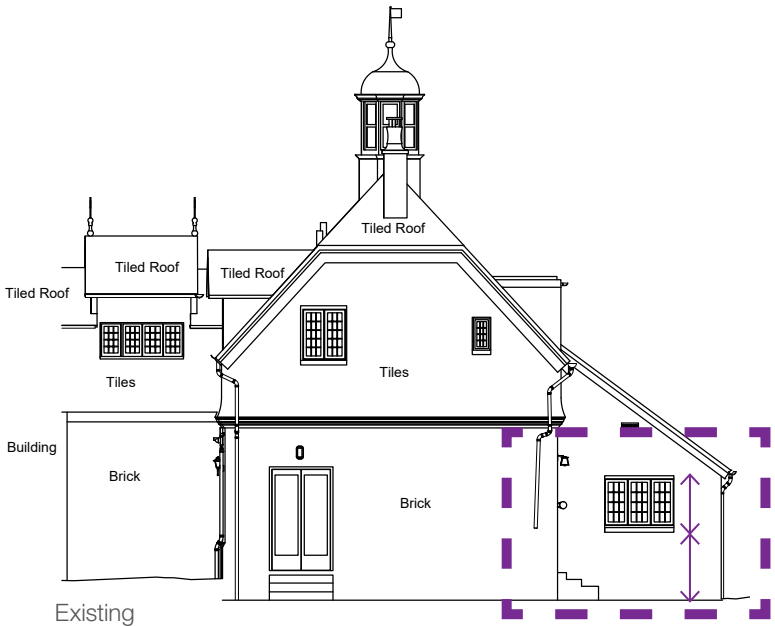
The proposals seek to lower the cill height of the courtyard facing window to the dining room to allow better visual connection between inside and out when seated at the dining table.

It is noted that this window does not appear to be original.

The height, proportion and fenestration pattern of the proposed window is intended to match the height, proportions and fenestration pattern of the existing windows along the west elevation to ensure the modifications in-keeping with the aesthetic of the existing building fabric



Ground Floor Plan - Proposed



Pre-application comments (Extract)
Emil Wade, Conservation Officer
Received via email - 15th August 2025

Modification to courtyard window. It is proposed to slightly enlarge this opening by dropping the sill. This appears to be a non-original window, and the associated loss of fabric from its slight enlargement would be modest. This aspect of the proposal is not considered contentious subject to detail.

