

Delegated Decision

Sign off Sheet

Ref. No:	DM/26/0607	Case Officer:	Tracie Axford
Application Type:	Householder Application		
Proposal:	Replacement of existing timber single and double glazed sash windows with new conservation style wooden sash double glazed windows with Astragal bars (three-over-three as originals where required of the same dimensions as the existing single glazed units)		
Site:	16 Compton Road, Lindfield, Haywards Heath, West Sussex, RH16 2JZ, , ,		
Validation Date	17 Apr 2026	Overall Expiry Date:	3 Jun 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	10 Jun 2026
Target Date:	12 Jun 2026	Recommending Officer Signature:	<i>Tracie Axford</i>

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	<i>Steven King</i>	Date:	10 Jun 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/26/0607

**16 Compton Road, Lindfield, Haywards Heath, West Sussex, RH16 2JZ, ,
Replacement of existing timber single and double glazed sash windows with new conservation
style wooden sash double glazed windows with Astragal bars (three-over-three as originals
where required of the same dimensions as the existing single glazed units)
Mr Colin Mayhew**

SUMMARY OF REPRESENTATIONS

None received

SUMMARY OF CONSULTEES

Conservation Officer - *'16 Compton Road is an unlisted semidetached house located within the Lindfield Conservation Area. It dates from the early 20th century, and is part of a group of properties of similar age and architectural style flanking this southern part of Compton Road. A two storey side extension was granted planning permission in 2009.*

The current proposal is for the replacement of the majority of the existing original and modern timber sash windows throughout the house and extension with 'lightweight' double glazed sash windows of similar proportions to the original early 20th century windows, some of which survive. Although this is unlikely to be considered contentious in principle, we currently have insufficient information in terms of the proportions and detailing of the replacement windows. I note the photographs of the mock-up window contained within the supporting statement, but unfortunately these are not clear and are not sufficient to remove the need for detailed drawings.

The applicant should supply typical existing and proposed elevational and sectional drawings for each window type to demonstrate that the proportions and detailing of the replacement windows will be a good match to the original. These drawings should show framing proportions and profile, and as appropriate glazing bar detail.

LINDFIELD PARISH COUNCIL OBSERVATIONS

Lindfield Parish Council has no objections subject to the satisfaction of the conservation officer.

INTRODUCTION

The application seeks planning permission for the replacement of the existing timber single and double glazed sash windows with new conservation style wooden sash double glazed windows with Astragal bars (three-over-three as originals where required of the same dimensions as the existing single glazed units).

RELEVANT PLANNING HISTORY

09/01206/FUL - Proposed two storey side extension. Permission 2009-06-29

SITE AND SURROUNDINGS

The application property is a semi-detached two storey dwelling dating from the early 20th century constructed of brick, with a slate roof and white timber windows. It benefits from a small front garden and a driveway with space for one vehicle to the side of the front entrance to the property. It is located within the Lindfield Conservation Area which is covered by an Article 4 direction (PR-01461-ART4), and the built up area boundary of Lindfield as defined in the Mid Sussex District Plan.

The section of Compton Road where the application site is located is characterized by dwellings of similar sizes and designs, many of which have been altered. The road is tree lined and the dwellings are separated from the highway by small front gardens.

APPLICATION DETAILS

The application seeks planning permission for the replacement of the existing timber single and double glazed sash windows with new conservation style wooden sash double glazed windows with Astragal bars (three-over-three as originals where required of the same dimensions as the existing single glazed units).

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 Lindfield and Lindfield Rural Neighbourhood Plan 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:

DP26 - Character and Design

DP35 - Conservation Areas

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.

Lindfield and Lindfield Rural Neighbourhood Plan

The Lindfield and Lindfield Rural Neighbourhood Plan was made in 2016.

Relevant Policy: None

Other Legislation

Planning (Listed Buildings and Conservation Areas) Act 1990

Other Material Considerations

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 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:

DPS1 - Climate Change

DPB1 - Character and Design

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)

The National Planning Policy Framework (NPPF) 2024 is a material consideration.

ASSESSMENT

It is considered that the main issues that need to be considered in the determination of this application are as follows;

- Design and Character and Impact on Conservation Area
- Impact on neighbouring properties
- Biodiversity Net Gain

Design and Character and Impact on Conservation Area

Policy DP35 of the District Plan states (in part):

'Development in a conservation area will be required to conserve or enhance its special character, appearance and the range of activities which contribute to it.'

The site is located within the Lindfield Conservation Area. A Conservation Area is defined as an area of "special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance".

The below assessment is made whilst being mindful of this guidance and having regard to the statutory duty of the Council, as the Local Planning Authority, to have special regard to the desirability of preserving the heritage asset (the Lindfield Conservation Area), the site being within its boundary, and any features of special interest, as set out in Section 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

The Council's Conservation Officer has been consulted on the proposal and has stated that, *'Although this is unlikely to be considered contentious in principle, we currently have insufficient information in terms of the proportions and detailing of the replacement windows. I note the photographs of the mock-up window contained within the supporting statement, but unfortunately these are not clear and are not sufficient to remove the need for detailed drawings.'*

The applicant should supply typical existing and proposed elevational and sectional drawings for each window type to demonstrate that the proportions and detailing of the replacement windows will be a good match to the original. These drawings should show framing proportions and profile, and as appropriate glazing bar detail.'

Following discussions with the applicant, and a visit to the site, it was understood that the applicant was unable to provide sectional drawings due to the nature of the window replacement process. The applicant explained that there would be no alteration to the window frames and, therefore, no change to the profile, depth, method of opening, or overall appearance of the windows. The process involves leaving the existing frame in place, removing the sash and replacing the glazing with double glazed units. The replacement windows would match the existing in terms of design, proportions, materials, and finish, resulting in a like-for-like replacement. Given the nature of the proposed works, which retain the existing frames and overall window proportions, it is considered that the absence of sectional drawings does not prevent a full assessment of the proposal.

As such, it is considered that the works would preserve the character and appearance of the host property and would preserve the character and appearance of the conservation area. The proposal is therefore considered to comply with policy DP35 of the MSDC District Plan.

Policy DP26 of the Mid Sussex District Plan states:

'All development and surrounding spaces, including alterations and extensions to existing buildings and replacement dwellings, will be well designed and reflect the distinctive character of the towns and villages while being sensitive to the countryside. All applicants will be required to demonstrate that development:

- is of high quality design and layout and includes appropriate landscaping and greenspace; - contributes positively to, and clearly defines, public and private realms and should normally be designed with active building frontages facing streets and public open spaces to animate and provide natural surveillance;*
- creates a sense of place while addressing the character and scale of the surrounding buildings and landscape;*

- *protects open spaces, trees and gardens that contribute to the character of the area;*
- *protects valued townscapes and the separate identity and character of towns and villages;*
- *does not cause significant harm to the amenities of existing nearby residents and future occupants of new dwellings, including taking account of the impact on privacy, outlook, daylight and sunlight, and noise, air and light pollution (see Policy DP27);*
- *creates a pedestrian-friendly layout that is safe, well connected, legible and accessible;*
- *incorporates well integrated parking that does not dominate the street environment, particularly where high density housing is proposed;*
- *positively addresses sustainability considerations in the layout and the building design;*
- *take the opportunity to encourage community interaction by creating layouts with a strong neighbourhood focus/centre; larger (300+ unit) schemes will also normally be expected to incorporate a mixed use element;*
- *optimises the potential of the site to accommodate development.'*

The existing original window proportions and detailing were visible on site and it is considered that the proposed works would preserve these characteristics. As the windows will be replaced on a like-for-like basis, the works would preserve the character and appearance of the host property and would not result in any harmful visual impact upon the wider street scene and therefore complies with policy DP26 of the MSDC District Plan.

Impact on Neighbouring Amenities

In terms of impact upon neighbouring amenities Policy DP26 in part seeks to ensure that development:

'does not cause significant harm to the amenities of existing nearby residents and future occupants of new dwellings, including taking account of the impact on privacy, outlook, daylight and sunlight, and noise, air and light pollution (see Policy DP29);'

As the windows are to be replaced on a like-for-like basis, it is considered that the proposal would not result in any impact to any neighbouring properties. Given the domestic nature of the proposed development, it is not considered that there will be any significant harm or impact in terms of noise, air or light pollution.

Therefore, in terms of neighbouring amenities, the proposal is deemed to comply with policy DP26 of the Mid Sussex District Plan.

Biodiversity Net Gain

Biodiversity net gain is required under a statutory framework introduced by Schedule 7A of the Town and Country Planning Act 1990. This is a householder application within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015. As a householder application this development is exempt from the requirement to provide biodiversity net gain.

PLANNING BALANCE AND CONCLUSION

The proposal is considered to be of a high quality design that conserves the special character and appearance of the Conservation Area. The proposal is also not considered to cause significant harm to the amenity of neighbouring properties. Therefore, the proposal is considered to comply with policies DP26 and DP35 of the Mid Sussex District Plan, the Lindfield and Lindfield Rural Neighbourhood Plan, the Mid Sussex Design Guide SPD and the NPPF.

Decision: Permission

Case Officer: Tracie Axford